



# CENTERSCOPE



## 2013-2014 Student Handbook

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## 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. Policies affecting all students are described (or provided as links) in this handbook. UTHSC academic issues/policies specific to individual colleges can be found in the UTHSC catalog. Students are encouraged to read both the CenterScope and the UTHSC Catalog in order to find information regarding our campus and its programs. The information in both documents should be used as a directory and explanation of services and agencies, and as a resource for obtaining answers to dilemmas and questions. These documents are not contracts and the administration reserves the right to amend and correct the contents whenever necessary and appropriate. Students will be advised when changes are made to the posted documents. Copies are always available at the Office of Student Life, the various Student Affairs Offices of each college, and the UTHSC Office of Student Affairs. Digital copies can be found on the university web site at <http://www.uthsc.edu/centerscope/>.

## CHANCELLOR'S MESSAGE

Steve J. Schwab, MD  
[sschwab@uthsc.edu](mailto:sschwab@uthsc.edu)

It is my pleasure to welcome you to the University of Tennessee Health Science Center (UTHSC). The Health Science Center is a statewide institution with major educational enterprises in Memphis, Knoxville and Chattanooga, as well as more than 100 clinical training sites across the state.

The Health Science Center is comprised of six colleges -- Allied Health Sciences, Dentistry, Graduate Health Sciences, Medicine, Nursing and Pharmacy -- offering 34 different academic programs dedicated to the preparation of health care professionals and biomedical research scientists for the state of Tennessee and beyond. Memphis is home base for all six of our colleges, with major clinical educational sites in Knoxville and Chattanooga. A smaller presence, involving both the College of Medicine and the College of Pharmacy can be found in Nashville.

Our clinical practices account for more than \$200 million in revenue. Our research enterprise contributes more than \$100 million to the UTHSC mission. In addition to our degree-granting programs, UTHSC has approximately 1,200 physician residents and fellows in 87 fully accredited training programs. Advanced training for nurses, pharmacists, dentists, allied health professionals, and medical scientists is integral to the Health Science Center.

Our colleges are led by professionals with a solid commitment to our mission: to improve human health through education, research, clinical care and public service. As the flagship statewide academic health system, UTHSC is dedicated to delivering groundbreaking discoveries that improve the lives of those in our immediate area, as well as those in our state, region and global community. We are committed to providing an environment that is challenging, enriching, productive and safe. UTHSC faculty, staff and administrators recognize that we are training the next generation of leaders for the health sciences. This knowledge deepens our commitment to our educational, research and clinical mission.





## GENERAL INFORMATION

### UTHSC CAMPUS FACTS

– see also information at [http://www.uthsc.edu/news/fact\\_sheets.php](http://www.uthsc.edu/news/fact_sheets.php)

The University of Tennessee Health Science Center (UTHSC) is part of the statewide, multicampus University of Tennessee, a public land grant university. The Memphis campus was launched in 1911 and dedicated solely to health science education and research. Seed programs in medicine, dentistry and pharmacy quickly flourished, and within a few short years, new programs were initiated in allied health sciences, graduate health sciences, and nursing. Each of those programs grew to become a college in its own right. In 1963, the UT Graduate School of Medicine in Knoxville became part of the UT Health Science Center, and in 1974, the UT College of Medicine, Chattanooga, joined the UTHSC system.

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

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

### BOARD OF TRUSTEES FOR THE UNIVERSITY OF TENNESSEE

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

The Board of Trustees has full and complete control over the university's organization and administration, its constituent parts and its financial affairs. All Trustees, both *ex officio* and appointed, (except the Executive Director of the Tennessee Higher Education Commission, who is a non-voting member), have a vote on matters coming before the Board, or before any committee thereof of which they are members. The board is chaired by the governor of the state of Tennessee. Other members are appointed by the governor for staggered terms to represent different districts and regions of the state.

#### *Members of the Board of Trustees*

His Excellency, The Governor of Tennessee: **The Honorable Bill Haslam, Ex Officio**  
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#### **THE UNIVERSITY OF TENNESSEE ADMINISTRATION**

The President of the University of Tennessee is the chief executive officer of the University. The president reports directly to the University Board of Trustees and has delegated authority to exert administrative and fiduciary responsibility for the campuses and institutes that comprise the University. He is assisted by a number of Vice Presidents and by the Chancellors of the individual campuses who report directly to him.



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Vice Chancellor, Information Technology,	JAN VAN der AA, Ph.D
Vice Chancellor, Research (Interim)	LARRY PFEFFER, Ph.D.

## **COLLEGES & SCHOOLS**

College of Allied Health Sciences,	NOMA ANDERSON, Ph.D. Dean
College of Dentistry,	TIMOTHY HOTTEL, D.D.S., M.S., M.B.A., Dean
College of Graduate Health Sciences,	DON THOMASON, Ph.D., Dean
College of Nursing,	LAURA TALBOT, Ph.D., Dean
College of Medicine,	DAVID M STERN, M.D., Executive Dean
College of Medicine, Knoxville Campus,	JIM NEUTENS, Ph.D., Dean
College of Medicine, Chattanooga Campus,	DAVID C. SEABERG, M.D., CPE, FACEP, Dean
College of Pharmacy,	MARIE CHISHOLM-BURNS, Pharm. D., M.P.H., Dean



## UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER MISSION STATEMENT

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.” UTHSC is committed to maintaining an environment that encourages honesty, trust and fairness and that promotes personal growth, development, satisfaction and achievement for all students, faculty and staff. To this end, UTHSC emphasizes and supports each of its four missions: **education, research, clinical care and service.**

### *Education*

The University of Tennessee is authorized by the state of Tennessee to provide an education primarily to the youth and citizens of the State of Tennessee and also to be a leading research institution. As the university's flag ship for health sciences education, the University of Tennessee Health Science Center offers a wide range of academic programs in the health sciences leading to the baccalaureate, master and doctoral degree. These programs are offered with the approval of the University Board of Trustees and the Tennessee Higher Education Commission. UTHSC, as part of the UT system (“Big Orange”) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools; and each of the professional colleges and programs is also accredited by an appropriate accrediting agency for the profession. Specific additional information on accreditation is listed below and on the Academic Affairs web site <https://academic.uthsc.edu/accreditation.php>. Details as to the requirements for the academic programs and degrees offered by The University of Tennessee Health Science Center can be found in the UTHSC catalog.

### *Research*

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

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

### *Chairs and Centers of Excellence*

The University of Tennessee Health Science Center has established 62 endowed Professorships and chairs, including 19 designated as Chairs of Excellence. Chairs of Excellence are established with an endowment derived from both state and private funding. Endowed Professorships are usually established with private gifts. The accompanying table shows current endowed Professorships and Chairs of Excellence.

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

class investigators/clinicians provide a unique opportunity for students wishing to learn from individuals at the frontier of research in the biomedical and clinical sciences.

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

In addition, the newly established University of Tennessee Cancer Institute was recently accepted as a member of National Comprehensive Cancer Network; and the Neuroscience Institute has achieved an international reputation as a preeminent center for neuroscience in the United States. Faculty at the UTHSC are leaders in the field of mouse genetics and are responsible for the establishment of research consortia such as the Tennessee Mouse Genome Consortium and the Complex Trait Consortium. In addition, they have also pioneered the development of the iScope project.

### ***Chairs of Excellence***

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

### ***Endowed Professorships.....***

St. Jude Professorship in Pediatrics .....	William E. Evans, Pharm. D.
Herbert A. Shainberg Professorship in Developmental Pediatrics.....	Frederick B. Palmer, M. D.

Simon R. Bruesch Alumni Professorship in Anatomy	Matthew Ennis, Ph.D.
Harriet S. Van Vleet Professorship in Pharmacy.	Duane D. Miller, Ph.D.
Methodist Hospitals Foundation Professorship in Neuroscience .....	Anton Reiner, Ph.D.
Lemuel W. Diggs Alumni Professorship in Medicine	Guy L. Reed, M.D.
Harwell W. Wilson Alumni Professorship in Surgery	Timothy Fabian, M.D.
John Dustin Buckman Professorship in Pediatrics	Dennis D. Black, M.D.
George Thomas Wilhelm	
Professorship in Orthopaedics .....	Karen A. Hasty, Ph.D.
Baptist Memorial Health Care Foundation	(Vacant)
Professorship in Transplantation Surgery .....	
Sheldon Barnarr Korones	Ramasubbareddy Dhanireddy, M.D.
Professorship in Neonatology .....	
Rex A. Amonette	Kathryn Schwarzenberger, MD
Professorship in Dermatology .....	
Robert H. Cole Professorship in Neurosciences	
(Graduate School of Medicine).....	George W. Kabalka, Ph.D.
Harold B. Boyd Professorship in Orthopaedic Surgery .....	S. Terry Canale, M.D.
Neuton S. Stern	
Professorship in Cardiovascular Diseases ...	Karl T. Weber, M.D.
Hamilton Professorship in Ophthalmology.....	Barrett G. Haik, M.D.
Thomas K. Ballard-Oscar M. McCallum	
Professorship in Family Medicine .....	Gregg Mitchell, M.D.
James T. Robertson	
Professorship in Neurosurgery .....	Frederick A. Boop, M.D.
Eastridge-Cole Professorship in	
Thoracic Oncologic Surgery .....	(Vacant)
Paul Nemir, Jr.	
Professorship in International Child Health..	William Novik, M.D.
Plough Foundation	
Professorship in Retinal Diseases .....	Edward Chaum, M.D.
Roger L. Hiatt	
Professorship in Ophthalmology .....	Natalie C. Kerr, M.D., FACS
Matson K. Callison Professorship in Medicine.....	Abbas E. Kitabchi, M.D., Ph.D.
UTMG Professorship in Nephrology .....	L. Darryl Quarles, M.D.
Gale S. and Richard D. Siegal .....	
Professorship in Ophthalmology .....	(Vacant)
Methodist Healthcare .....	
Professorship in Women's Health .....	(Vacant)
Harriet S. Van Vleet	
Professorship in Medical Oncology.....	(Vacant)
Harriet S. Van Vleet	
Professorship in Research Oncology.....	Gabor J. Tigyi, M.D., Ph.D.
A.C. Mullins	
Professorship in Research .....	Samuel E. Dagogo-Jack, M.D.
Gene H. Stollerman Endowed	
Professorship in Internal Medicine .....	James B. Dale, M.D.
Andrew Kang	
Professorship in Rheumatology .....	(Vacant)
David Stevens Professorship in	
Pediatric Clinical Pharmacy.....	(Vacant)
Philip M. Lewis	
Professorship in Ophthalmology .....	James C. Fleming, M.D., FACS
Baptist Memorial Healthcare Clinical	

Professorship in Maternal/Fetal Medicine .....	(Vacant)
Governor's Chair in Computational Genomics.....	Robert W. Williams, Ph.D.
Ruth Neil Murry Chair in Nursing .....	Laura Talbot, Ph.D., Ed.D., RN, GCNS-BC
St. Jude Chair in Pediatric Cardiology .....	(Vacant)
St. Jude Chair in Pediatric Critical Care.....	Kanwaljeet S. Anand, MBBS, DPhil
St. Jude Chair in Neurosurgery.....	Frederick A. Boop, M.D.
St. Jude Chair in Ophthalmology .....	Matthew W. Wilson, M.D.
St. Jude Chair in Pediatric Pulmonary Medicine..	Dennis C. Stokes, M.D.
St. Jude Chair in Pediatric General Surgery .....	Max R. Langham, Jr., M.D.
Baptists Memorial Health Care Clinical Professorship in Ophthalmology.....	R Christopher Walton, M.D.

### **Interdisciplinary Programs**

A number of activities with clinical, educational or research components require active collaboration of a variety of disciplines. In order to facilitate development of programs with multi-department and multi-college participation, several programs have been designated as interdisciplinary programs. Interdisciplinary programs imply more than close cooperation on campus; they also involve coordination of all private and public efforts in a particular field. Thus, interdisciplinary programs fit the description of being organized scientific activities "without walls."

### **Center for Integrative and Translational Genomics**

This interdisciplinary center builds upon a strong base in functional genomics and bioinformatics that extends from Knoxville, through Oak Ridge, to Memphis. The purpose of the Center is to provide infrastructure and expertise to catalyze a broad range of research projects and university-industry collaborations that exploit cutting edge techniques to delineate the function of genes in biology. The Center works closely with faculty across departments and schools throughout the UT System (UTK, UTHSC, and UTSI), Oak Ridge National Laboratory (ORNL), and St. Jude Children's Research Hospital (SJCRH).

### **Vascular Biology Center of Excellence**

Research scientists in the Vascular Biology Center seek to define key risk factors for vascular disease and understand how these factors increase the risk of disease. To accomplish these goals the Center combines the basic research and clinical environments. As a result of combining these environments, the Center is ensuring rapid translation of research findings into patient care thereby saving lives and improving the quality of life for vascular disease patients; heightening local and national awareness of vascular disease prevention and care; expanding and integrating existing research opportunities within the university to foster cooperative and effective research between various medical disciplines; and training tomorrow's investigators to be individual thinkers.

### **Center of Excellence for Diseases of Connective Tissue**

Scientists in the Center of Excellence for Diseases of Connective Tissues conduct basic research in five broad areas: Autoimmune diseases (such as rheumatoid arthritis and lupus); degenerative diseases (such as osteoarthritis and degenerative disc disease); inflammation and the basic science of how the body reacts to injury; fibrotic diseases (such as heart failure and emphysema), and clinical research.

It is from clinical service, clinical and basic research and teaching that the center derives its strength. Major center components include research focused on understanding the cause and origin of connective tissue disease by using animal models and in vitro cell culture systems, designing new diagnostic tests for diseases of connective tissue, and developing novel therapies and prosthetics to treat these diseases.

### **Carolyn P. and Edward J. Boling Center for Developmental Disabilities**

The Child Development Center was established in January 1957, under a grant from the United States Children's Bureau through the Maternal and Child Health Division of the Tennessee Department of Public Health. The current facility was constructed with a grant from the United States Public Health Service in March 1966. The building was renamed the Boling Center for Developmental Disabilities (BCDD) in honor of retired UT President Boling and his wife in 1988.

BCDD is one of sixty-one federally funded university centers for excellence in developmental disabilities, education, research, and service. Program goals are to: provide interdisciplinary training; develop innovative clinical service programs; and deliver technical assistance and consultation to those local, state, and federal programs that address the needs of individuals with developmental disabilities. Training programs within the BCDD include: developmental pediatrics, biochemistry of metabolic disorders, clinical genetics, and child psychiatry, as well as audiology, dentistry, nursing, nutrition, occupational therapy, physical therapy, psychology, special education, speech pathology, and social work. Training efforts are largely directed at the graduate level, and fellowships are offered in most disciplines. Training opportunities are also available to students at the undergraduate level. Cooperative programs housed in the BCDD include: Harwood Day Training Center, Memphis Oral School, Exceptional Children's Clinic, UT Child Care Laboratory, BCDD Demonstration School, and Adolescent Day Treatment Program.

A unique feature of the BCDD is the interdisciplinary approach to both service and training. Trainees in every discipline have opportunities to work with professionals in other disciplines and to understand each professional's contribution to the diagnostic and treatment process. The interdisciplinary environment also provides a setting in which children and adults with complex problems can receive diagnostic and treatment services.

### **University of Tennessee Center for Cancer Research**

The University of Tennessee Center for Cancer Research, established in its present form in early 1985, is dedicated to research and education in cancer and cancer-related disorders. Membership in the Cancer Center is voluntary, is open to any interested faculty or community health professional, and is intended to promote scientific collaborations among investigators from many disciplines. The Cancer Center and its members are responsible for the development and application of new knowledge to patient care and to the prevention and early detection of cancer. The Cancer Center is a full, active member of a national multidisciplinary cooperative clinical trial group funded by the National Cancer Institute and enrolls patients to investigational treatment protocols in leukemia, lymphoma, breast, and respiratory cancer. Basic research programs include population pharmacokinetics, cancer pharmacology, and tumor cell biology. The Cancer Center is also involved in funded research and community service projects in cancer control and cancer education.

### **Molecular Resource Center**

The Molecular Resource Center of Excellence (MRC) serves as an interdisciplinary resource for basic biomedical and clinical investigators. The Center was established to develop the facility and expertise needed for a basic science or clinical investigator to begin with a purified protein and isolate its cognate gene. Conversely, the investigator may begin with a gene that can be easily cloned and isolate its cognate protein. Once a desired gene has been cloned or a protein purified, the facility permits full structural determination and manipulation of both molecules. The Center consists of four facilities: Gene Cloning and DNA Sequencing, Oligonucleotide Synthesis, Peptide Synthesis, and DNA-chip array. Additional facilities include a laser-driven dual beam flow cytometer that will permit analysis and sorting of up to seven different cell types, and a protein analysis laboratory consisting of peptide isolation and mapping facilities, amino acid and primary sequence analysis facilities and computer-based molecular modeling capabilities.

### **The Center for Neuroscience**

The first of its kind in Tennessee, The Center for Neuroscience was established in 1985 through the State of Tennessee Better Schools Program. In 1988, the Tennessee Higher Education Commission designated it an Accomplished Center of Excellence because it had become one of the largest integrated neuroscience research and training programs in the U.S. and an internationally recognized center for neuroscience. The Center for Neuroscience is a multidisciplinary program, which includes faculty from twelve departments in the College of Medicine (four basic sciences and eight clinical sciences departments). The interdepartmental nature of the program provides the collaborative environment necessary for quality neuroscience research. Research directions are diverse, with emphases on movement disorders, including Parkinson's disease, Huntington's chorea, and muscular dystrophy; visual



function and eye diseases; developmental neurobiology; and molecular neuroscience/genetics. Other areas include neuroendocrine regulation and the neuronal control of cardiovascular function, sleep, cerebral circulation and metabolism, the biochemical analysis of peptides, and brain modeling.

## **CLINICAL CARE**

As would be expected at a health science center, clinical practice is one of the key missions of our institution, with the majority of our faculty involved in direct patient care and/or in clinical education. Our clinical enterprise encompasses a variety of practice types and occurs in a variety of settings ranging from level 1 trauma centers and pediatric neonatal intensive care units to a variety of other hospital-based operations, pharmacies in hospital and community settings, ambulatory care clinics, private practices, dental clinics and specialty practices in both urban and rural environments. And the excellence of our faculty is achieving recognition, with Le Bonheur Children's Hospital (staffed largely by UTHSC faculty) now ranked by U.S. News & World Report as number 23 among children's hospitals in the country. Accolades have also been received by programs at Methodist University Hospital and the UT Medical Center in Knoxville as a result of success of our clinical faculty. These diverse settings, coupled with the commitment of our dedicated faculty and staff, provide a rich environment for our students, preparing them for excellence in their chosen health profession.

## **PUBLIC SERVICE**

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

## **CONTINUING EDUCATION**

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

## **ALUMNI AFFAIRS**

Alumni programs cultivate the interest and involvement of more than 32,000 graduates of The University of Tennessee Health Science Center (see <http://uthscalumni.com/s/1341/uthsc/index.aspx?sid=1341&gid=4&pgid=351>).

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

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

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

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

## THE MEMPHIS COMMUNITY

The web site <http://memphis.about.com/od/midsouthliving/p/factsandfigures.htm> lists Memphis as the 18<sup>th</sup> largest city in the US with a population of 680,768 within the city limits and 1,230,303 million in the greater Memphis metropolitan area which includes Shelby, Tipton, Fayette, Desoto, Marshall, Tate, Tunica, and Crittenden counties. This makes Memphis the second largest metropolitan area in Tennessee, surpassed only by metropolitan Nashville, which has overtaken Memphis in recent years.

With its location on the Mississippi River where it has served as a major crossroads for shipping, cotton-growing and railway services, Memphis has long been a center of commerce. It has also long been a center of culture, with music, particularly the blues, integrally woven into the fabric of the city. Today Memphis is also a center for education and research, agriculture and associated businesses, a burgeoning tourist industry and an internationally renowned music and recording center. Health care and related activities such as medical education and biomedical research are Memphis's largest industries, bringing over \$5 billion a year to the local economy. Memphis has also continued to serve as "America's Distribution Center," offering one of the country's largest inland ports and serving as the national headquarters for the Fed Ex air-courier company. The area offers a wide variety of cultural attractions: a major symphony orchestra, two ballet companies, three theater companies, two major art museums, and a regionally renowned nature center. In the tri-state region of Tennessee, Mississippi, and Arkansas, there are recreational opportunities to suit the most varied tastes — boating, swimming, fishing, hot air ballooning and team sports that include football, baseball and major league basketball and ice hockey.

In addition to the University of Tennessee Health Science Center, several other institutions of higher education are located in Shelby County: these include one public four year comprehensive university, a four year college of art, two public technical and community colleges, and three private four year universities and colleges.

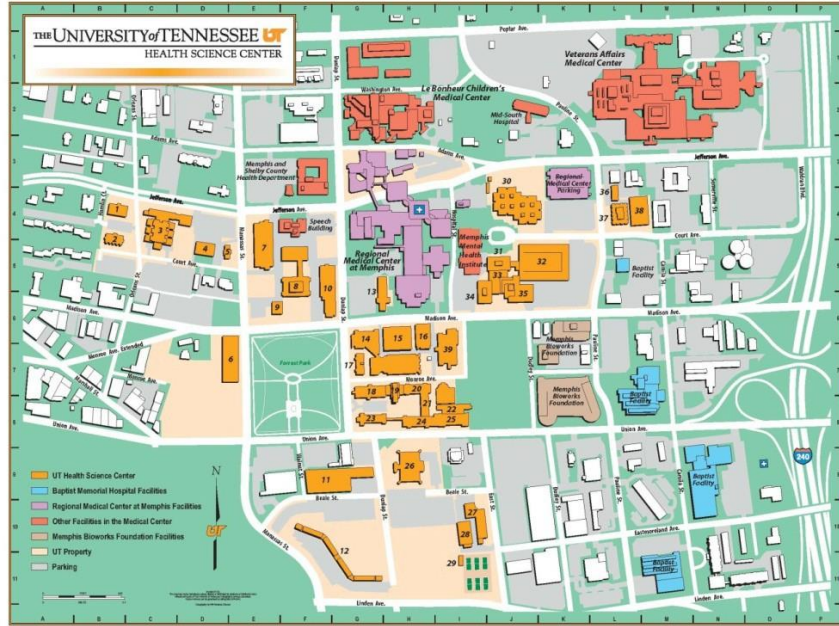
## PHYSICAL RESOURCES

The University of Tennessee Health Science Center operates physical facilities that total over 3.5 million of gross sq. ft. and 2.1 million sq. ft. of assignable areas on the Memphis campus alone. The Facilities Inventory for Memphis lists 42 buildings on approximately 60 acres of densely developed urban property. These buildings encompass more than 12,000 separate rooms (see map on next page). In Knoxville, facilities are located in two locations – on the campus of the University of Tennessee (home to the Department of Audiology and Speech Pathology and its Speech and Hearing Center) and on the campus of the UT University Hospital (map shown below). In Chattanooga UTHSC operates on the campus of Erlanger Hospital, with the UTCOM located mainly in the Whitehall building, directly across from the hospital (see map below). Smaller clinical education sites are located across the state of Tennessee including one in Nashville.

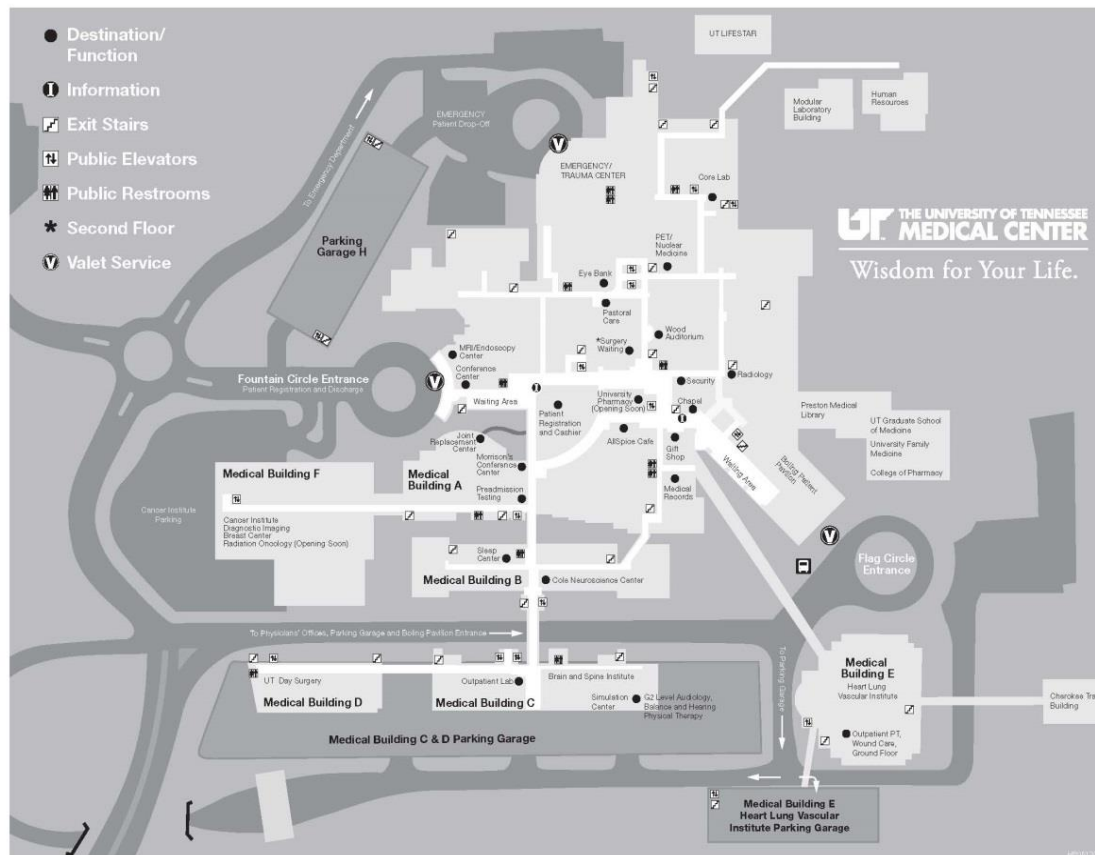
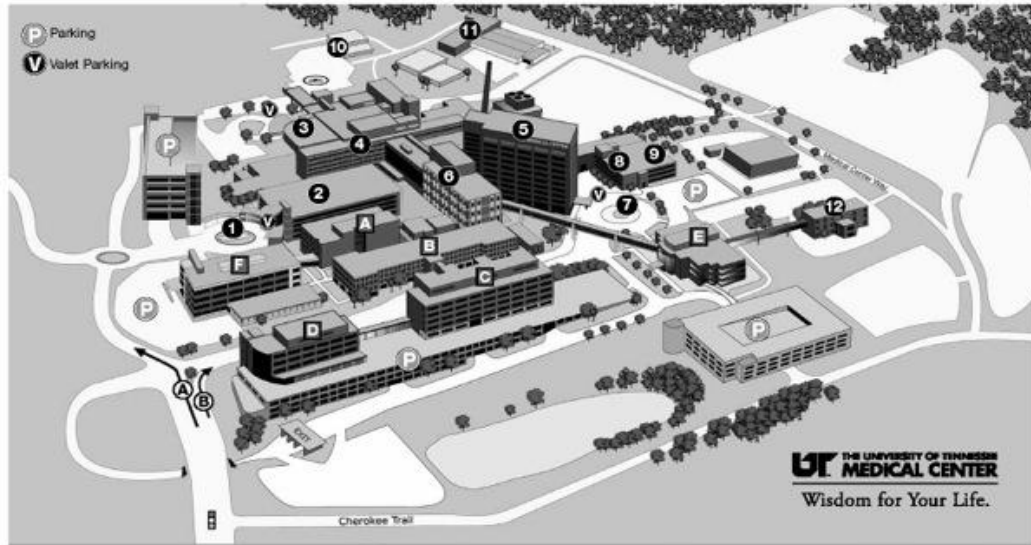
# Campus Maps

## Memphis Campus Map Buildings Legend

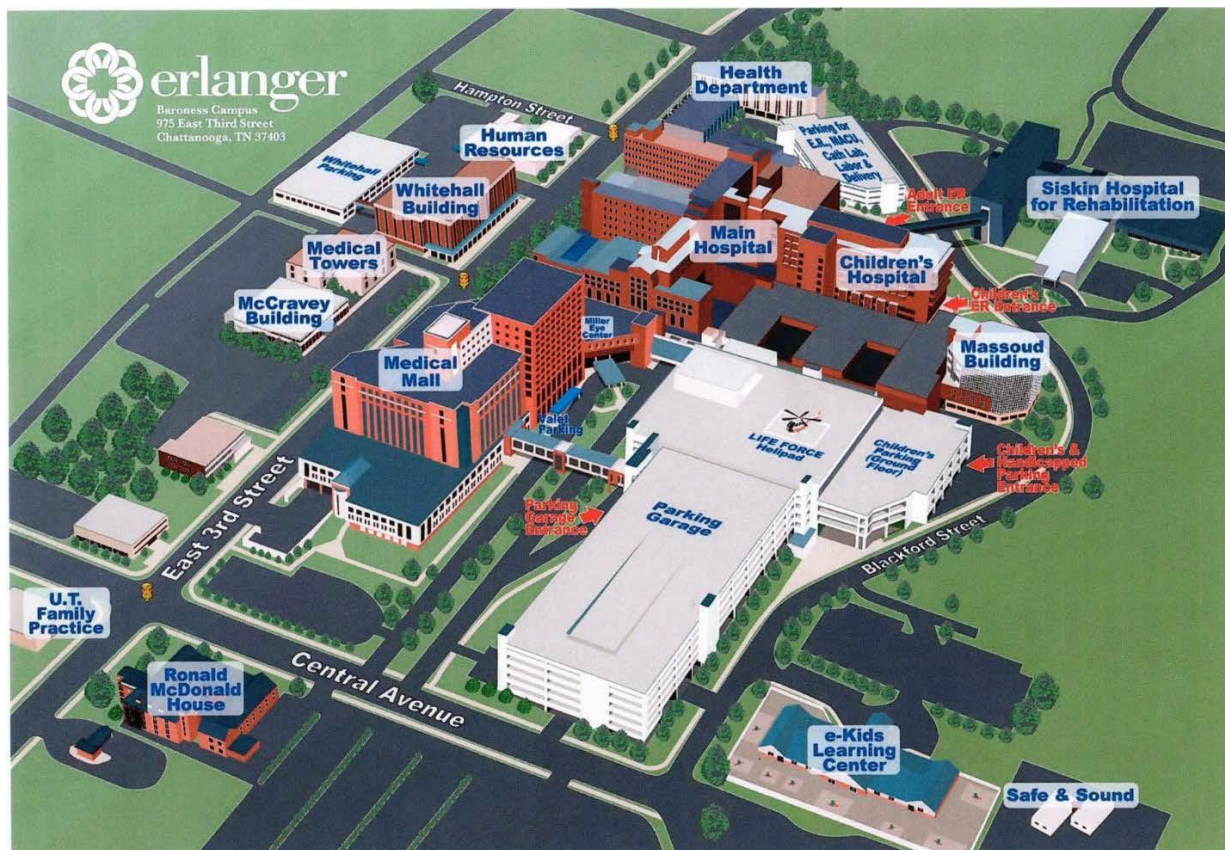
Building	Street Address	
4	740 Court Building (Campus Police)	D5
34	910 Madison Building	J6
31	920 Madison Building	J6
35	930 Madison Building	J6
16	Alexander Building	H46
11	Beale Building	F9
3	Boling Center for Developmental Disabilities	C4
6	Cancer Research Building	D7
30	Coleman College of Medicine Building	J4
24	Crowe Research Building	H8
29	Docs Field Pavilion	I11
37	Doctors Office Building	L4
26	Dunn Dental Building	H9
17	Fert Pharmacy Research Building	G7
15	GER Garage	H6
14	General Education Building	G6
12	Goodman Family Residence Hall	G11
2	Hyde Engineering Building	B5
23	Hyman Administration Building	G8
18	Johnson Building	G7
19	Link Building	H7
32	Madison Garage	K5
33	Madison Plaza Building	J5
13	Molecular Sciences Building	G6
21	Mooney Building	H8
22	Nash Addition	18
25	Nash Research Building	18
36	Pauline Annex	L4
38	Pauline Garage	L4
39	Pharmacy Building	I7
1	Phi Chi Fraternity House	B4
28	Physical Plant Shops	I10
27	Purchasing and Physical Plant Building	I10
9	Randolph Hall	E6
7	Student Center Garage	E5
8	Student-Alumni Center	F5
10	Van Vleet Cancer Center	F5
5	Just Variety Building	D5
20	Wittenborg Anatomy Building	H7



Prepared by the UT Health Science Center Communications and Marketing Department 5/12  
The University of Tennessee is an EEO/AAE/Title VII/ADA/AAU/AAVE institution in the provision of its education and employment programs and services.









## QUICK REFERENCES

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

Bursar  
62 S Dunlap, Suite 103  
448-5550

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

Computer Center HELP Desk  
448-2222

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

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

Equity & Diversity  
920 Building, 4<sup>th</sup> Floor, Ste #420  
448-2112

Food Services  
Catering  
448-5626

GEB Information  
GEB (CB17)  
448-6960

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

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

Parking  
40 Court Avenue  
448-5546

Police  
740 Court Avenue  
448-4444

Registrar  
910 Building, 5<sup>th</sup> Floor, Suite #520  
448-5560

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

Student Academic Support Services  
GEB (BB9)  
448-5056

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

Student Life  
SAC (300)  
448-4860

Student Alumni Center  
SAC (200)  
448-5614

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

Student Mental Health  
910 Building (922)  
448-5064

University Health Services  
910 Building (922)  
448-5630

## UNIVERSITY OBSERVED HOLIDAYS

### Summer/Fall Term: June 2012 – December 2012

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

### Spring Term: January 2013 – June 2013

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

## STUDENT SERVICES

### BOOKSTORE – VolShop - UTHSC

(901) 448-5623 (phone)

(901) 448-7259 (fax)

shop.uthsc.edu

The UTHSC Bookstore is located on the plaza level of the 920 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 shop.uthsc.edu . You can choose to pick up your order in the store or have it shipped directly to you. The store carries a wide selection of health related books for most health disciplines in the Reference department. Titles not in stock may be special ordered at no additional charge. We also handle **regalia rentals** for students graduating in December or May. In addition to textbooks and health related books, the bookstore offers a selection of general reading and National Campus Bestsellers. The store offers a wide array of UT gift items and clothing as well as a variety of snacks, candy, beverages and health & beauty items. The bookstore also stocks **dental supplies** and **medical supplies**. The bookstore accepts cash, check (with state ID), credit cards (American Express, Discover, Master Card, and Visa), Barnes & Noble Gift Cards, and approved department charge accounts.

#### *Return/Refund Policy*

##### *Textbooks*

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

##### *All Other Merchandise*

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

### CAMPUS & COLLEGE ACCREDITATION

Currently UTHSC is accredited by the Southern Association of Colleges and Schools (SACS) as part of the University of Tennessee ("Big Orange"). This entity includes UTK, UTHSC, UT College of Agriculture

and the UT Space Institute. UTHSC is now in the process of seeking independent accreditation. All of the professional programs sponsored by the health science center undergo regular accreditation by their professional societies. The list of accrediting bodies and the dates of their next review is shown below.

## PROFESSIONAL PROGRAM ACCREDITATIONS AT UTHSC

### Professional Program Accreditations at UTHSC

Program	Agency	Next Review Date
<b>COLLEGE OF ALLIED HEALTH SCIENCES</b>		
Audiology and Speech Pathology	Council on Academic Accreditation in Audiology and Speech-Language Pathology	2014
Clinical Laboratory Science	National Accrediting Agency for Clinical Laboratory Sciences	Oct, 2015
Cytotechnology	Commission on Accreditation of Allied Health Education Programs	2016
Dental Hygiene	Commission on Dental Accreditation	2017
Health Informatics and Information Management	Commission on Accreditation for Health Informatics and Information Management Education	2014
Histotechnology	National Accrediting Agency for Clinical Laboratory Sciences	April, 2017
Occupational Therapy	Accreditation Council for Occupational Therapy Education	2020
Physical Therapy	Commission on Accreditation in Physical Therapy Education	2023
Physician Assistant	Accreditation Review Commission on Education for The Physician Assistant	2019 <sup>1</sup>
<b>COLLEGE OF DENTISTRY</b>		
Dentistry	Commission on Dental Accreditation	2017
<b>COLLEGE OF MEDICINE</b>		
Medicine	Liaison Committee on Medical Education	2014
Graduate Med Ed	Accreditation Council for Graduate Medical Education	2016
<b>COLLEGE OF NURSING</b>		
Nursing (MSN)	Commission on Collegiate Nursing Education	2019
Nursing (DNP)	Commission on Collegiate Nursing Education	2014
Nurse Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs	Fall, 2019
<b>COLLEGE OF PHARMACY</b>		
Pharmacy	Accreditation Council for Pharmacy Education	June, 2015

<sup>1</sup>The ARC-PA has granted Accreditation-Provisional status to the UTHSC Physician Assistant program. Accreditation-Provisional is an accreditation status. The status indicates that the plans and resource allocation for the proposed program appear to demonstrate the program's ability to meet the ARC-PA Standards, if fully implemented as planned. Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

## CAMPUS SAFETY

**Chief Lue Ida Walls-Upchurch, Th.D., MALS, MRA**  
**740 Court Avenue**  
**(901) 448-4444**  
**[www.uthsc.edu/campuspolice](http://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. *As this report demonstrates, the number of crimes on the UTHSC campus is quite low.*

Additionally, the Campus Police Department offers safety escort services on campus and within the immediate area from dusk to dawn, and issues identification cards and keys to students and other authorized personnel. PLEASE NOTIFY CAMPUS POLICE AT (901) 448-4444 if you need an after-hours SAFETY ESCORT.

In the event of an accident, crime or other emergency on campus, DIAL CAMPUS POLICE FIRST (901 448-4444), BEFORE DIALING 911. City Police are not familiar with all of the buildings on campus and dialing 911 first may slow response time. Once contacted, campus police will respond and contact the appropriate personnel, including Memphis police, if necessary. "Blue Light" emergency telephones have been strategically located throughout the campus and students are urged to use these phones to report suspicious or unusual behavior. Note the location of these phones and make a test call to assure yourself that the system works - if you place such a call, however, please inform the dispatcher at the onset that your call is a "test". If you have any questions or problems we can help you with during your experience at UTHSC, please feel free to stop by our office at 740 Court Avenue.

### **Campus Fire/Drills**

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

### **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. 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/>

Students are strongly encouraged to sign up for [e2Campus](#), an opt-in emergency alert system that allows UTHSC to send important campus information to you. Students are also strongly urged to provide emergency contact information through Banner Self-Service.

In addition to the e2Campus Alert System the UTHSC Campus utilizes the following mechanisms for alert notification: phone messaging system, e-mail alerts to all faculty, staff, and students, UTHSC home web page, campus police web page, media alerts to local TV and radio outlets, campus plasma monitors.



Additional guidance regarding recommended actions during emergencies can be found in the UTHSC Emergency Preparedness Guide, available from the Safety Affairs Office, as well as through the Internet at: <http://www.uthsc.edu/safety/>

### **Evacuation areas/Assembly Points**

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

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

### **What to do in an Earthquake**

When you feel an earthquake, **DUCK** under a desk or 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.

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

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

### **What to do in a Tornado**

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

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

- A. Get to a safe place.
- B. Talk to someone you trust. As soon as you are in a safe place, tell someone you can trust about the incident - a roommate, friend, resident advisor or resident director, minister, or counselor - someone who can provide emotional support and objectively help you to make a plan.
- C. Preserve all physical evidence. Do not change your clothing, bathe, shower, use the bathroom, brush your teeth, wash your hands, or comb your hair. If you change clothes, you should place all of your clothing that was worn at the time of the incident in a paper (not plastic) bag.
- D. Seek medical attention. You may seek medical care at any time after unwanted sexual activity without reporting a crime or notifying the police. If you think you might want to prosecute, you are strongly encouraged to have a rape examination for the collection of evidence. A medical professional will examine you, provide appropriate medical treatment, and talk with you about prevention of venereal disease and pregnancy. UTHSC Police are available to take you to the hospital or the YWCA, safe haven location, for a medical examination. A description of the YWCA's services can be found at <http://www.memphisywca.org/>. Receiving a medical examination does not mean that you must make a formal report to the University or law enforcement.
- E. Seek counseling. Victims who wish to speak confidentially with someone about the incident may call a licensed practitioner in the Student Counseling Center (974-2196 - any time during a weekday) or the Crisis Center (901-274-7477) at any time. A counselor or specially trained staff member can help a victim explore options, provide information, and provide emotional support. Whether you seek immediate assistance or choose to wait for a period of time after the assault, counseling can help you deal with the psychological residue and begin the healing process.
- F. Report the incident. The University strongly encourages individuals to report sexual assault to appropriate officials because it is the only way that action can be taken against an alleged violator of University policy. Timely reporting and a medical examination within 72 hours are critical in preserving evidence and responding effectively, but an individual may report an incident at any time. Reporting an incident to the University allows the University to take steps to prevent the recurrence of harassment and correct its discriminatory effects, if appropriate. You may report the incident to the University regardless of whether you choose to press formal criminal charges.
  1. *Contact the Victim's Advocate.* You may report the incident to the University's Victim's Advocate in University Health Services at 901-448-5630. The Victim's Advocate can assist you in:
    - Obtaining medical and/or psychological care;
    - Reporting the incident to the police;
    - Reporting the incident to the University's Student Conduct Officer or the Title IX Coordinator;
    - Contacting off-campus resources such as rape crisis centers or support groups;
    - Addressing academic concerns; and
    - Exploring interim and remedial measures, such as obtaining a no-contact directive, making alternative housing arrangements, modifying academic schedules, and addressing other academic concerns such as absences, missed assignments, grades, incompletes, and withdrawals.
  2. *Contact the EEO Office,* Dr. Michael Alston is the University's Title IX Coordinator [<http://www.uthsc.edu/oed/titleix.php>]. Phone: 901-448-2112, Fax: 901-448-1120, E-mail: [malston1@uthsc.edu](mailto:malston1@uthsc.edu)

3. *Contact Law Enforcement* - report on campus incidents to Campus Police by calling 448-4444. For off campus incidents call 911.

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

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

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

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

### ***Sexual Assault Response Team (SART)***

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

Title IX Coordinator                      Dr. Michael Alston

- University Health Services 901 448 5630
- Student Assistant Program 1-800-327-2255

**OR**

After Hours - University Health Services 901-541-5654

- Memphis Shelby County Sexual Assault Center (MSAR)                      Anna Whalley
- UTHSC Police                                      Chief Upchurch
- Local Law Enforcement

### ***Training Programs on Safety and Prevention***

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

- **Sexual Assault Awareness.** This one-hour course offers videos on rape awareness and prevention and provides students with information regarding counseling availability.
- **Personal Safety Seminar.** This general seminar covers many safety topics including rape and sexual assault.
- **Aerosol Defense Option.** This four-hour course provides information about the various aerosol defense products available and their effects. The course does not endorse particular products.
- **Additional programs.** UT Police and the office of Preventive Medicine staff provide a variety of other programs dealing with sexual assault as a result of specific staff member interest and requests by students. Any person who desires to have such programs may request them by contacting the UT Police Administrative Coordinator (901) 448-1623.
- **Improving Campus Safety (ISOC)** This 15 minute online course is designed to provide salient information on domestic violence, dating violence, sexual assault, and stalking. Topics include basic tips on recognizing, responding to, referring, and reporting these crimes within the UT system. Please contact Dr. Pam Connor (901 448 3110) for more information about this issue.

### **Campus Crime Statistics**

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

### **DENTAL CARE**

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

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

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

For Dental Emergencies call (901) 448-6241

### **DINING SERVICES AT UTHSC**

Your dining experience is more than great food. It is community experience centered on culinary expertise, fresh ingredients, healthy options and a shared sense of environmental and social responsibility.

Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, and outstanding food and inviting atmosphere designed especially for you.

Sincerely  
John DePaola  
UTHSC Dining General Manager  
e-mail: [jdepaola@uthsc.edu](mailto:jdepaola@uthsc.edu)  
office: 901.448.5836

### **UT Plaza Dining - 920 Madison Avenue**

**Einstein Brothers Bagels** –bagels and coffee for breakfast, plus bistro salads, soups and sandwiches for lunch and a variety snacks anytime.

Monday - Friday 7:30am-3:00pm,

**Madison Ave Grill** – Burgers and other grilled offerings.

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

**La Vincita** – Italian cuisine including pizzas, calzones and hot sandwiches.

Monday - Friday 11:45am-1:30pm

**Cyclone Salads** –tossed-to-order salads,

Monday - Friday 10:45am-1:30pm

**Sammie's** – Sandwiches just the way you like it

Monday - Friday 10:30am-2:00pm

### **GEB Dining**

**Simply To Go** offers a wide variety of snack items including fresh fruit and vegetables, sandwiches, salads, desserts, and microwaveable meals

Monday - Friday 7:30am-3:00pm

*All locations gladly accept cash, Visa, MasterCard, American Express, Discover, and Declining Balance Fund Cards.*

### **Meal Plans/Dining Dollars**

Declining balance fund cards can be used to purchase food items anywhere on campus. Cards can be purchased at the dining services office located at 910 Madison Avenue, Suite 113 (down the hall from the UTHSC Credit Union). For details you can call the dining services office at 901-448-5836. Dining dollars can be purchased in increments of \$50.00. Buy \$100, \$200, or more.

### **UTHSC Catering**

Catering services are also available for campus events, and the new Sodexo team can assist in planning your events, offering a variety of menus to fit a wide range of tastes and budgets.

Contact us at [catering@uthsc.edu](mailto:catering@uthsc.edu) or call Jim Stiles at 901.448.5833 to learn more.

<http://www.uthscdining.com>

<http://www.facebook.com/UTHSCDining>

## **DISABILITY SERVICES FOR STUDENTS –**

**SEE STUDENT ACADEMIC SUPPORT SERVICES AND OFFICE OF EQUITY AND DIVERSITY BELOW**

## **EDUCATIONAL TECHNOLOGY**

The UTHSC Educational Technology (EdTech) team offers a variety of tools and resources to assist faculty, staff, and students in teaching and learning. Information Technology Services (ITS) is the integral resource for information technology on the UTHSC campus and is responsible for providing modern and user-friendly technology services to the UTHSC campus community and visitors.

The EdTech Team and ITS work collaboratively to support UTHSC students. Our goal is to make your use of technology convenient and productive. We are here to answer any of your technology-related questions and assist you in accessing the technology resources available to you as a UT student.

To find out who to contact visit <https://academic.uthsc.edu/edtech> and <https://academic.uthsc.edu/edtech/matrix.php>.



## Ed Tech Best Practices and Helpful Hints for Students

### *Adobe Connect and Presenter*

- You must have the latest version of Adobe Flash Player installed on your computer to participate in Adobe Connect sessions and to view Adobe Presenter pre-recorded content.

### *Blackboard*

- The UTHSC Blackboard Team strongly recommends the latest version of Firefox. When content doesn't load properly, check to see if you are using a compatible browser.
- If you experience trouble logging into Blackboard, try logging in to your UT email. If you can't login to either, contact the UTHSC Helpdesk. If you can login to your UT email account but not Blackboard, contact the Blackboard Administrator at [bb@uthsc.edu](mailto:bb@uthsc.edu) or 901-448-1927.
- When taking a Blackboard quiz or test, always connect to the Internet via a wired connection.
- If you cannot see your course in Blackboard, check with your instructor to see if the course has been made available.
- If you are unable to open a link to an external site or resource in Blackboard, right-click the link and choose to open it in a new window.

### *Clickers (Turning Technologies)*

- Always come to class with your Clicker and extra batteries.
- Check the answer submission confirmation LCD screen to ensure you are submitting your desired response.

### *CoursEval*

- CoursEval is a system used for end-of-course evaluations
- Your submissions to CoursEval are anonymous. UTHSC faculty do not have administrative access to this system.
- You will receive an email to your UT email account when an evaluation is made available to you.

### *ExamSoft*

- Always arrive to your test with your student ID.
- Commit to memory your ExamSoft login credentials.
- Do not leave the testing site until you receive the green checkmark confirmation screen for your exam submission.

### *Multimedia*

- The UTHSC streaming server is a QuickTime server. You must have the latest version of QuickTime installed on your computer view this content.

### *Respondus Suite*

- Before taking a test in LockDown browser, check with your instructor or in Blackboard to see if a password is needed
- Make sure you have closed all applications before launching LockDown browser.

### **StudyMate Class and Author**

- StudyMate can only download to a PC or a Mac running PC emulation software.
- When using StudyMate author, clicking on the “?” symbol gives information on the current option or task.
- A StudyMate file must be open before you can go to another menu in StudyMate Author.

### **Microsoft Office Suite**

- Training for Microsoft Office Suite is available to UTHSC students through the Educational Technology team. Visit <https://academic.uthsc.edu/edtech/TSE/upctraining.php> to view upcoming training dates.
- Visit the UT General Stores website for special student pricing on Microsoft Office Suite and other software for your personal computer at [http://www.uthsc.edu/gen\\_store/](http://www.uthsc.edu/gen_store/).

## **HEALTH CAREER PROGRAMS**

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

Phone 901-448-8772

Health Career Programs' (HCP) mission is to prepare the next generation of individuals to become culturally competent and relevant healthcare professionals and educators. 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 and high school 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)**

The University of Tennessee Health Science Center (UTHSC) recognizes the need to increase the diverse pool of culturally competent pre-health and health students in the health professions. 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, PCAT, and GRE.

Track III provides pre-matriculation experiences for incoming medicine and pharmacy students which simulate the professional curriculum with courses taught by professional school faculty.

**For further information call (901) 448-8772. Deadline for application is February 28.**

### **Summer Research Scholar Program (SRS)**

The goal of the SRS 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 paid internship program that offers hands-on research experience in a laboratory setting for undergraduate students interested in biomedical research. 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 3.2 and two letters of recommendation from college faculty members.

**For additional information contact (901) 448-8772. *Deadline for application is February 28.***

### ***Summer Science Institute (SSI)***

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

**For additional information contact (901) 448-8772. *Deadline for application is February 28.***

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

Phone: 901-448-8772

Fax: 901-448-1451

[www.uthsc.edu/HCP/](http://www.uthsc.edu/HCP/)

### **HEALTH SERVICES (UNIVERSITY HEALTH SERVICES, UHS)**

**910 Madison Avenue, Suite 922  
(901) 448-5630**

[www.uthsc.edu/univheal](http://www.uthsc.edu/univheal)

University Health Services (UHS) is a primary care clinic of the University of Tennessee Health Science Center. UHS is staffed by a variety of highly qualified health care personnel and staff who collaborate to provide comprehensive expert health and illness care. We are proud to have a faculty member board certified in Internal Medicine, Dr. Lawrence Madlock, overseeing the facility. The UHS providers are available Monday through Friday for consultation, personal care or procedures.

Nurse practitioners provide the majority of care in the Health Services Clinic. As such, the nurse practitioners or advanced practice registered nurses, board certified (APRN, BC) assume an expanded role in providing personal care with an emphasis in specific areas of health promotion, illness prevention, and health restoration. The physician is available to the NP on an ongoing basis for consultation. We are proud to have four board certified advance practice nurses on the staff of UHS.

University Health Services also has an expanded behavioral health program for students. The behavioral health staff includes a full-time Psychiatric-Mental Health Nurse Practitioner and a part-time Psychiatrist. Counselors are also available on site.

### ***Daily Hours:***

Monday – Friday  
8:00 a.m. to 4:30 p.m.

All patients are encouraged to schedule an appointment. Students can now book appointments through the secure web-portal called OpenCommunicator. Login directly by going to: <http://pnc-portal.uthsc.edu>. Use your UTHSC net ID and password to login. This link is also on the UHS homepage. There may be extended wait times for "work-in" appointments.

### ***After Clinic Hours:***

A provider is "on call" for consultation 24 hours a day, including holidays and weekends. Call 901-448-5630 to be directed to the answering service or to leave a message with the UHS staff.

If you are on campus and have an emergency, call 901-448-4444 or 911 for transportation to the emergency room.

***Same Day Appointments for UT students:*** available for acute care issues.

***Location:*** Our offices are on the ninth floor of 910 Madison, Plaza Building, Suite 922. Parking is available in a lot to the east of the Plaza Buildings. UHS is able to provide parking coupons to cover the time period spent at UHS.

### ***Appointment System***

In most cases, the UHS staff is available to see UTHSC students on a walk-in basis if you have an urgent care problem. All students are requested to schedule appointments for acute care and preventive care visits. Making an appointment is easy, saves you waiting time, and also gives the staff a chance to schedule the amount of time you will need for your particular health concern. Appointments can usually be made for the same day if you call early in the day.

If you are a UTHSC student or employee, you may now schedule through a secure online web-based portal! Login directly by going to <http://pnc-portal.uthsc.edu>. Use your UTHSC net ID and password to login.

This allows you to:

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

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

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

### ***Who May Use the Health Services?***

Students who are currently enrolled in UTHSC and their spouses and dependents over the age of 18 are eligible to use the University Health Services. Most student care visits are covered by the student health fee, but the student's insurance can be filed if needed. 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, Cigna, or the United Student 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 student's student health fee.

### ***What is Covered by my 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, wellness care, and behavioral health 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 that is 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.

Other available vaccines at UHS include: Hepatitis B, Hepatitis A, Varicella, meningococcal, typhoid, Yellow Fever, Polio, influenza, tetanus /diphtheria (Td or Tdap) and MMR (measles, mumps and rubella). Clinical Laboratory Sciences students are REQUIRED to get a meningitis vaccination.

### **2. BEHAVIORAL HEALTH SERVICES**

Psychiatric services are also available to students for medication management and urgent care. The Psychiatric and Counseling staff is located at UHS for the student's convenience. All behavioral health services are totally confidential and never part of the student's academic record. 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 or through the Student Insurance plan at UHS. Students may experience many issues during their student career at UTHSC such as stress, anxiety, test anxiety, relationship problems, etc. 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.

**STUDENTS 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 (adjacent to campus) outpatient X-ray Department. The radiologist reads all X-rays and there may be 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.

**STUDENTS 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. UHS is now able to e-prescribe.

**F. Referrals**

Specialized illness care is available by referral. Patients 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. 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](mailto:cdeiss@uthsc.edu)) at University Health Services for other behavioral health options. Also, see the UHS website at [www.uthsc.edu/univheal/smh.html](http://www.uthsc.edu/univheal/smh.html).

**H. Medical and Behavioral Health Services for UT Health Science Center Students in Communities Other Than Memphis**

For ALL students, on or off the UT Health Science Center (UTHSC) campus, a University Health Services (UHS) on-call provider is available 24/7 for any urgent issue (medical or behavioral health). The number to call is 901-541-5654. If you are having an emergency, call 911 to access immediate help in your area. To reach a provider at UHS, Monday-Friday, 8:00-4:30, call 901-448-5630.



If you need to speak to someone regarding any mental health concern, on or off campus, call the Student Assistance Program (SAP) at 1-800-327-2255, option 3. They can refer you to a counselor for face-to-face appointments (or by telephone if you choose). There are providers available nation-wide. They can also assist with any emergency. SAP services are available at no cost to you. For additional information contact <http://www.UTHSC.edu/univheal/emergencies.php>.

Students who need behavioral health medication management or urgent behavioral health care after 4:30 p.m. while in communities other than Memphis can access telepsychiatry services provided by a UHS Psychiatrist. For urgent telepsychiatry services, call 901-541-5654 to reach the UHS provider on-call. These services are at no cost to you.

For questions or information about any of these services, students may contact Christa Deiss at 901-448-5064.

If you are on the United Student Insurance plan, another resource is the 24/7 Nurse Hotline. The number is 877-643-5130 PIN: 211.

## **HEALTH SERVICES IN COMMUNITIES OTHER THAN MEMPHIS**

### ***KNOXVILLE:***

Some students pursuing their degrees in Knoxville pay student health fees allowing them direct access to student services offered at the University of Tennessee – Knoxville (UTK). For students enrolled in one of the audiology and speech pathology programs, or the pharmacy program and located in Knoxville, no additional actions are needed with respect to gaining access to student services on the UTK campus once fees are paid to the UTHSC.

For medical students located in Knoxville, the following arrangements have been made for those needing care while in Knoxville:

- Students may go to the UTK Student Health Service for medical care and/or behavioral health care.
- They are to state that they are a UTHSC student and any fee should be billed to UT Health Science Center.
- If needed, the contact person is James “Jim” Boyle, Director of Student Health Services at (865) 974-2253.
- Students are to contact Christa at 901-448-5064 if they encounter any problems with this arrangement.

This Program and Services fee includes medical and behavioral health services. Students should be aware that the services covered by the health fee may be different from UTHSC. The UTK Student Health Service website is <http://web.utk.edu/~shs/>.

UTK Student Health Services – 865-974-3648

UTK Counseling Center - 865-974-2251

### ***CHATTANOOGA:***

Students in Chattanooga may access the UTC University Health Services for medical care and/or behavioral health care. The services received there are not covered under any student health fees. All services are filed on your insurance. Students are responsible for bringing the required paperwork (from their website) and their insurance card at the time of their visit. They do file insurance for each appointment as a courtesy, but you are responsible for any fees related to your visit. Cash pay discounts are also available, but payment is expected at the time of service. If you cannot pay at the time of your visit, payment arrangements can be made. NO student is turned away for lack of payment. You are able to receive behavioral health counseling at no charge to you through the Student Assistance Program (see above).

If needed, the contact person is Henrietta Gilbert, UHS Medical Office Supervisor at 423-778-9378.

Students may also contact the UTC UHS campus representative, Nancy Badger at 423-425-5329 if you encounter any problems with this arrangement.

If there are still unresolved issues, students may contact Christa Deiss, UT Health Science Center, UHS, at 901-448-5064.

UTC University Health Services website: <http://www.utc.edu/administration/universityhealthservices>

Appointment Desk: 423-778-9303

Nurse Line: 423-778-9336

UTC Counseling and Personal Development: 423-425-4438

### ***NASHVILLE:***

For students located in Nashville for a limited amount of time, special arrangements have been made to provide access to the Vanderbilt Student Health Center for medical care and urgent behavioral health care. Most services are at no cost, but please be aware that the services at Vanderbilt may be different from UTHSC and you may be responsible for some fees related to your visits. Contact the Vanderbilt Student Health Center for an appointment at 615-322-2427. For behavioral health counseling, it is recommended that students contact SAP (at the above number).

If you encounter any problems while at Vanderbilt, you may contact Jennifer Swails at 615-343-4083.

You can also contact Christa Deiss on the UT Health Science Center campus at 901-448-5064.

The Vanderbilt Student Center website is [http://www.vanderbilt.edu/student\\_health](http://www.vanderbilt.edu/student_health).

### ***Emergency Health Care***

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

NOTE: If you suffer a needle stick or pathogen exposure at an **offsite location**, consult with the site coordinator for immediate care and then schedule an immediate appointment with UHS for follow-up care. All services outside of UHS should be billed to the student's insurance.

### ***Emergency Numbers & Crisis Intervention***

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

Dental Emergencies: (901) 448-6241

Campus Police-UTHSC: (901) 448-4444

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

### ***Hospitalization***

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

### ***Immunization Requirements***

The University of Tennessee Health Science Center is obligated to provide an environment for the safe conduct of its mission in education, research, community service, and patient care. The Infection Control

Policy is intended to provide reasonable protection for students and employees against the transmission of infectious diseases within the environment of an academic medical center. University Health Services is responsible for the enforcement of this policy. You may reach University Health Services at (9901) 448-5630, Monday through Friday, 8:00AM to 4:30PM. 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](http://www.uthsc.edu/policies).

### ***TB Testing Requirements***

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

### ***Student Health Insurance***

[http://www.uthsc.edu/univheal/student%20services/health\\_insurance.php](http://www.uthsc.edu/univheal/student%20services/health_insurance.php)

All students are required to obtain basic health care and medical care insurance to protect themselves, their families, their professional health care associates and providers. The student may elect to enroll in the UT Health Science Center student health insurance plan or obtain equivalent health insurance with a private carrier. Students who fail to furnish proof of insurance coverage will be prevented from completing their registration for that academic term. Gerald Holland Insurance, Inc. is currently the agency for student health insurance coverage. Details on coverage offered by the student plan can be obtained on line at [http://www.uthsc.edu/univheal/student%20services/health\\_insurance.php](http://www.uthsc.edu/univheal/student%20services/health_insurance.php).

You may also contact our agent, Gerald Holland directly:

Gerald Holland Insurance

P.O. Box 328

6820 Cobblestone Blvd, PO Box 328

Southaven, MS, 38671

662-895-5528 (phone)

662-895-5549 (fax)

888-393-9500 (toll free)

[gholland@geraldhollandinsurance.com](mailto:gholland@geraldhollandinsurance.com)

### ***Student Insurance Enrollment or Waiver Instructions***

You have the option of maintaining your personal health insurance policy or enrolling in the campus sponsored insurance plan. UTHSC works with United Healthcare to provide a simple and secure method for completing the online enrollment or waiver.

### ***Enrollment***

If you wish to enroll in the student insurance plan, visit United Healthcare's Student Center at <https://studentcenter.uhcsr.com/uthsc> for UTHSC to begin. Look for the Enrollment Form link on that page. Note: You can also enroll your family members as dependents at the Dependent Enrollment Form link from that page, but you will need to log in or create an account to do so.

## *Waiver*

To waive the enrollment in the student insurance plan, visit United Healthcare's Student Center for UTHSC to begin. On that page look for the UTHSC Waiver Request Form link. If you have personal health insurance policy and do not wish to enroll in the University Student Insurance Plan, **you must complete the online waiver to opt out.** Waiver forms are also available at the United Healthcare's Student Center link at <https://studentcenter.uhcsr.com/uthsc>. You will be able to print a confirmation once the waiver has been submitted. **IF YOUR WAIVER IS NOT RETURNED WITHIN 14 DAYS OF THE BEGINNING OF THE TERM, YOUR ACCOUNT MAY BE BILLED FOR HEALTH INSURANCE AND THIS FEE WILL NOT BE RE-FUNDABLE.**

## *Student Health Advisory Committee (SHAC)*

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

## *Patient's Bill of Rights*

- You have the right to considerate and respectful care that includes consideration of the psychosocial, spiritual, and cultural variables that influence the perceptions of illness.
- You or your legally designated representative has the right to be informed about your illness, possible treatment, and likely outcome(s) and to discuss this information with your providers. You have the right to know the names and roles of people treating you.
- You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have a written advance directive, you should provide a copy to your family and your provider.
- You have the right to privacy. The University, your provider, and others caring for you will protect your privacy.
- You have the right to expect that treatment records are confidential unless you have given permission to release information, or reporting is required or permitted by law. When UHS releases records to others, such as insurers, it emphasizes that the records are confidential. You have the right to review your medical records in the company of a professional, but they remain the property of University Health Services.
- You or your legally designated representative has the right to review your medical records and to have the information explained, except when restricted by law.
- You have the right to expect that UHS will give you necessary health services to the best of its ability. You have the right to be informed of the effectiveness of treatment, and to know of possible risks, side effects or alternate methods of treatment. You have the right to have the choice of a clinician and to change clinicians if desired. You have the right to refuse treatment, or to ask for a second opinion, or an alternative course of treatment, and to be informed of the medical consequences of your actions. No patient is assigned a clinician. All appointments are made by convenience of the patient.
- You have the right to consent or decline to take part in research affecting your care. If you choose not to take part in research or investigational treatments and procedures, you will receive the most effective care UHS otherwise provides.
- You have the right to express a complaint concerning your care and receive a response without your care being compromised. You have the right to access an 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.

### ***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

UHS Director (Dr. Lawrence Madlock): (901) 448-5630

Student Life: (901) 448-4860

Student Assistance Program (SAP) - Counseling (day/night): (800) 327-2255

Campus transportation for students too ill to walk (Campus Police): (901) 448-4444

UHS Website: [www.uthsc.edu/univheal](http://www.uthsc.edu/univheal)

### ***Community Health Services***

Emergency Mental Health Services: (800) 327-2255

Rape Crisis: (901) 448-2161

Suicide and Crisis Intervention: (901) 274-7477

Telephone answered 24 hours a day.

## **HOUSING**

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

### ***Housing in Fraternities***

**Phi Chi, 687 Jefferson Avenue, Memphis, Tennessee 38105.** The Phi Chi Medical Fraternity House houses 28 persons and is two blocks from the Wassell Randolph Student-Alumni Center. The house is completely furnished with central heat and air, washer, dryer, color TV, table tennis, and a kitchen where students may prepare meals and snacks. For additional information visit [www.uthsc.edu/phichi](http://www.uthsc.edu/phichi).

Since the fraternity house is built on property owned by UTHSC, occupants are advised that they are subject to the same regulations that govern other university property. The University does not undertake



to prescribe in detail either requirements or prohibitions concerning conduct and living habits of persons in its housing. However, the community life in this facility necessitates a mutual respect for the rights and privileges of neighboring residents. Thus it is expected that residents will conduct themselves in such a manner as to maintain neighborly, professional relationships with their fellow residents and the University, mindful of safety and privacy concerns.

## **PARKING SERVICES**

**Chief Lue Ida Walls-Upchurch, Th.D., MALS, MRA**

**740 Court Avenue**

**(901) 448-4444**

[www.uthsc.edu/campuspolice](http://www.uthsc.edu/campuspolice)

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

### ***Vehicle Registration***

All UTHSC students, faculty and staff are required to register any/all vehicle(s) operated or parked on campus. Vehicles must be registered whether or not subscribed parking is being requested. Unregistered vehicles observed in UTHSC parking areas are subject to being ticketed at any time.

### ***Hanging Tags***

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

### ***Fees***

All persons subscribing to UTHSC parking must pay the current fees set out by the Parking Authority Board. Faculty and staff pay by monthly payroll deductions. Students pay fees at registration or in the Parking Office, as needed. Parking fees are charged from the date the permit is picked up, or fee payment day, whichever occurs first.

### ***Cancellation of Fees during Extended Absences from Campus***

In order to cancel parking, the parking permit and the gate card (if applicable) **must** be turned in to the Parking Services Office prior to the 7th of the month to obtain a refund for that month. Refunds, based on the number of whole months remaining in the term are payable to students upon cancellation. The charge for a lost, stolen, or non-returned hang tag is \$12.00. The UT ID controls all gated Parking Lots and the fee for a lost ID is \$12.00. For students issued gate cards to the lot at the corner of Union and East (The Baptist College Lot), the fee is \$20.00 for lost gate card.

Those students who will be on summer break, 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 his/her vehicle and obtain a parking permit. Only one registered vehicle per carpool is allowed to park in the designated lot during regular hours. If two or more vehicles from the same carpool are on the parking lot at the same time, each will receive a citation, even if one is properly parked in the carpool space.

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

### *Motorcycles*

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

### *Bicycles*

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

### *Individuals with Disabilities*

UTHSC desires to provide appropriate parking accommodations for employees and students with disabilities. In order to assure such parking, each student with a special need related to parking and/or access to their work or study site must 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 his/her classroom or clinical site. The parking fee will be charged at the regular rate of the lot to which you are assigned.

### *Towing*

A vehicle may be towed, if it has six (6) or more outstanding traffic citations which have not been paid or appealed, after the car owner/operator has been 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 services at time of pick-up. If a vehicle is towed and impounded, release will be directed by the Parking Services Office only after payment of the appropriate charges. No checks will be accepted.

### ***Student Parking Guidelines***

- A. These student parking guidelines are in effect for the period from July 1 through June 30 of each school year.
- B. Once a student is assigned to a parking lot, that assignment shall remain his/hers until graduation from his/her current program, unless the student desires another lot or desires to cancel parking. Exceptions to this are guidelines relating to students with disabilities (#3).
- C. A student with disabilities shall have priority over all other students in the assignment of the parking lot of his/her choice.
- D. A student shall be responsible for paying his/her parking fee that is included on the fee assessment at orientation each payment period or in the Parking Office, as needed. Failure to pay the parking fee will result in forfeiture of parking assignment.
- E. In the spring each year a student already in school shall be reminded that his/her parking will continue as it currently exists for the following school year if he/she so requests. Hang tags will be distributed as part of orientation and be available for pick up in the Parking Office.
- F. Waiting list. Waiting lists will be established on a first-come-first-served basis. Note: students with disabilities retain priority (see C. above).
- G. A new student shall receive parking information as part of his/her registration/orientation material. Since new students have no priority (with the exception of those with disabilities), assignments will be made in order of the return of parking application.

### ***Parking: Violations***

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

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

### ***Parking: Tickets***

Parking fines can be paid in person at the Parking Services Office or by 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.

## **PLACEMENT ASSISTANCE**

Student placement assistance is available in each college to aid with career advisement, information regarding licensure and board certification, internships, residency, specialties, and related professional

opportunities. Students should contact the Assistant Dean for Student Affairs or Student Affairs Officer in the respective colleges for information on placement programming and career advice.

## **STUDENT LIFE**

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

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

- A. Student government
- B. Student Yearbook (Asklepieion)
- C. Scheduling of composite pictures
- D. Student activities
- E. Student leadership development
- F. Maintaining the Office of Student Life and student government website  
[www.uthsc.edu/studentlife/](http://www.uthsc.edu/studentlife/)

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

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

## **STUDENT ACADEMIC SUPPORT SERVICES**

**Kathy Gibbs, Director**  
**Cecil C. Humphreys**  
**General Education Building, Room BB9**  
[www.uthsc.edu/sass](http://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 volume of the health science curricula and the time constraints of daily schedules. Efforts are devoted to helping students adjust to the challenges and pressures of the health science learning environment.

Educational specialists and a part-time counselor are available to meet with students individually or in groups. Services of Student Academic Support Services include assistance in time management, test taking, reading efficiency, note taking and note using, information retention, organization for learning, and board preparation. SASS also maintains a library of review and board preparation books for student check-out, a twenty-station computer lab, study area and lounge, and an audio/visual room as well as materials on learning strategies for student use. Equipment and strategies to accommodate different student learning styles through various approaches, resources 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.

### ***Locations***

SASS is located in the General Education Building (GEB):

- Room BB9 = Main SASS Office, Computer Lab, Cubicles
- Room BB9 = Services for Students with Disabilities
- Room BB9 = Library and Reference Room
- Room BB6 = Computer Lab
- Room CB18 = Conference Room

### ***SASS Hours of Operation***

- Monday—Thursday - 8am to 7pm
- Friday - 8am to 5pm
- Saturday - 10am to 5pm
- Sunday - 2pm to 6pm
- **Closed Daily for Lunch - 1pm to 2pm**

*Students at off-site locations can access SASS services by phone, email, or Skype appointments. Students can participate in tutoring sessions by prior arrangement (via web conferencing) or by viewing archived sessions posted on the SASS web site.*

### ***24/7 Card Access Student Study Area***

- Rooms CB3 and CB15
- Equipped with a lounge, cubicles, and group study rooms.  
**(Cubicles and Study Rooms available on a first come, first serve basis)**
- There is also a refrigerator, microwave, and couches!

### ***Accommodations for Students with Disabilities***

Students with physical, learning, psychological, and/or other disabilities who need special accommodations must provide documentation of their disability(ies) to staff in SASS. Information as to the type of documentation needed can be obtained in Student Academic Support Services offices, or on the SASS webpage, [www.uthsc.edu/sass](http://www.uthsc.edu/sass). Students should make an appointment by emailing the SASS ([SASS@uthsc.edu](mailto:SASS@uthsc.edu)) or calling (901) 448-5056 to discuss accommodation needs as early as possible in order to facilitate the timely review and/or approval of the requested services which can take up to 2-3 weeks. Applications for accommodations are reviewed and approved on a case-by-case basis. Students who are denied accommodations have a right to appeal the decision. For more information on the appeal process, please contact the Disability Coordinator ([SASS@uthsc.edu](mailto:SASS@uthsc.edu) or (901) 448-5056).

### ***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.

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.

- 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.
- 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.
- Students must follow the professor's policy regarding make-up exams.
- If taking the makeup exam in the SASS, students must follow SASS procedures for regular exam administration.

- 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.
- When providing a make-up exam for a student with a disability-related excused absence, faculty members must administer the same make-up exam and/or quiz given to all other students, provided that the make-up is given at the same time for all students. Should it be necessary to prepare a separate make-up exam and/or quiz for any student (disability or not), the faculty member must provide an exam that is comparable to the original with respect to the types of questions, length of exam, and complexity of the questions.

**NOTE: The SASS should not be contacted for test-taking accommodations unless the excuse is directly related to a disability that has been documented by the SASS. Absences that are not attributable to a documented disability must be handled according to the professor's written policy regarding missed exams.**



## STUDENT FACILITIES

### CLINICAL SIMULATION

Clinical simulation is an essential component of virtually all undergraduate and professional programs offered at the UTHSC and currently occurs in a variety of locations.

**Memphis** provides simulation experiences for three of its programs in the Humphrey's General Education Building and for several other programs in the 920 Madison Building (Kaplan Clinical Skills Center and the Interprofessional Simulation Center).

The **Humphrey's General Education Building (GEB)** provides significant simulation space within the GEB for dentistry, nursing, and physical therapy. The **Dental space** consists of primarily three simulation labs. The first, of approximately 4165 square feet, contains 90 student stations where students learn the basic skills required for dental practice. Students work on models to learn techniques in crown and bridge, prosthodontics, endodontics, periodontics, orthodontics, pedodontics, complete and partial dentures and ceramics. The second, covering approximately 2541 square feet, is a 40 station computerized dental simulation lab where students enhance and refine the dental skills and techniques necessary to work on patients. Finally, the third lab has 40 stations, covering 1601 square feet, and is used for Dental Hygiene instruction and Continuing Dental Education courses. The **Nursing Lab** has approximately 2,700 square feet of space. There are 10 bays with low fidelity manikins, one high fidelity manikin with a control room, and a small storage room. Each bay is fully equipped with air, suction, lighting, and other assessment equipment. All manikins are located on late-model hospital beds allowing students to practice skills and interact with patients utilizing simulation exercises. Other equipment such as patient lifts, a ventilator, and ultrasound equipment are also located in this area and are used by faculty/students in training that simulates a realistic healthcare environment. Pediatric as well as adult instruction is included. Finally, the Department of **Physical Therapy** has a dedicated laboratory available on the first floor of the GEB. This area includes two modality labs (45' x 19"), which are side by side, but separated by a floor to ceiling solid wall; an exercise lab (29' x 38'); and a storage area (15' x 38") for supplies and equipment. The total floor space for the lab area is 3470 square feet. Each modality lab is equipped with 15 – 16 plinths, including eight high-low tables. The exercise lab is equipped with four mat tables, six floor mats, three hospital beds, parallel bars, free weights and other assorted equipment. This amount of space accommodates 30 students per laboratory session. The Department of Physical Therapy also uses the faculty practice facility for some selected laboratory sessions. The faculty practice facility includes a gymnasium (1280 sq. ft), a plinth treatment area (1452 sq. ft), and an adult research area (810 sq. ft). Additional equipment available at the practice facility includes: 2 treadmills, 8 stationary bikes, and a Gait Rite (gait analysis system).

The College of Medicine's **Kaplan Clinical Skills Center**, in the 920 Madison Building, supports undergraduate medical education through standardized patient encounters. Within this center (spanning approximately 11,000 square feet) there are 18 clinical exam rooms, each equipped with two internal video cameras and two computers (one inside the room and one outside the room), 3 observation rooms (with 6 stations each, thus allowing for encounters occurring in each room to be separately monitored and evaluated real-time if so desired), and a master control room (with split screen monitors allowing for the simultaneous oversight of encounters occurring in each of the 18 rooms). Encounters are recorded and archived through the use of the B-line Clinical Skills System.

Immediately adjacent to the Kaplan Clinical Skills Center is the **Interprofessional Simulation Center** of approximately 2560 square feet. This space consists of 4 dedicated simulation rooms (3 of which are equipped with Human Patient Simulators), three small group debriefing rooms (ranging in capacity from 8 to 24 students), two control rooms (with designated cubicles to control each of the four simulation rooms), and a simulation prep and storage room. In addition, one floor below the Interprofessional Simulation Center is a dedicated training room (of approximately 850 square feet), designed to support skills training using multiple task trainers (e.g., central line trainers, BLS and ACLS trainers) for up to 30 learners.

Located on the 5<sup>th</sup> floor of the 920 Madison building are 6 additional patient exam rooms that are used primarily by the College of Nursing but available to all programs through a collaborative agreement with the IPECS office (Interprofessional Education and Clinical Simulation). The IPECS office has recently installed new simulation management software in these rooms as well as those in the Interprofessional Simulation Center described above. This system allows video capture in all four simulation rooms and in the six patient exam rooms; it also links to all three debrief/ multi-purpose rooms so that viewing of simulations in real time or recording of debrief sessions can occur. The completion of this installation allows the IPECS Center to be fully operational to meet all educational needs utilizing the most current simulation technologies.

**In Knoxville**, medical students have access to the UT Center for Advanced Medical Simulation, a “state of the art” 6500 square foot simulation center offering opportunities to master medical skills using life-size human patient simulators, laparoscopic and endoscopic simulators, and other skills-building models. Medical simulation immerses the learners into an artificial but lifelike medical environment where skills can be learned and practiced with immediate feedback from peer and/or faculty observers or computerized performance metrics integrated into some simulators.

**In Chattanooga**, physicians and students have access to a state-of-the-art Clinical Skills and Simulation Center that houses both a surgical skills lab and a human patient simulation lab. The Skills Lab has operating rooms, microsurgery rooms, an anatomical study room and a classroom. The adjoining high fidelity human simulation lab is used to teach skills to all health care professionals and students in a team environment. The Center provides four mannequins: adult SimMan 3G, infant, newborn, and female difficult delivery. The lifelike electronically-controlled mannequins used in the simulation lab enable participants to practice integrated medical care. Also, other medical emergencies can be replicated, such as a drug use situation.

## COMPUTERS & TECHNOLOGY RESOURCES

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

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

### *Open Access Labs*

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

### *Computer Testing Labs*

The campus provides several facilities for computerized testing including two facilities in the GEB (C109 and B107), as well as facilities in the Pharmacy Building (Room 201) and in the Kaplan Clinical Skills facility (Madison 920, 7<sup>th</sup> floor).

## GENERAL EDUCATION BUILDING

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

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

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

### ***Study Room Scheduling***

#### ***Small Group Study Room Reservation Procedure***

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

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

### ***Open Access Study Areas***

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

- A. Study space is available on a first come basis and is limited to one table or one carrel per student. You are welcome to use this study space as long as you like, but this space is only yours while you are physically present.
- B. If you leave the study area to attend classes, eat lunch or pursue other activities, please remove all of your study materials and personal effects so that the area can be used by others.

- C. Bookshelves are available within the study area and these should be used to store your materials when you leave. If you return and find someone using the space that you vacated, please find another open space to study.
- D. With the exception of items left on bookshelves along the wall, **all** unattended materials will be removed by the custodial staff overnight, usually between 3 and 5 AM. The material in each carrel area will be collected, photographed and placed in a secure container in a locker. Please print your name on all of your materials to aid in identification and note the carrel number that you were using.
- E. Study areas will be closed for cleaning each week night. The second floor study area will close from 3 AM to 4 AM and the 3<sup>rd</sup> floor study area will close from 4 AM to 5 AM. Please use alternative areas during these time periods. Changes to scheduled cleaning/pickup times will be posted in the study areas.
- F. The first 'retrieval' of your materials is free, but all subsequent retrievals will cost you \$5.00. This fee must be paid in cash before materials can be released. Fees will be collected in Student Life in SAC room 300. Once you have paid your fee, bring your receipt to SASS (Mon - Thurs from 5-6) or to the Scheduling Office on B level of the GEB (Fridays 4-5). You will need your UTHSC ID.
- G. To retrieve materials that were removed from the study area, please present your UTHSC ID to the work-study student in SASS between 5 and 6 PM Mon-Thurs. He/she will photocopy your ID and provide you with access to your materials. For retrieval on Fridays, present your UTHSC ID at the Scheduling Office (room CB17 - B level GEB across from elevator) between 4 and 5 PM. This office will have keys to the storage area on Fridays.
- H. Although cameras have been installed in the study areas, the university assumes no responsibility for safeguarding materials that are left unattended; students assume all liability for the potential loss of, or damage to, unattended books/notes and personal effects.
- I. The arrangement of tables and carrels was designed to optimize study space. Do not disassemble, move, or otherwise rearrange the furniture in the study area.
- J. Do not deface/damage the furniture or the walls of the study area. Posters/notices are not allowed in these areas.
- K. Electrical appliances (toasters, heaters, coffee pots, etc.) are not allowed in the study area.
- L. A refrigerator has been provided on each floor for student use. Students are responsible through their class organizations to clean and maintain these refrigerators.
- M. Students should dispose of trash in proper waste receptacles.
- N. Students using these study areas are expected to show courtesy and respect to other students and to university employees.

### ***Student Lockers***

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

### ***Student Lost & Found***

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

### ***Student Microscopes***

#### ***Rules for Microscope Usage and Checkout***

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

- A. Microscopes are placed in the laboratory rooms for your convenience and to expedite the lab sessions. No microscope should be removed from the laboratory rooms without approval from the lab manager.

- B. Help maintain the microscopes by protecting them from dust and using lens paper to wipe off any immersion oil on the objectives. In the case of oil, less is better.
- C. There are two ways to utilize microscopes after hours:
  - 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 support*

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

Lecture halls and small classrooms are unlocked each morning and are locked at the end of scheduled activities. In addition to providing videoconference and distance education support, the engineering staff will monitor the classrooms on an hourly/daily basis and resolve any complaints or problems to insure that classroom equipment is in proper working order. If any urgent classroom problems arise during a class, the phone located in the front of the lecture halls is a direct line to the Scheduling Center which is staffed Monday - Friday from 8:00AM to 5:00PM. To schedule space, request services, report problems or to check out equipment, please contact (901) 448-6960.

## **CAMPUS RECREATION AND FITNESS CENTER**

**Campus Recreation Office**  
**312 Student Alumni Center**  
**Campus Rec Main Line: (901) 448-5069**  
[www.uthsc.edu/campusrec](http://www.uthsc.edu/campusrec)  
(901) 448-2360

Front Desk  
(901) 448-5973

### *Campus Recreation Programs: Fitness & Wellness*

The Fitness and Wellness Program offers a wide selection of activities to promote interest in physical activity and lifetime fitness. Fitness assessment services provide guidance and direction for those wishing to monitor their fitness-related goals and are available to all students, faculty, and staff of the University. Free Theme Incentive Games encourage and motivate people to incorporate cardiovascular training in their lives, and provide fitness goals to work towards. Brown bag lunch seminars are also sponsored by the department. Many classes are also available through the HR 128 program.

### *Intramural Sports and Activities*

The Intramural Program provides a variety of recreational opportunities in team, dual, and individual activities. The program helps to relieve stress, increase interaction among students, provide exercise and 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 and other activities to those who have not had the opportunity to participate previously.

### ***Instructional Programs***

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. A nominal fee is charged for these programs. Currently programs are offered in martial arts, swimming, dance and children's martial arts. 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 or know of someone who would, 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. UTHSC Outdoor Adventures provides rental gear for many of your watersports needs along with camping and backpacking equipment. A list of available rental gear can be viewed at [http://www.uthsc.edu/campusrec/pdf/outdoors/OA\\_list.pdf](http://www.uthsc.edu/campusrec/pdf/outdoors/OA_list.pdf)

### ***Aquatics***

The aquatics program consists of open swim, Masters Swim and the 'learn to swim' program. Whether you are looking for recreational swimming or a competitive program, the aquatics program has something for you from novice to advanced. The 'learn to swim' program is open to ages four and above and membership is not required. Masters swimming is a registered program of USA Swimming and a small fee does apply.

### ***Facilities:***

#### ***Indoor Facilities***

The Student Recreation Center and SAC house a 2-court gymnasium, two locker rooms, an indoor lap pool, a whirlpool, two racquetball courts, three aerobics/instructional exercise studios, a bouldering wall, a weight and cardiovascular room with circuit machines, free weights, and complete cardio-vascular conditioning lines.

#### ***Hours***

Monday-Thursday: 5:45am - 9:00PM

Friday: 5:45am - 8:00PM

Saturday 10am - 5:00PM

Sunday: 11am - 8:00PM

**BREAK HOURS VARY. PLEASE CHECK WITH CAMPUS RECREATION OR VISIT OUR WEBSITE.**

### ***Racquetball Courts and Reservation System***

Two 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. While reservations are not required they are recommended to guarantee an available court. Protective eye guards are recommended and only court shoes are to be worn (no black soled-marking shoes).

### ***Climbing Wall***

A bouldering wall is located on the main level of the Student Recreation Center. Climbing shoes are available for checkout. All users must sign-in at the front desk and complete appropriate paperwork.

### ***Gym***

The gymnasium is available for use most of the day for basketball, volleyball, and other activities. 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. 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

### **Fitness Center**

Free weights (including Olympic platforms), plate loaded machines, selectorized machines, and cardiovascular workout equipment including treadmills, elliptical trainers, stair climbers, rowers, stationary bikes, AMT's and virtual bikes are available for use to members 17 years of age and over.

### **Outdoor Facilities**

The outdoor facility, "Doc's Field", is located south of the Dunn Dental Building. This area provides a lighted multipurpose 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. 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 448-5069. No vehicles are allowed on the field, No alcoholic beverages are allowed at any time. **No golf practicing on the fields or Pets Please**, as these may make the ground unsafe for the other recreational activities that take place on the field and present a safety hazard.

## **LIBRARY AND BIOCOMMUNICATIONS CENTER – MEMPHIS CAMPUS**

**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>

NOTE: EXTENSIVE LIBRARY RENOVATIONS ARE PLANNED FOR THIS SPRING AND INTO THE FALL. LIBRARY STAFF ARE DEVELOPING STRATEGIES TO MINIMIZE DISRUPTIONS FOR LIBRARY PATRONS, BUT THE LIBRARY OR PORTIONS THEREOF WILL BE CLOSED FOR A PERIOD OF TIME DURING RENOVATION. ELECTRONIC ACCESS TO JOURNALS WILL CONTINUE AND OTHER SERVICES WILL BE PROVIDED, ALBEIT ON A MORE LIMITED BASIS. PLEASE SEE THE LIBRARY WEB SITE FOR UPDATES/TIMELINES.

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

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

The Health Sciences Library supports the instructional, research, and clinical care programs of UTHSC through a collection of journals, monographs, audiovisuals, online databases, and multimedia.

### ***Library Hours***

#### **Regular Hours**

Monday – Thursday: 8:00AM –12:00AM

Friday: 8:00AM–11:00PM

Saturday: 8:00AM–5:00PM

Sunday: 2:00PM –12:00AM

#### **Summer Hours (June and July)**

Monday – Friday: 8:00AM–10PM

Saturday: 9AM–5PM

Sunday: 2PM–10PM

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

### ***Collection***

The library holds approximately 3100 current print and electronic periodical titles, 200 e-book titles, 35,000 monograph titles, and 137,000 bound volumes. Many of the library resources are available electronically and can be accessed by anyone with a UTHSC Net ID and password. The reserve collection includes print and nonprint resources. Leisure reading areas and historical materials are also available.

### ***Loan Periods***

- Books: 4 weeks, [2 renewals allowed](#)
- Journals, Bound volumes: 1 week, [2 renewals allowed](#)
- Journals, Unbound issues: 1 day, no renewals
- Audiovisual Materials: 1 week, [2 renewals allowed](#)
- Reserve Materials, Examinations: Noncirculating
- Reserve Materials, Instructor study guides: Noncirculating
- Reserve Materials, Books: 2 hours in-library use (after 4:00 PM, most books may go out until 10:00 am the next morning), no renewals

### ***Fines***

- A fine of 50 cents a day is charged for each book or bound journal not returned on the date due; \$1 per day is charged for unbound journals.
- Reserve books not returned by 10 AM the next day carry a fine of \$1 for the first hour and 50 cents for every hour thereafter until returned.
- The fine for study carrel keys is \$5 per day. When fines have accumulated to \$10, borrowing privileges are suspended until fines are paid.

Damage to books and journals 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 repair or replacement of the material.

### ***Photocopying in the Library***

Computers in the research alcove, Media Lab, and Electronic Classroom are configured so that current UTHSC students can print using the printing quota/balance system already available in the [GEB and SAC computer labs](#). For information on your free quota, see [http://oracle.uthsc.edu/Student\\_history.php](http://oracle.uthsc.edu/Student_history.php).

### ***Printer Locations***

Two printers are located on the 2nd floor: one in the research alcove and one just inside the Media Lab. A third printer is located on the 3rd floor in the Electronic Classroom.

### **Ordering Interlibrary Loans**

Books and journal articles not located in the Health Sciences Library can be ordered through interlibrary loan (ILL). Details related to process, turnaround time, and cost of obtaining information through an ILL can be found at <http://library.uthsc.edu/services/ill/>.

### **Computer Searches**

As can be seen from our web site, the library in Memphis has access to a variety of online databases – see <http://library.uthsc.edu/eresources/> for the most up to date listing. These include access to the National Library of Medicine, NCBI, EBSCO, IEEE, Ovid Technologies, Elsevier Science, Tennessee Electronic Library, MDL, and CAS. Most of our electronic resources can be accessed free of charge by UTHSC faculty, staff, and students from any computer with Internet access, after registration with the library. Access is through the library's website (<http://library.uthsc.edu>). Databases such as MEDLINE, EMBASE, International Pharmaceutical Abstracts, PsycINFO, and the Cochrane Evidence-Based Medicine files are all Ovid databases, available from our Most Popular Resources link on the webpage. Scopus, a citation database, and CINAHL, a nursing and allied health database, are also available via the library's website. The NCBI Entrez databases (including PubMed/MEDLINE) provide genome sequence searches. Micromedex accesses pharmaceutical information. The library subscribes to five collections of full-text electronic books – ClinicalKey, STAT!Ref Nursing Collection, Books@Ovid, McGraw-Hill's AccessMedicine, and NetLibrary – as well as single titles such as *ABMS Directory*. Online journal collections include ScienceDirect, ClinicalKey, Nature, Ovid, and PubMed Central. An A-Z e-journal list provides access to over 5400 titles available online, while the Journal Search feature in the online catalog continues to provide access to all titles with their print and online holdings easily identified. Special software is required to search the library's chemical database, SciFinder Scholar. Download and installation instructions can be found on the library's website. In addition to these databases readily available to the campus, the library's reference librarians can also assist with searching additional databases. Request help with searches at the Reference Desk, by calling (901) 448-5404 or (877) 747-0004 (toll-free), or through the Ask a Librarian link on our website: <http://library.uthsc.edu>.

### **Computers for Use in the Library**

The library maintains 51 computers (Macintosh and Windows) for student, faculty, staff, and public use along with 18 laptops that can be checked out by students for use in the library.

### **Study Rooms and Carrels**

Student study rooms are located on the third floor. These rooms are available on a first-come, first-served basis. Locked individual student study carrels are available on the 4th floor 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. Additional study and lounge areas will soon be available on the 5<sup>th</sup> floor of the library.

### **Instructional and Special Services**

Instruction is provided for library patrons on request. Classes provide information as to the use of print and nonprint resources, searches of library databases, management of resource material, and the research process.

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

### ***Electronic Classroom***

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

### ***Library Media Lab***

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

### ***Memphis Library Service Numbers***

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

## **LIBRARY SERVICES FOR COMMUNITIES OTHER THAN MEMPHIS**

### **PRESTON MEDICAL LIBRARY & LIBRARY RESOURCE CENTER - Knoxville**

**Sandy Oelschlegel, MLIS, AHIP**

**Library Director/Associate Professor**

UT Medical Center

1924 Alcoa Highway

Knoxville, Tennessee 37920-6999

(865) 305-9525

Fax: (865) 305-9527

[library@utmck.edu](mailto:library@utmck.edu)

Students in Knoxville can access the Preston Medical Library at UT Medical Center. A list of services and resources provided can be viewed at <http://gsm.utmck.edu/library/>.

The library has four faculty librarians and numerous experienced staff to assist with use of learning resources. The library is open to everyone during staffed hours for in-house use of print materials and electronic resources. Most materials may be checked out for two weeks. The library is located adjacent to the hospital and the Graduate School of Medicine and College of Pharmacy. The library's collection also includes exam review materials and College of Pharmacy texts. Students can use two study rooms and a quiet study floor.

### **Regular Library Hours:**

Monday	8:30 am	9:00 pm
Tuesday	8:30 am	9:00 pm
Wednesday	8:30 am	9:00 pm
Thursday	8:30 am	9:00 pm
Friday	8:30 am	5:00 pm
Saturday	9:00 am	5:00 pm
Sunday	1:00 pm	9:00 pm

Closings for holidays will be posted in advance. In the event of inclement weather, the Preston Medical Library follows the policy of the University of Tennessee, Knoxville.

After-hours access is available to UTHSC students, residents, faculty and staff, and to physicians, nurses, and other approved UT Medical Center employees with UT Medical Center badges. Those eligible for access must bring their identification badge to the library to be registered.

19 computers are available for clientele, including patient families and the general public. A clinical computer lab is limited to health professionals and health professional students. Wireless access is available in the library for those with laptops and mobile devices. For more information on the acceptable use of computers in the library, the library's computer use policy is posted on the website.

**UTHSC students and faculty can also access all of the electronic resources provided in Memphis using their net ID and login information.** For off-campus use of Preston Medical Library electronic resources, students and faculty can register from the library's website. The library provides a variety of subject guides to support curriculum at UTHSC in Knoxville. Please call or email the library for more information.

### **UTK LIBRARY**

Students in the Audiology and Speech Pathology program, which is physically located on the UTK campus, have full access to the UTK library. See <http://www.lib.utk.edu/> for details regarding services and hours of operation.

### **ERLANGER MEDICAL LIBRARY**

Rachel Bohannon, Manager

Email: [rachel.bohannon@erlangers.org](mailto:rachel.bohannon@erlangers.org)

Phone: (423) 778-7498

**Access:** Students in Chattanooga have access to the Erlanger Medical Library.

**Hours:** 8AM – 4 PM; after-hour access requires advanced arrangement

**Collections** include a wide range of textbooks as well as print journals, many of which are also available electronically

**Students in Chattanooga also have access to the electronic collections offered through the library in Memphis which can be accessed using students' Net IDs and passwords.**

### **STUDENT ALUMNI CENTER**

Lynn Ivy, Manager

800 Madison Avenue

(901) 448-5525

The Wassell Randolph Student Alumni Center, commonly called the SAC, is located on Madison Avenue between the Fitness Center Building and the old Randolph Residence Hall building (scheduled for demolition to allow for expansion of the facility). The SAC provides meeting spaces for departments and student groups along with limited audio/visual support [upgrades for the latter should be completed soon].

A comfortable student lounge is available on the second floor of the SAC and a student game room is located opposite the Fitness Center on the ground floor. Students can also use meeting rooms after hours to study.

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

**Louis Patterson, Conference Specialist,**

Manages table/chair rental and audio/visual support.

Contact Mr. Patterson at [lpatter2@uthsc.edu](mailto:lpatter2@uthsc.edu) or by calling 448-8767. Contact Mr. Ivy at [livy@uthsc.edu](mailto: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.



## ACADEMIC PROCESS

Fall Term	2013	2014
Fall Registration Begins (All)	Mon. Apr 1	Tue. Apr 1
Last Day to Register Fall 1	Mon. Jul 1	Tue. Jul 1
Classes Begin Fall 1	Mon. Jul 1	Tue. Jul 1
Last Day to Register Fall 2	Thu. Aug 1	Fri. Aug 1
Classes Begin Fall 2	Thu. Aug 1	Fri. Aug 1
Last Day to Register fall 3	Mon. Aug 12	Tue. Aug 12
Classes Begin Fall 3	Mon. Aug 12	Tue. Aug 12
Spring Registration Begins (All)	Fri. Nov 1	Sat. Nov 1
Grades Due in Registrar's Office by 12 noon for Graduates	Fri. Nov 29	Fri. Dec 5
Commencement Ceremony/Dec Degree Conferral Date	Fri. Dec 13	Fri. Dec 12
Last Day of Fall Term	Fri. Dec 20	Fri. Dec 19
Grades Due in Registrar's Office by 12 noon for All Students	Fri. Dec 20	Fri. Dec 19
Grades Available to Students	Fri. Dec 20	Fri. Dec 19
Spring Term	2014	2015
Spring Registration Begins (All)	Fri. Nov 1	Sat. Nov 1
Last Day to Register Spring 1 & Spring 2	Thu. Jan 2	Fri. Jan 2
Spring 1 & Spring 2 Terms begin	Thu. Jan 2	Fri. Jan 2
Summer Registration Begins (All)	Tue. Apr 1	Wed. Apr 1
Grades Due in Registrar's Office by 12 noon for May Graduates	Thurs, May 22	Thurs, May 21
Commencement Ceremony/May Degree Conferral Date	Fri. May 30	Fri., May 29
Last Day of Spring 1 Term	Fri. Jun 27	Fri. Jun 26
Grades Due in Registrar's Office for Spring 1 (for non-graduating students)	Fri. Jun 27	Fri. Jun 26
Spring 1 Grades Available to Students	Fri. Jun 27	Fri. Jun 26
Last Day of Spring 2 Term	Fri. May 30	Fri. May 29
Grades Due in Registrar's Office for Spring 2 (for non-graduating students)	Fri. May 30	Fri. May 29
Spring 2 Grades Available to Students	Fri. May 30	Fri. May 29
Summer Term	2014	2015
Summer Registration Begins (All)	Tue. Apr 1	Wed. Apr 1
Last Day to Register for Summer 1 & Summer 2 Terms	Sun. Jun 1	Mon. Jun 1
Summer 1 & Summer 2 Terms begin	Mon. Jun 2	Mon. Jun 1
Last Day to Register for Summer 3	Mon. Jul 7	Mon. Jul 6
Summer 3 Term begins	Mon. Jul 7	Mon. Jul 6
Last Day of Summer 2 Term	Fri. July 25	Fri. Jul 24
Grades Due in Registrar's Office for Summer 2 Term	Fri. Jul 25	Fri. Jul 24
Grades Available to Students for Summer 2 Term	Fri. Jul 25	Fri. Jul 24
Last Day of Summer 1 & Summer 3 Terms	Fri. Aug 8	Fri. Aug 7
Grades Due in Registrar's Office by 12 noon for August Graduates	Fri. Aug 8	Fri. Aug 7
Grades Due in Registrar's Office for Summer 1 & Summer 3	Fri. Aug 8	Fri. Aug 7
Grades Available to Students for Summer 1 & Summer 3	Fri. Aug 8	Fri. Aug 7
August Degree Conferral Date	Fri. Aug 15	Fri. Aug 21

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

### **ONE STOP SHOP**

930 Madison, first

floor Phone: 901-

448-7703

Email: [Onestop@uthsc.edu](mailto:Onestop@uthsc.edu)

In order to provide a high level of service to students, UTHSC developed a unit called the One Stop Shop to assist with issues involving the academic process. Since its opening in January, 2013, the One Stop Shop has served as the primary destination for students with questions related to financial aid, fee payments, registration, transcripts, etc. While individual counselors may have more expertise in one major area (e.g. Financial Aid, Registrar services, or Bursar services) staff are being cross-trained to enable them to assist you with a wide range of issues. The goal is to provide prompt and immediate resolution of your issues such that there is no need for you to visit multiple offices on campus. Should complex issues arise, staff will consult with other experts within the Offices of Admissions, Financial Aid, Registrar and Bursar to resolve the matter (and these experts will come to the One Stop Shop rather than requiring you to come to them). Contact [onestop@uthsc.edu](mailto:onestop@uthsc.edu) for more details, and look for news on the UTHSC home page.

Students at distant locations can access all of the services provided by the One Stop Shop through email, phone (901-448-77033) or by Skype appointment. Contact [onestop@uthsc.edu](mailto:onestop@uthsc.edu) or any of the specific offices (Admissions, Financial Aid, Registrar, Bursar) for further assistance (contact information provided below).

### **ADMISSIONS OFFICE**

**William Carter, Director**

**910 Madison Avenue, Suite 520**

**(901) 448-5560 or toll free (877) 843-4461**

[visituthsc@uthsc.edu](mailto:visituthsc@uthsc.edu)

The Office of Admissions actively processes applications for admissions from college sophomore, juniors, seniors, and transfer students, receives applicant supporting materials (transcripts, recommendation forms, proposed plans of study forms, etc.), reviews transcripts for satisfactory completion of program prerequisites, creates electronic files containing all submitted application materials and conducts campus tours for prospective students and their families. The Office of Admissions staff support the efforts of staff and admissions committee members in our six colleges to aid their decision-making process regarding applicants to individual academic programs. For additional information, please visit our website at: <http://uthsc.edu/admissions/>

### **ELIGIBILITY VERIFICATION PROCEDURE - New State Requirement**

All students matriculating to The University of Tennessee Health Science Center (UTHSC), who receive a state public benefit, must provide documentation to comply with the Eligibility Verification for Entitlement Act (EVEA) (TCA 4-58-102, Senate Bill 1325, section 1; 4-57-101, as amended by TN Senate Bill 597, effective July 1, 2013) effective October 1, 2012. The EVEA requires state and public institutions of higher education to verify that persons seeking a "state public benefit" are United States citizens or otherwise lawfully present in the United States. Failure to provide verification results in the denial of state public benefits.

#### ***Guidelines and Procedures***

The Tennessee Eligibility Verification for Entitlements Act was passed by the state legislature on May 1, 2012. The Act requires state public institutions of higher education to verify that persons seeking a "state public benefit" are U.S. citizens or lawfully present in the U.S.

Students Covered by the EVEA's Verification Requirements

UTHSC must verify the U.S. citizenship or lawful presence of students who have:

- Accepted an offer of admission and confirmed their attendance  
AND
- Either:
  - Have applied to receive in-state tuition  
OR
  - Have applied for a scholarship, grant, loan, tuition or fee waiver, or other financial assistance which is subsidized or paid in whole or in part with state funds

UTHSC does not have to verify the U.S. citizenship or lawful presence of students who:

- Are under eighteen (18) years of age;  
OR
- Have not applied to receive in-state tuition, or a scholarship, grant, loan, tuition or fee waiver, or other financial assistance which is subsidized or paid in whole or in part with state funds;  
OR
- Have been offered and have accepted a scholarship, grant, loan, tuition or fee waiver, or other financial assistance which is subsidized or paid in whole or in part with state funds, prior to October 1, 2012.

#### Verifying the Accuracy of the Applicant's Assertion of U.S. Citizenship or Lawful Presence

A student's U.S. citizenship or lawful presence shall be verified in one of two ways:

- The student completes a Free Application for Federal Student Aid (FAFSA)  
OR
- The student presents documentation verifying his/her claim of U.S. citizenship or lawful presence in the U.S. Scanned copies of documents may be sent to the institution via email.

For students claiming U.S. citizenship:

- Ensure that the student has completed a Free Application for Federal Student Aid (FAFSA) OR
- Require the student to provide a copy of one (1) of the following documents:
  - A valid Tennessee driver license or photo identification license;
  - A valid driver license or photo identification license from another state (except for Utah and New Mexico);
  - An official birth certificate issued by a U.S. state, jurisdiction, or territory, except for Puerto Rican birth certificates issued before July 1, 2010;
  - A U.S. government-issued certified birth certificate;
  - A valid, unexpired U.S. passport;
  - A U.S. certificate of birth abroad (DS-1350 or FS-545);
  - A report of birth abroad of a citizen of the U.S. (FS-240);
  - A certificate of citizenship (N560 or N561);
  - A certificate of naturalization (N550, N570, or N578);
  - A U.S. citizen identification card (I-197, I-179); or
  - A social security number that can/may be verified with the Social Security Administration in accordance with Federal law.

For students claiming to be an alien lawfully present in the United States, those students must verify their Alien Registration Number (A#) or I-94 Admission Number by:

- Completing a FAFSA. Please note that this option is only available for the following individuals:
  - U.S. permanent residents (individuals with an I-151, I-551, or I-551C permanent resident card);  
and
  - Individuals who have an Arrival/Departure Record (I-94) showing one of the following

designations:

- Refugee;
  - Asylum Granted;
  - Cuban-Haitian Entrant (Status Pending);
  - Conditional Entrant (Valid only if issued before April 1, 1980);
  - Victims of Human Trafficking (T-2, T-3, or T-4 visa); or
  - Parolee (who meets certain conditions)
  - OR
- Presenting two (2) forms of documentation establishing lawful presence in the United States. Examples of acceptable documents include:
    - Valid, unexpired Permanent Resident Card (Form I-551);
    - Valid, unexpired Foreign Passport with visa stamped "Processed for I-551";
    - Permanent Resident Re-Entry Permit (I-327);
    - Refugee Travel Document (I-571);
    - Employment Authorization Document (Form I-766);
    - Arrival/Departure Record (Form I-94);
    - Valid, unexpired Foreign Passport with valid visa;
    - Notice of Approval of Status with bottom I-94 portion attached (Form I-797);
    - Certificate of Eligibility for Student Status (Form I-20); and
    - DS-2019 or IAP-66 for J-1 status holders;
    - Non-Resident Alien Canadian Border Crossing Card; and
    - Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Effective July 1, 2013, if a student who claims eligibility as a qualified alien is unable to present two (2) forms of documentation as described above, then the student shall present at least one (1) such document that the entity or local health department shall then verify through the SAVE program or the SEVIS system. <http://www.capitol.tn.gov/Bills/108/Bill/SB0597.pdf>

The following students are not required to submit additional verification documentation to the institution:

- Students who are employed by the institution and have had their lawful presence verified through the federal E-Verify program (valid I-9 on file with the institution);
- Students who have had their lawful presence verified through the federal Student and Exchange Visitor Information System (SEVIS) (e.g., J-1 and F-1 student visa holders).

#### Deadline by Which a Student's U.S. Citizenship or Lawful Presence Must be Verified

Submission of the FAFSA or receipt of other documentation listed above shall be presumed to be proof of a student's eligibility until final verification is received. An institution shall not delay award of benefits based only on pending of final verification.

#### If a Student's U.S. Citizenship or Lawful Presence Cannot be Verified

Upon receipt of a final verification that indicates that an applicant is not a U.S. citizen or an alien lawfully present in the U.S., UTHSC must terminate any recurring benefit. In addition, UTHSC must notify the Office of the General Counsel in writing if the University has a good faith belief that either:

- An applicant has knowingly and willfully made a false, fictitious, or fraudulent statement or representation concerning his/her citizenship or lawful presence on the United States;
- OR
- A person has conspired to defraud the institution by securing a false claim allowed or paid to an applicant.

### Document Retention Requirements

UTHSC shall retain a copy of all documentation submitted by a student for verification for as long as applications for in-state tuition or financial aid are kept.

### Other Changes Mandated by the EVEA

The following language must to be added to all UTHSC applications for in-state tuition (e.g., admissions applications for institutions that do not have a separate application for in-state tuition) and any applications for scholarships, grants, loans, tuition or fee waivers, or other financial assistance which are subsidized or paid in whole or in part with state funds, except for employment applications:

*The Tennessee Eligibility Verification for Entitlements Act requires an applicant for in-state tuition or state financial aid to complete and sign the following statement:*

*I, \_\_\_\_\_, swear or affirm under penalty of perjury  
Under the laws of the state of Tennessee that: (check one)*

☐ *I am a United States citizen; or*

☐ *I am an alien lawfully present in the United States*

*I understand that this statement is required by Tennessee law because I have applied for a public benefit. I understand that Tennessee law requires me to provide documentation verifying the status indicated above prior to receipt of this public benefit. I understand that knowingly and willfully making a false, fictitious, or fraudulent statement or representation shall subject me to liability under the Tennessee False Claims Act, Tennessee Code Annotated 4-18-101 et seq. I understand that if I am found to have made a false or misleading statement my admission may be rescinded or I may be disciplined by the University of Tennessee Health Science Center.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Read more about the legislative act at:

<http://www.tn.gov/sos/acts/107/pub/pc1061.pdf>

## **FINANCIAL AID OFFICE**

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

### **Goals & Services**

The primary purpose of the Financial Aid Office is to provide financial resources to students who would otherwise be unable to pursue their college education. The University of Tennessee Health Science Center believes that the cost of education is primarily the responsibility of the student and/or the student's family. The purpose of financial aid is to help fill the gap between family resources and the student's cost of attendance. Financial aid is awarded on the basis of demonstrated need except where funds are specified for recognition of special talents or abilities. Practices and procedures followed by the Financial Aid staff ensure fair and equitable treatment for all applicants.

The director and the staff of the office compile composite financial aid packages for individual students, provide students with information on the financial aid opportunities available to them and caution them to keep loans at a minimum. The process for obtaining aid is shown below. By following this process,

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

### ***Application for Aid***

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

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

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

### ***Calculating Eligibility***

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

### ***Financial Aid Budget***

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



expenses.

### ***Tuition & Fees***

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

### ***Books & Supplies***

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

### ***Living Expenses***

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

### ***Financial Aid Award***

Once a student's eligibility is established, financial aid awards are made for the academic year in accordance with federal regulations and University policies, relative to eligibility and to the availability of funds. Students are notified of their financial aid award by email, usually during the spring.

**IT IS IMPORTANT TO ACCEPT OR REJECT YOUR FINANCIAL AID AWARD PROMPTLY.**

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

### ***TYPES OF FINANCIAL AID***

#### ***Scholarships & Grants***

Outside scholarship assistance is a good source of potential funding for students. Each scholarship program is administered differently and has different criteria and application procedures. There are a number of web sites that can assist you in finding outside scholarship assistance. The Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG) are both federal need based funds programs that are for undergraduate students only. All institutional scholarships are awarded by the specific college under which a student is enrolled. The financial aid office is notified of these awards by the colleges and makes them part of the student's total financial aid award package. [Scholarships can reduce funding required as loans but cannot be used to increase your overall financial aid budget].

#### ***Loans***

Federal loan programs common to all disciplines at the University include the Stafford and Perkins loan programs. For Stafford loans received in 2013-14 (loans disbursed between July 1, 2013 and June 30, 2014) the interest rate for the subsidized and unsubsidized Stafford loans will be 6.8%. Perkins annual loan limits are \$8000 for graduate students and \$5500 for undergraduates. Perkins Loans have a fixed

interest rate of 5.0%. Each of these loans offers a standard ten year repayment term along with multiple extended repayment terms and loan repayment options. If you accept a Stafford Loan, you will be directed online to complete a master promissory note and an entrance counseling interview, which you will need to complete and submit to the U.S. Department of Education in order for your loan funds to be disbursed.

### ***Emergency Loans***

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

### ***Satisfactory Academic Progress***

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

#### **A. All Students**

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

#### **B. Incompletes, Withdrawals & Repeats**

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

#### **C. Appeal Procedure**

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

## **BURSAR'S OFFICE**

**Gwen Campbell, Bursar**  
**62 S. Dunlap St**  
**(901) 448-4847**  
[cashier@uthsc.edu](mailto:cashier@uthsc.edu)

The bursar's office is responsible for generating student bills and collecting student fees. Fees at The University of Tennessee Health Science Center are established by the Board of Trustees and vary according to college program and state residency status. A listing of the current fees by program is available at [http://www.uthsc.edu/finance/bursar/colleges\\_fee\\_information.php](http://www.uthsc.edu/finance/bursar/colleges_fee_information.php). Waivers and discounts are available in special instances [http://www.uthsc.edu/finance/bursar/discount\\_waivers.php](http://www.uthsc.edu/finance/bursar/discount_waivers.php). Fees may be changed at any time without prior notification to the student and must be paid at the time of registration or will be subject to a penalty charge. One hundred (\$100) dollars late fee will be assessed to any

student not registered by the end of the first official day of classes. Any student not registered within fourteen days from the first official day of classes will be assessed a five hundred (\$500) dollar reenrollment fee in addition to the late fee. All prior charges must be paid in order to enroll for the next term.

Students can view their current bills through Banner Self-Service and visit the Bursar's website at <http://www.uthsc.edu/finance/bursar/> for answers to frequently asked questions. Students are encouraged to sign up for electronic fee payments – see <http://www.uthsc.edu/banner/info/faqs.php>

The UT System has purchased a TouchNet mobile app for smartphones called '**Mobile Bill + Payment**,' that will allow students to pay tuition bills & fees, monitor account balances, view scheduled payments and payment plan installments, create and manage refund profiles, and get text alerts for new statements and for payment due dates. This app works on any web-capable device and transactions are PCI compliant so there is never a concern about security. In addition, payments are credited in real time so that there is never a wait for accounts to be updated.

## ***Refunds of Fees, Adjustments and Repayments***

### ***Refund Policy***

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

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

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

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

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

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

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

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

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

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

### **Repayments**

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

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

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

### **REGISTRAR'S OFFICE**

**910 Madison Avenue, Suite 520**  
**(901) 448-4985**  
[www.uthsc.edu/admiss/registrar.htm](http://www.uthsc.edu/admiss/registrar.htm)

The office of the registrar is responsible for maintaining all official student academic records and for providing timely and accurate information on course offerings and registration. This office is the official source of information related to student status, for verification of student enrollment and degree completion and for transcript requests. The office also reviews information relating to student residency status to determine eligibility for in-state tuition.

### **Program Enrollment**

In order to successfully enroll, a student must be officially accepted by her/his respective college, have been notified of this acceptance by the college and have agreed to the general program of study for this academic program. Final acceptance requires verification from the Office of Admissions that the student has submitted all necessary documentation. Once this final step is completed the 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 term/enrollment period. This process will take place each term.

### **Foreign nationals**

The University of Tennessee Health Science Center (UTHSC) encourages intellectual exchange and highly qualified foreign nationals may be considered for admission to degree programs and/or invited to

participate in educational or research programs at UTHSC. All activities addressed in this policy are coordinated by the Director of International Affairs. Additional information for foreign nationals can be found at [https://academic.uthsc.edu/policy\\_docs/foreign\\_nationals.php](https://academic.uthsc.edu/policy_docs/foreign_nationals.php) and on the International Affairs web site (<http://www.uthsc.edu/international/>). College web sites also provide information on exchange opportunities and interested students are encouraged to contact college officials for more information.

### ***Veterans' Affairs***

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

### ***Registration***

Students at the University of Tennessee Health Science Center utilize Banner Self Service to enroll in their courses. For many of the professional programs, enrollment is limited to a specific series of courses each semester and students are advised to check with their colleges for the course registration numbers (CRNs) that need to be entered for the next term. In other programs, courses may be offered in alternate years and students should review the published course catalog carefully and consult with their college if there are questions to available course offerings. In fall 2013, UTHSC will begin the implementation phase for a full service Banner Self Service mobile app for smartphones (apple, android, windows based). The Banner mobile app will allow students to access Banner Self Service through their smartphones and perform basic Banner functions including course registration. As these apps are developed and rolled out, more information on these mobile app services will be provided to students via the One Stop Shop website, email, and other campus communication venues.

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

### ***Late Registration***

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

### ***Late Registration Fee***

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

### ***Appeal of Late Registration Fee:***

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

### ***Re-enrollment Fee***

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

## **COURSE DROP-ADD POLICY**

UTHSC recognizes that absences may be necessary during a portion of an academic program and

strives to accommodate such absences to enable students to continue in, and complete their academic programs. Students should be aware, however, that it may be difficult for colleges to provide suitable options for makeup of missed assignments/activities even with short term absences, given the intensity, complexity and fast pace of UTHSC programs.

Students are advised to review the attendance policies of their colleges/programs carefully when an absence is necessary and consult with college officials when an absence will be prolonged. College processes for approval of leaves differ depending on the duration, timing and reason for the proposed absence. Prolonged absences may result in a requirement to repeat a significant portion of the program and/or to petition for readmission. Prolonged absences also affect eligibility for loan deferment and may require<sup>1</sup> that students be listed as **withdrawn**.<sup>2</sup> If students are unable to complete a term for which aid has been received, he/she may also be required to repay some or all of the aid received for that term. Students are advised to consult with the Office of Financial Aid regarding financial obligations related to prolonged absences.

### ***Rationale and Procedure***

If applicable to the curriculum, courses may be dropped or added during the first three weeks (14 business days) of the term with the permission of the course director/instructor of record. A college official must complete the Drop/Add Form(s) (see sample), by downloading the form from the Registrar's web site.

All forms must be submitted to the Registrar's Office in a timely manner; any adjustments to tuition related to the change in credit hours will be determined by the date that the form is received by the Registrar (see below).

### ***Effect of Dropping a Course on Tuition Refunds***

If a student drops one or more classes but not all classes, the student may be eligible for a partial refund of tuition. The amount of the refund is dependent on two things:

1. whether the drop occurs prior to or during the term that the course is offered;
2. whether dropping the(se) course(s) affects student status (e.g. will student be enrolled in a sufficient number of credit hours to qualify as a full time student)

If the student is still considered full-time after the drop, no refund is due. If not, the refund due is calculated as a percentage, based on the applicable semester rate per credit hour and the number of days between the first official day of class and the day the student officially drops hours.

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

- If drop occurs prior to beginning of academic term, 100% refund for the number of credit hours at the applicable rate
- Day 1-7                90%
- Day 8-14             80%
- Day 15-21            60%
- Day 22-28            40%
- Day 29-end of term 0%

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<sup>1</sup> UTHSC must report any student who is not in attendance for 30 days as "withdrawn," whether the individual is on a college-approved leave or not.

<sup>2</sup> Exceptions may be made for students whose academic programs were disrupted by military service obligations.



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 a 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.

Tuition and fees are not affected by the addition of credit hours if the student is already enrolled in a sufficient number of credit hours to be considered full time. Rules relating to enrollment status are published in the Student handbook, CenterScope <http://www.uthsc.edu/centerscope/>. In brief, students enrolled in undergraduate programs are considered full time if they are enrolled in 12 or more credit hours. Students in graduate programs are considered full time if they are enrolled in 9 or more hours. Students in professional programs carry many formal credit hours, and addition of credit hours requires approval by the college. Such students are not permitted to selectively drop courses as the professional program curricula are fixed and coordinated completion of all coursework is considered essential for success.

### ***Grades Recorded for Dropped Courses:***

Colleges may have more specific policies/procedure related to the awarding of grades after a student has withdrawn from (a) course(s). In the absence of any college-specific procedures, the following will apply:

### ***Limits for Dropping Courses***

- If withdrawal occurs before the midpoint of a course, the grade for the dropped course is recorded as a 'W' on the official transcript.
- If withdrawal occurs after the midpoint, but before the course is 70% completed, the grade for the dropped course is recorded as either 'WP' (withdrawn passing) or 'WF' (withdrawn failing) depending on the student's grade point average in the course at the time of withdrawal.
- Once a course is  $\geq 70\%$  completed, a withdrawal is not permitted except under extenuating circumstances. Any student who fails to complete the course will receive zero(s) for any uncompleted assignments and tests, and the final course grade will incorporate those zero(s) into the grade calculation.

### ***Incomplete vs. Withdrawal***

In those instances in which he/she is unable to complete a course at the scheduled time, the student is advised to consult with his/her dean or designee. If approved by the dean or designee, the student will receive an 'incomplete' in the course and the grade for that course would be recorded as 'I' on the student transcript. The student must complete all remaining course

requirements by the end of the term following that in which the 'incomplete' was received. Otherwise the 'I' will be changed to an 'F' for the permanent record.

### **CLASS ATTENDANCE POLICY**

While each college develops its own methods for tracking class attendance and for defining conditions for excused absences, UTHSC adheres to federal regulations that require verification of class attendance for all students receiving federal financial aid. These regulations dictate that a student **MUST** attend the classes for which he/she is awarded financial aid. In circumstances in which aid is dispersed after the start of classes, students will be asked to verify attendance during the first week of the term using a process that is identified by their college. In such circumstances, disbursement of financial aid will be withheld, reduced or cancelled until and unless attendance is verified for all courses for which a student is registered. Attendance will also be verified after the midpoint of the term. The method of verification varies by college but may include evidence that the student has completed assignments or exams, participated in online class discussions, etc. If attendance is not verified, financial aid may be reduced or cancelled and returned to the lender. The return of financial aid may affect a student's account balance and require students to provide payment to the institution.

For those courses such as clerkships that begin and end at times other than the official start of a given term, attendance must also be verified, but financial aid checks will not be delayed until after these sessions start, as long as the student is enrolled as a full time student and attendance is verified for other courses in which the student is enrolled at the beginning of the term. For more information see:

[https://academic.uthsc.edu/policy\\_docs/attendance.php](https://academic.uthsc.edu/policy_docs/attendance.php)].

### **LEAVE OF ABSENCE/WITHDRAWAL POLICY**

UTHSC recognizes that absences may be necessary during a portion of an academic program and strives to accommodate such absences to enable students to continue in, and complete their academic programs. Students should be aware, however, that it may be difficult for colleges to provide suitable options for makeup of missed assignments/activities even with short term absences given the intensity, complexity and fast pace of UTHSC programs.

Students are advised to review the attendance policies of their colleges/programs carefully when an absence is necessary and consult with college officials when an absence will be prolonged. College processes for approval of leaves differ depending on the duration, timing and reason for the proposed absence. Prolonged absences may result in a requirement to repeat a significant portion of the program and/or to petition for readmission. Prolonged absences also affect eligibility for loan deferment and may require<sup>3</sup> that students be listed as '**withdrawn**.'<sup>4</sup> If students are unable to complete a term for which aid has been received, he/she may also be required to repay some or all of the aid received for that term. Students are advised to consult with the Office of Financial Aid regarding financial obligations related to prolonged absences.

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<sup>3</sup> UTHSC must report any student who is not in attendance for 30 days as "withdrawn," whether the individual is on a college-approved leave or not.

<sup>4</sup> Exceptions may be made for students whose academic programs were disrupted by military service obligations.

- In order to comply with federal guidelines regarding reporting of changes in student status, UTHSC must report any student who is not in attendance for 30 days as “withdrawn,” whether the individual is on a college-approved leave or not. Colleges must report any student in this category to the Office of the Registrar as soon as possible by completing and submitting a “Change in Student Status Form”- see below.
- Students receiving an official Leave of Absence (LOA) will receive a grade of “Incomplete” (I) for all course(s) that are not completed during the term in which the leave occurred. In such cases students should be advised that they cannot receive additional financial aid or be allowed to register for additional courses until all “Incompletes” have been addressed and final grades recorded. LOA students who do not resolve the “Incomplete(s)” within 180 days will be considered to have ceased attendance and withdrawn from the university. “I” grades will convert to “F’s” at that time. Some exceptions may be made for students whose academic programs were disrupted by military service obligations.

### **POLICY RATIONALE AND EXPLANATION:**

Colleges will develop absence policies and procedures describing actions that must be taken related to various types of leave. These policies and procedures will generally adhere to the guidelines/definitions for the types of absences listed below and define:

1. the types of short term personal leave that will normally be ‘excused’ and expectations as to any documentation required by college;,
2. the steps needed for approval of longer term leaves;,
3. options for making up coursework/experiences missed during absences (if feasible);
4. the effect of an extended leave, or an unauthorized extension of an approved leave, on academic progression (e.g. the need to repeat course-work or apply for readmission, etc.);
5. consequences for loan deferrals and the need to consult with the Office of Financial Aid regarding financial obligations/liabilities

College procedures for approval of absences should also describe:

1. Maximum allowed length of leave without a requirement for readmission with the dean's approval and/or for re-application for admission;
2. Definition of long term versus short term leave (if different from that defined below);
3. Basis for requiring a student to repeat coursework during a subsequent term, a situation that would likely involve disruption of course sequencing, necessitating a long term leave and formal ‘withdrawal’ from the university;
4. Information as to any steps needed for re-admission;
5. Options for making up missed coursework and tests, as well as any clinical experiences to the extent feasible;
6. Paperwork/Forms required by the college and registrar’s office.

Note that it is the college’s responsibility to inform the Office of the Registrar as soon as possible when one of their students begins a long-term leave by completing and submitting a “Change in Student Status Form” (see below) to assure appropriate documentation of student status.

### **Types of Absences:**

1. Short Term Leave (e.g. illness, accidents, bereavement, other personal matters, etc. as acknowledged by the college)
2. Extended Leave of Absence (college recommended/required, medical, family leave, military leave, etc.)
3. Chronic Medical/Psychological Leave (Disability Related Leave – please consult with Student Academic Support Services for guidance regarding such leaves).

### **Definitions of short term vs. Long term leave:**

1. The definition of a **short term leave** may vary by college but would generally involve an absence no longer than a week during an official school term. Students are advised to review and to adhere to their college's attendance policy and promptly inform college officials of their absence.
2. The duration of **long term/extended leaves** may also vary depending on the reason for the leave. Normally an extended leave would be longer than a week and not more than 6 months. In certain circumstances, such as in cases in which a student is required to repeat an academic year (see college sections of the academic catalog dealing with academic progression), the actual leave period may be greater than 6 months. Return after an extended leave requires approval of the dean or designee; and for absences longer than 6 months, the student may be required to reapply for admission. Such admission is not granted automatically and is dependent on the student's academic and disciplinary records and space availability. Students returning from a long term absence for any reason, including absences involving a disability or chronic medical condition, are encouraged to work closely with Student Academic Support Services on their return to aid their transition back into the academic environment.
3. Special considerations will be given to veterans requesting return after completing military service.

### ***Withdrawals Due to Long Term Leave***

For reporting purposes, any student who does not participate in coursework at UTHSC for 30 days is considered withdrawn, whether the leave is approved by the College or not; and the College must file a change in Student Status form, providing additional information as to the reasons for withdrawal, options for return, date of anticipated return and access to University assets prior to this return. There are two major categories relating to such leave: those initiated by the student (for academic, medical or personal reasons) and those due to nonattendance.

### ***Withdrawal Based on Student-Requested Change in Status***

In instances in which he/she needs to withdraw from an academic program for an extended period, the student must provide written notice to the dean or designee of the college in which they are enrolled. The college of record then completes a 'student status change form', indicating whether the withdrawing student is leaving in good standing. On receipt of this form, the Bursar's office determines whether the student is eligible for refund of some or all of their tuition and fees (see Bursar's web site [http://www.uthsc.edu/finance/bursar/pdfs/refundsrepay\\_2010\\_2011.pdf](http://www.uthsc.edu/finance/bursar/pdfs/refundsrepay_2010_2011.pdf)). Given the tight timelines relating to these refunds, students and their colleges are advised that withdrawals must be processed in a timely manner. Otherwise, the student and/or the respective college will stand accountable for any fees/tuition charged.

### ***Withdrawal due to Non-Attendance***

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

### ***Assigned Grades***

The grade(s) recorded for coursework for a student on an official Leave of Absence (LOA) will be determined by the timing of the leave relative to the end of the term, the anticipated return date, and realistic options for completion of coursework in a timely manner. If, in the opinion of the dean or

designee, there is a reasonable likelihood that the student could complete all remaining assignments and tests in all affected courses prior to the beginning of, or during, the next term such that academic progress would not be adversely affected, the student will be assigned a grade of 'I' on his/her transcript for each of the affected courses. The student will be required to complete all remaining course requirements by the end of the term following that in which the 'incomplete' was received; otherwise the 'I' will be changed to an 'F' for the permanent record. Alternatively, if it is deemed unlikely that the student could make up this coursework within the next term following the leave such that the student would be required to repeat the affected course(s), the dean or designee will record the one of the following notations on the student's transcript:

- If withdrawal occurred before the midpoint of a course, the grade for the uncompleted course(s) will be recorded as a 'W' on the official transcript.
- If withdrawal occurred after the midpoint, but before the course(s) was (were) 70% completed, the grade for the uncompleted course(s) will be recorded as either 'WP' (withdrawn passing) or 'WF' (withdrawn failing) depending on the student's grade point average in the course at the time of withdrawal.
- Once a course is > 70% completed, a withdrawal is not normally permitted except under extenuating circumstances, thus the student will receive zero(s) for any uncompleted assignments and tests during that term. The final course grade will incorporate those zero(s) into the grade calculation.

### **CREDIT HOUR POLICY**

[https://academic.uthsc.edu/policy\\_docs/credit\\_hour.php](https://academic.uthsc.edu/policy_docs/credit_hour.php)

### **CERTIFICATES POLICY**

[https://academic.uthsc.edu/policy\\_docs/certificates.php](https://academic.uthsc.edu/policy_docs/certificates.php)

### **TRANSFER CREDIT POLICY**

[https://academic.uthsc.edu/policy\\_docs/transfer\\_credit.php](https://academic.uthsc.edu/policy_docs/transfer_credit.php)

Note: The official UTHSC grade point average is based only on coursework completed at UTHSC and does not include transfer grades. There is one exception to this rule - the UTHSC/UM dual degree-Bio Medical Engineering program - grades for classes taken at UM are calculated into the students overall UTHSC GPA.

### **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. Campus policy regarding credit hours can be found at [https://academic.uthsc.edu/policy\\_docs/credit\\_hour.php](https://academic.uthsc.edu/policy_docs/credit_hour.php)

#### ***Graduate Programs***

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

### ***Non degree seeking students and students seeking to audit a course***

Some of the academic programs at UTHSC permit students to register for one or more courses as a non-degree seeking student with the permission of the course instructor. Similarly, a student may be permitted to audit a course with permission. Such options are often limited, however, and fees may apply.

### ***Probation***

Students may be placed on probation for academic or nonacademic reasons. The process leading to probation for poor academic performance is described in the UTHSC academic catalogue – see your specific college section for details. The details related to probation for disciplinary reasons can be found below in the section on the Student Code of Conduct.

### ***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.

### ***Student Records***

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

**A valid UTHSC student I.D. or driver's license is required to view your records.**

### ***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.

### ***Family Educational Rights & Privacy Act***

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of information contained in students' education records. FERPA restricts the release of information contained in a student's education record and access to that record. Unauthorized disclosure of information from a student's education record 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, videotape). Education records do not include “sole possession records,” which are records kept in the sole possession of the maker, used as a personal memory aid, and not revealed to others (e.g., a faculty member’s notes). Education records also do not include employment records, unless employment is conditional upon the individual being a student (e.g., graduate assistants’ employment records are education records protected by FERPA).

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

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

“Directory information” is limited to a student’s name, e-mail (university – supplied) address, college, major field of study, participation in officially recognized activities and student organizations, dates of attendance, classification, degrees and awards received, most recent previous educational institution attended, current enrollment status and electronic thesis and dissertations (ETD). Neither a student’s social security number nor his/her student identification number is directory information.

A “University 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); contractors, consultants, volunteers and other outside parties to whom the institution has outsourced institutional services or functions instead of using University employees or officials( such as an attorney, auditor, alumni foundation or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

“Legitimate Educational Interest” does not include simply having a curiosity about the academic record or disciplinary proceedings with regard to a student without some legitimate academic reason. Thus, all records of all students are not open to all faculty or staff at the University. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for 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.

## **Release of Student Information**

The University of Tennessee shall not disclose information contained in a student’s education record to a third party without the student’s written consent, except under certain limited conditions. Highly sensitive information includes a student’s social security number, 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 record 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 record 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 record 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).

In contrast, "student directory information" may be disclosed to a third party unless the student has expressly requested otherwise, filing an official request with 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).

### ***FERPA and E-Mail***

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

Faculty members should use e-mail with the amount of caution appropriate to (1) the level of sensitivity of the information being disclosed, (2) the likelihood of inadvertent disclosure to someone other than the intended recipient, and (3) the consequences of inadvertent disclosure to someone other than intended recipient. As a general rule, e-mail should contain the least amount of FERPA-protected information as possible. The subject line of an e-mail should not include FERPA-protected information. The body of an e-mail should not contain highly sensitive FERPA-protected information, such as a student's social security number. Alternatively, faculty can convey sensitive information to students via encrypted email, providing the password for decrypting the email in a separate message. Faculty can also post sensitive emails in a university account (Xyθος, Blackboard) that requires access using a net ID and password.

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 whenever any information to be provided in the letter comes from the student's education records (grades, GPA, etc.).

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

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

### ***Emergencies***

If the university determines that there is an articulable and significant threat to the health and safety of an individual, the institution may disclose information from his/her educational record "to any person whose knowledge of the information is 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 Notice to Students***

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records. Updates are posted annually at the following website [https://academic.uthsc.edu/policy\\_docs/FERPA\\_2012-2013.php](https://academic.uthsc.edu/policy_docs/FERPA_2012-2013.php) explaining student rights under this law. These rights include:

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

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

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

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

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

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

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

As of January 2012:

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

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

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

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

### ***Partners in Education (PIE)***

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

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

**A. Academic Records**

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

**B. Telephone Assistance**

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

**C. Joining Partners In Education**

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

### ***Certification of Enrollment***

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

## *Name & Address Changes*

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

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

## *Residency Classification Information*

### *General Principles regarding Residency Classification*

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.
- 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 you are considered emancipated.
- 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.
- C. If your parents are paying your bills and claiming you as a dependent on their taxes, you are considered un-emancipated, and residency is determined by the home address of your parent(s). However, if one of your parents' lives in Tennessee, you can be considered as an in-state student, whether that person is listed as your legal guardian or not.

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

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

### ***Presumption***

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

### ***Evidence Considered for Establishment of Domicile***

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

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

### ***Residency Information for Foreign Students***

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

### ***Residency FAQs***

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

### ***Appeal Process***

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

### ***Residency Classification Scenarios***

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

## **MISCONDUCT RECORDS & NOTIFICATIONS**

Confidential records of all misconduct reports, investigations, and disciplinary actions are maintained in the Office of Student Affairs/Enrollment Services. The University of Tennessee Health Science Center follows the guide for good practice in the recording of disciplinary actions recommended by the American Association of Collegiate Registrars and Admissions Officers, the American Personnel Association, National Association of Women Deans and Counselors, and National Association of Student Personnel Administrators. These agencies recommend: "That the official education record (permanent records) should contain all entries of disciplinary actions which suspend or dismiss the student or restrict, limit, or condition the student's eligibility to return or reregister in the college. In such cases the educational record should indicate clearly action taken as disciplinary in contrast with academic dismissal and suspension. The records do not indicate the nature of the behavior which occasioned disciplinary action. Except in the case of error or injustice, no entry on the official records should be physically removed."

# STUDENT POLICIES AND GUIDELINES

## THE ADMINISTRATIVE PROCEDURES ACT

- 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 this student handbook and in the faculty handbook as well as in the 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.

## AWARDING OF DEGREES

Degrees are conferred by a member of the University of Tennessee Board of Trustees, by the President of The University of Tennessee or by the president’s designee. Degrees are conferred on one of three dates throughout the year: the last Friday in May, the third Friday in August, and the Friday of the second full week in December<sup>2</sup> following completion of all requirements. Students must be enrolled in, or completing, at least one credit hour during the term of graduation.

## POLICY EXPLANATIONS AND PROCEDURES

### I. Attendance at Commencement and Graduation in Absentia

Attendance at graduation is expected for each student who is completing a degree. If he/she is unable to attend graduation, the student must notify his/her respective dean of a desire to graduate *in absentia* at least two weeks prior to commencement. Once notified, the Dean will inform the Registrar. The student must then make arrangements with the Registrar for pick-up or delivery of his/her diploma.

- Diplomas will not be released to anyone (spouse, friend or family member) other than the graduate 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.
- Diplomas will not be released to any graduate whose record shows an official account ‘hold’. Students should check Banner Self Service in advance of graduation to identify and address remaining obligations related to the ‘hold’.

### II. Conferring of Degrees

The degree is conferred following the completion of requirements on one of three designated degree conferral dates throughout the year:

- The last Friday in May;
- The third Friday in August; and,
- The Friday of the second full<sup>1</sup> week in December.

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<sup>2</sup> A full week being defined as a week with five business days (thus Mon – Friday all in the month of Dec).

All diplomas are issued with the name of "The University of Tennessee" and are signed by the President, the Chancellor and the Secretary to the Board of Trustees. Diplomas are ordered and issued by the Registrar.

### III. Participation in May Commencement Exercises

Any student who anticipates completion of his/her requirements at the end of a specific term must complete and submit to the Registrar an "**Intent to Graduate Form**" (the form and relevant deadlines can be found on the web site for the Office of the Registrar). Diplomas will be ordered and a 'draft' commencement program will be created based on the information submitted. However, no student will be allowed to participate in Commencement or receive a diploma until all degree requirements have been met and all final course grades have been entered by an appropriate college official. Such information must be submitted *at least* 5 business days prior to Commencement.

Students are only allowed to participate in one commencement exercise for each earned degree. Those who did not participate in the May commencement and who wish to participate in December commencement must inform the Dean and Registrar in writing no later than **November 1** to insure inclusion in the commencement program. Those who planned, but were unable, to participate in the December commencement exercises who wish to participate in the following May ceremony must inform the Dean and the Registrar no later than **April 15** to insure inclusion in the commencement program.

### IV. Degree Conferral Requirements

#### ***For May Degree Conferral:***

- If degree requirements are completed and certified by the Registrar 5 business days prior to the date of the official commencement, students will be allowed to participate in the commencement event and receive diplomas bearing the same date as their commencement event (i.e., the May degree conferral date).
- If requirements remain uncompleted after the May degree conferral date, students receive an "I" (incomplete) grade for each course that is not completed by the official end of the spring term (i.e., June 30). Students would be expected to complete this coursework during the summer term. No fees are charged for completion of such coursework as long as all requirements are completed prior to the last day of Summer 3 Term.
- If he/she must complete additional coursework for his/her degree program (such as a rotation/clinical experience) after the official last day of the spring term, the student must enroll during the summer term (Summer 3), assuming the required coursework is available during the summer term. Tuition and fees for this term may be waived on the recommendation of the college. In such an instance, the August degree conferral date applies (assuming the required coursework is available during the summer term and all degree requirements are completed and certified by the Registrar by the appropriate deadline).

#### ***For December Degree Conferral:***

- If degree requirements are completed and certified by the Registrar prior to 5 business days of the date of the official commencement, students will receive diplomas bearing the same date as the commencement event (i.e., the December degree conferral date)
- If requirements remain uncompleted after the official last day of the fall term, students will receive an "I" (incomplete) grade for each course that has not yet been completed and are expected to complete the requirements during the spring term. No fees are charged for completion of such coursework as long as all requirements are completed prior to the last day of spring term (June 30<sup>th</sup>). In this instance, the student may participate in the May commencement event IF all requirements are completed and certified 5 business days prior to the May commencement date.
- If the student must complete *additional coursework* for his/her degree program (such as a rotation/clinical experience) after the official last day of the fall term, the student must enroll during the spring term (Spring 2), assuming the required coursework is available during this term. Tuition and fees for this term *may* be waived on the recommendation of the college (prior to registration, students should be advised regarding any implications for student loans and repayments in the event they are registered for only one credit hour). In such an instance, the May degree conferral date applies (assuming the required coursework is available during the spring term and all degree

requirements are completed and certified by the Registrar 5 business days prior to the commencement event).

***For August Degree Conferral:***

- If degree requirements are completed and certified by the Registrar within 5 business days prior to the official August degree conferral date (i.e., the third Friday in August), students will receive diplomas bearing the same date.
- As there is no formal commencement event in August, students who complete their programs during a summer term must arrange for pickup or delivery of their diplomas after September 1 through the Office of the Registrar. Fees may be charged for mailing and/or special handling.
- If requirements remain uncompleted after the official end of the summer term, students receive an "I" (incomplete) grade for each course that has not yet been completed and are expected to complete the requirements during the fall term. No fees are charged for completion of such coursework as long as all requirements are completed prior to the last day of the fall term. In such instances, the December degree conferral date applies (assuming all degree requirements are completed and certified by the Registrar prior to 5 business days before the December conferral date).
- If students must complete additional coursework for the degree program after the official last day of the summer term, the student must officially enroll during the fall term, assuming the required coursework is available. Normally, tuition waivers are not available in such instances. Prior to registration, students should be advised regarding any implications for student loans and repayments in the event they are registered for only one credit hour.

**V. Awarding of Degrees and Diplomas at Times other than Commencement**

On rare occasions it is necessary for students to receive their diplomas at times other than the three official degree conferral dates, such as for the following reasons:

- The student desires to accept an internship or residency position between the time degree requirements are completed and the next regularly scheduled degree conferral date and an official diploma is required.
- The student desires to take state or national board examinations that are scheduled before the next regularly scheduled conferral date and an official diploma is required.

The request for issuance of a diploma at times other than one of the three official degree conferral dates must be initiated by the student through the Academic Affairs Office of the college in which the student is enrolled. The following is required:

- A formal written request addressed to the dean of the college.
- Specific rationale and documentation. Appropriate documentation would include correspondence from the intern or residency program indicating that the student will be accepted into the program *only if* the degree has been awarded and they cannot accept either a letter from the dean certifying that requirements have been met or a transcript issued by the Registrar. The same would apply to applicants for state or national board examinations, i.e., statement indicating that completion of requirements or transcript would not be accepted.

If the Dean determines that the request is valid, the Dean will ask the Chancellor to request that the President of the University authorize the awarding of the degree on the date that the requirements for the degree are completed. Upon notification of approval from the President for the awarding of the degree, the Dean will notify the Registrar that the degree is to be conferred, once all degree requirements are completed and certified by the Registrar.

Once copies of all correspondence and certifications are received by the Registrar for inclusion in the student's permanent file, the diploma will be ordered. The student must work with the Office of the Registrar to arrange for delivery or pickup of the diploma. Fees may be charged for mailing and/or special handling.

**VI. Presentation of Diplomas to Graduates and Commencement Ceremony Procedures**

Diplomas are passed from the Dean to the graduate. [Note that the 'diploma' provided during the

ceremony is not official; the official diploma can be picked up by the graduate after the ceremony, assuming that all degree requirements have been completed and that there are no official 'holds' on the diploma].

#### ***Intermediary Presentations:***

Diplomas are passed from Dean to an intermediary person who hands the diploma to the graduate. Such persons may be a parent or immediate family member of the graduate and may only come from one of the following groups:

- Board of Trustees members
- University-Wide Administration
- UT Health Science Center Faculty, Staff and Administration

#### ***Family Member Presentation of the Diploma:***

- The person wishing to make the intermediary presentation should make such a request to the Dean of the graduating student who in turn will advise the Vice Chancellor for Academic, Faculty and Student Affairs.
- Upon the recommendation of the Vice Chancellor for Academic, Faculty and Student Affairs (or designee), the Chancellor may grant special permission for trustees, faculty or senior leadership persons to participate in presentation of diplomas to their family member.
- If permission is granted by the Chancellor, the Academic Ceremonies Committee Chair will be notified by the Vice Chancellor of Academic, Faculty and Student Affairs (or designee) of the authorized participation.
- The Chair of the Academic Ceremonies Committee will provide the intermediary with the necessary information and instructions.
- Persons who have been granted permission to be the intermediary will be required to:
  - Wear academic regalia
  - March in the processional
  - Be seated on the stage in the Faculty Section
- During the ceremony, the intermediary person, in anticipation of their graduate:
  - moves from the Faculty Seating section to a place beside the Dean and identifies the appropriate graduate ;
  - receives the diploma from the Dean and hands it to the graduate;
  - returns to his/her seat in the Faculty Section.

#### ***Academic Regalia Guidelines***

The University of Tennessee Health Science Center (UTHSC) will provide academic regalia for those who are required or expected to attend Commencement. Expenses for the Trustees, President, Commencement Speaker, individual giving invocation and benediction, Faculty Senate President and Academic Ceremonies Committee members will be incurred at the institutional level. Expenses for UTHSC faculty or staff required or expected to attend may be charged to the respective departmental account. Student fees cover the rental costs for regalia for one commencement event.

For students, proper academic regalia for graduation include black robe (with chevrons, if appropriate), plain black mortar board, and hood appropriate to the discipline. No additional adornments (e.g., lapel pins, fraternity/sorority stoles) should be worn with the cap and gown with the exception of UTHSC-issued honor stoles and nationally recognized professional honor society stoles. Faculty regalia may be more variable since many faculty choose to wear the regalia from the institution that awarded their terminal degrees.

Students, faculty and staff must be dressed in proper academic regalia in order to participate in commencement. Additional suggestions for commencement are as follows:

- Men: wear dark trousers and shoes and a buttoned shirt (to attach the front of your academic hood).
- Women: wear comfortable, dark, low heels (for ascending/descending steps to the stage), and a blouse with buttons (to attach the front of your academic hood). Bring extra bobby pins to secure the mortarboard.
- The mortarboard should be placed so that the cap is parallel to the floor (not tilted in any



- direction).
- The tassel is worn on the right side until directions are given to move the tassel to the left; the tassel may be kept by the graduate as a memento.
- Academic regalia can be quite warm; dress accordingly.
- Take photos with family and friends before the ceremony and return regalia (including your honor stoles) as soon as possible after the ceremony.
- Leave personal belongings with family/friends during the ceremony.

## **AWARDING POSTHUMOUS DEGREES POLICY**

To recognize the accomplishments of a student who has died before scheduled time for graduation, the University of Tennessee Health Science Center has developed a procedure for awarding posthumous degrees. The award of posthumous degrees generally is limited to those individuals who have completed all academic requirements established by the faculty of a particular college; however, individuals who are deceased and who have completed substantial parts of their curricula will be considered on a case-by-case basis.

### **PROCEDURE**

Requests for award of a posthumous degree are initiated by the student's Dean utilizing the Request Form for Award of Posthumous Degree (shown in the PDF version) and forwarded to the Chancellor for approval. The Chancellor's Office will request approval of the President of the University.

## **CAMPUS ENVIRONMENT POLICIES AND PROCEDURES**

### ***Access to University Property***

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

### ***Alcohol, Drugs and Firearms***

Possession or use of alcohol, drugs, explosives or firearms on campus is a violation of state law. It is also a violation of UTHSC policies (see [Drug and Alcohol Policy](#) below). Violators will be subject to penalties as prescribed by campus and local law enforcement officials. The University of Tennessee is a non-smoking campus. Designated areas are set aside for smoking.

### ***Assembly***

- The right of peaceable assembly is a guaranteed constitutional right and one which this institution does not intend to abrogate.
- 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***

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

- Are conducted in an orderly and peaceful manner;
- Do not obstruct in any way vehicular or pedestrian traffic;
- Do not interfere with classes, scheduled meetings, events, and ceremonies, or with other essential processes of the University;
- If inside a building, are held in an assigned meeting room.

### ***Advanced Approval: Procedures***

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

### ***Disciplinary Action***

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

### ***Pets & Other Animals***

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

### ***Raffles***

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

### ***Smoking***

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

#### **A. BACKGROUND**

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

#### **B. REFERENCE**

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

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

#### **1. INTRODUCTION**

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

## **2. POLICY STATEMENT**

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

## **3. DESIGNATED SMOKING AREAS**

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

## **4. ENFORCEMENT**

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

## **5. IMPLEMENTATION**

The Chief of Staff is responsible for overall procedures to implement this policy, including procedures relative to visitors to the campus. The Vice Chancellor for Academic, Faculty and Student Affairs is responsible for procedures to implement this policy as it relates to faculty, students, student organizations, and student facilities. The Vice Chancellor for Research is responsible for procedures to implement this policy as it relates to research protocols, and patients.

### ***Solicitation on University Property*** ***Solicitation in Non-public Areas of the University***

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

### ***Solicitation in Public Areas***

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***

- 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. See RULES OF THE UNIVERSITY OF TENNESSEE 1720-1-7-.03 Solicitation of Funds by Student Organizations available at: <http://tn.gov/sos/rules/1720/1720-01/1720-01.htm>.
- C. Requests for approval of any form of solicitation must be made in writing to the Associate 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 on line at the Student Life web site <http://www.uthsc.edu/studentlife/>. Following approval by the Associate Vice Chancellor for Student Affairs, the requesting organization must make appropriate arrangements 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 Associate 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 will not be used for purposes of solicitation.

### ***Procedures***

- 1. Complete solicitation form.
- 2. These forms, along with other necessary forms, are returned to The Office of Student Affairs 10 days prior to the scheduled event. This includes fundraising events, advertising, and soliciting on campus.
- 3. All reservations are on a first-come, first-served basis.
- 4. A copy of all materials to be distributed will be attached to this form when submitting to the Office of Student Affairs.
- 5. Student organizations, advisors, departments and sponsored vendors will be sent a signed solicitation approval form via e-mail before the event date.
- 6. Vendors may be required to pay a set-up fee at the time the authorization form is picked up.
- 7. Any give-away item offered by a vendor on campus or any token gift offered in exchange for a purchase must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Vendors are asked to provide examples/photos of their planned giveaways as part of their application to solicit on campus. Promotional materials that celebrate UTHSC are welcome.

### ***Regulations***

- 1. Publicity materials (signs, posters, etc.) cannot be posted (taped, stapled, glued or tacked) outside of any university facility including on trees, fences, curbs, fire hydrants, statues, or on any brick, concrete or painted surfaces. Posting of any materials inside of a building requires the express permission of the appropriate building manager and would normally be limited to specific areas (e.g. public poster boards).
- 2. Activities that intend to make use of lottery, raffle, or any similar fundraising measure are not allowed under Tennessee Law (see Chapter 17. Tennessee Charitable Gaming Implementation Law § 3-17-101).
- 3. Activities that mention door prizes, or admission ticket, stub, or any advertisement must have a sample ticket submitted along with solicitation paperwork.
- 4. Student Organizations, who wish to make philanthropic and charitable giving requests to UTHSC alumni/donor MUST contact the UTHSC Alumni Association in advance of the request for

- approval. Please contact Michelle Nixon at 901-448-8387/mnixon@uthsc.edu or Kris Phillips at 901-448-5516/kphillips@uthsc.edu for more information.
5. **Student Activities Center (SAC) events:** Space permitting- registered student organizations or campus departments may sponsor events (which may include sale or offer for sale of goods or services), in the SAC under the following conditions:
    - a. All items handed out at a solicitation table (Magazines, flyers, coupon books, etc...) must have the name of the sponsoring student organization or department on it.
    - b. A sign with the name of the sponsoring organization or department must be displayed at the solicitation table.
    - c. Items may only be distributed from behind a table (i.e. Solicitors may not walk around the campus or the food court area to sell items or services).
  6. Table location for the SAC area is at the discretion of SAC administration and may not be relocated without permission. Groups hosting events in the SAC may not interfere with the flow of traffic and must remain in the immediate area of their assigned table(s).
  7. Amplified sound is NOT allowed in the SAC area.
  8. Distribution of food or beverages must be approved through the student solicitation process. Request for a waiver of campus food services should be made to UTHSC Catering Services, in conjunction with food sales information sheet.
  9. Any organization found in violation of policies will be asked to vacate its location and the reservation will be cancelled.
  10. The SAC administration may make exceptions to the SAC policies to accommodate student programming (i.e. SGAEC, etc.).
  11. Student organizations holding events on campus who anticipate needing accommodations for students with disabilities should contact the Office of Equity and Diversity 901-448-2112 in advance of the event.
  12. Student organizations wishing to post or hand out flyers on campus must include the following accommodations statement: Persons with disabilities who anticipate needing accommodations or who have questions about physical access may contact the Office of Equity and Diversity 901-448-2112 in advance of the program (or film, event, etc.)
  13. Please contact the appropriate personnel below for appropriate facilities scheduling and permissions:
    - GEB - Carol Mason (GEB) 901-448-6960, Julie Sutch (GEB) (901- 448-5015), and
    - Madison Plaza -Pamela Houston (Special Events) for the Madison Plaza (901-448-1164),
    - SACS -Lynn Ivy, SAC Building Manager, at 901-448-7585/livy@uthsc.edu or Louis Patterson at 901-448- 8767/lpatter2@uthsc.edu.
    - Pharmacy Building- Wanda Patrick 901-448-6120
    - On-campus Outdoor Events – Pam Houston 901-448-1164
  14. Additional Resources: For further explanation of policies and procedures, please contact:
    - Keith Chandler – Student Affairs 901-448-1047
    - Dr. Sim Taylor – Student Affairs 901-448-2839
    - Dr. Sonya Smith – Student Affairs 901-448-5568
    - Pam Vaughn – Business and Finance 901-448-5523
    - Pam Houston – Special Events 901-448-1164
    - Liz Roemer – Student Life 901-448-4860
    - Emily Barnes – Student Life 901-448-5610
    - Carol Mason – GEB 901-448-6960
    - Julianne Sutch – GEB 901-448-5015
    - Kris Phillips/Michelle Nixon – Alumni & Development 901-448-5516
  15. University Policies and Procedures regarding solicitation can be found at:
    - [http://www.uthsc.edu/policies/w932\\_document\\_list.php?app=FSC](http://www.uthsc.edu/policies/w932_document_list.php?app=FSC)
    - <https://www.uthsc.edu/centerscope/>
    - <http://www.uthsc.edu/studentlife/>

### ***Use of Facilities and Grounds***

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

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

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

## **COMPUTER AND INTERNET USE GUIDELINES**

### ***General Guidelines***

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

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

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

Additional Phone support is available Monday-Friday: 7:30 am to 5:30 pm  
In addition, in case of EMERGENCY outage during hours the Helpdesk is closed, please call Security at 448-4444.

### ***Rules for using Computing Resources***

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



## denied access and disciplinary actions.

Students are expected to be familiar with the acceptable use policy available at [http://www.uthsc.edu/policies/w932\\_document\\_list.php?app=IT](http://www.uthsc.edu/policies/w932_document_list.php?app=IT).

### Computer Security

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

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

### Electronic Mail Rules

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

### Social Media Guidelines

- Avoid postings that might be contrary to state and federal laws or university policies such as those dealing with privacy issues (FERPA and HIPAA)
- Be respectful and display professional behavior – other people notice
- Make it clear that you are posting as an individual and not speaking on behalf of UTHSC.
- Avoid comments/postings that could adversely affect another student – creating an unfounded rumor is an Honor Code violation
- When expressing personal views, use your personal vs. your UT e-mail address.
- Limit your use of social media if it begins to interfere with your commitments
- Don't access social media while you are in class or clinic unless part of an approved in-class assignments
- You will be held responsible if you are discovered doing something illegal on social networking sites
- Be aware that UTHSC staff may monitor social networking sites on occasion
- Look out for your fellow students – if their posts alarm you, tell someone (faculty, dean, class president, police).
- Don't use a college logo or UT seal without permission.
- When in doubt, contact the office of Student Affairs 901 448 1077

### Managing Your Identity

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

- Be Aware of Personal Liability.

#### ***Postings That Should Be Avoided***

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

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

### ***What is Copyright Infringement?***

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

### ***What is file sharing?***

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

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

### ***What is peer-to-peer?***

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

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

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

### ***Blocking of Peer-to-Peer***

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

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

## *Dangers of Peer-to-Peer*

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

[https://my.tennessee.edu/portal/page?\\_pageid=34,140536&\\_dad=portal&\\_schema=PORTAL&p\\_policy=IT0110](https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=IT0110) and addendum [http://www.uthsc.edu/policies/w932\\_document\\_show.php?p=519](http://www.uthsc.edu/policies/w932_document_show.php?p=519) as well as various copyright laws, all of which have serious consequences as indicated below.

- **Personal Dangers**

Many peer-to-peer software applications are dangerous to simply install on your computer. They often come bundled with [spyware](#) and other programs that can compromise your computer. By installing these programs, you risk damaging your computer and the files on it (your pictures, your papers, etc.), identity theft, and the possibility that your computer could be used to send spam and attack other computers.

- **Disciplinary Dangers**

Sharing copyrighted works, as is easily done with P2P programs, is in violation of the UT Acceptable Use Policy. Violators are subject to disciplinary action. For more information, see [Consequences](#).

- **Legal Dangers**

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

## *Consequences of Copyright Infringement*

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

## *University of Tennessee Consequences*

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

The University of Tennessee does not police or monitor its users for copyright violations; however, under the provisions of the DMCA UT is a content-neutral internet service provider (ISP) and is required to take action when a DMCA complaint from a content owner is received. In those situations in which UT receives information sufficient to track an alleged copyright offender (e.g. an IP address and date/time of incident), the following procedure applies:

- **1<sup>st</sup> Offense**

On the first offense, the Office of Information Technology (OIT) contacts the student and does the following:

- Explains why the alleged behavior is illegal and against University policy.
- Instructs the student to clean the illegal material from his/her computer system.
- Advises the student of future consequences should the offense be repeated.

- **2nd Offense**

- The student's network connection is disabled.
- The student is required to take the system to the OIT Service Center to demonstrate that

- the copyrighted material(s) have been removed.
  - The student is advised of the seriousness of future consequences should the offense be repeated.
- **3rd Offense**
  - The network connection of the allegedly infringing computer is disabled immediately
  - The incident is reported to Student Judicial Affairs (SJA). SJA may impose sanctions in addition to those imposed by OIT.
  - The student is also required to take the system to the OIT Service Center to again prove the copyrighted material(s) have been removed.

### ***Legal Consequences***

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

### ***How you get caught***

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

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

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

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

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

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

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

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

The Copyright Act of 1976, as amended, extends copyright protection to original works of authorship and states that infringement occurs when unauthorized use is made of copyrighted materials. Infringement

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

## CRIMINAL BACKGROUND CHECKS FOR MATRICULATING STUDENTS

### Overview

In order to assure that admitted students can successfully pursue careers as health care professionals and to conform to new requirements at clinical training sites, UTHSC must assure that all entering students undergo a criminal background check (CBC) prior to matriculation. Once accepted for admission, students must complete the procedure described below.

### Procedure

UTHSC requires that admitted students undergo a criminal background check (CBC) prior to matriculation using a process that has been established by the Tennessee Hospital Association for student background checks. The student is responsible for initiating the procedures to obtain the background check and will assume the cost of the assessment. The CB search may include the following:

1. County Criminal Record Search – uses student address information from the prior 7 years to provide a comprehensive report on criminal records from county courthouses.
2. A review of fraudulent activity (ID Search Plus) is obtained by matching the student's name, address and/or social security number against a credit-reporting database.
3. A Level 3 FACIS report (Fraud and Abuse Control Information System) obtains information on a wide range of disciplinary actions affecting health care providers, ranging from exclusion and debarments to letters of reprimand and probation. A Level 3 search accesses over 800 databases in 50 states.
4. Sex Offender Database – A database search for individuals registered as sex offenders in the selected state or jurisdiction. Information and offender level retrieved varies by location. Tennessee Abuse Registry – This registry, maintained by the Tennessee Department of Health, contains a list of persons who have abused, neglected, or misappropriated personal property of a vulnerable person who is under eighteen (18) years of age, or who, by reason of advanced age or other physical or mental condition is vulnerable to abuse, neglect or misappropriation of property and who was, at the time of such determination, in the care of:
  - a. A state agency;
  - b. An entity which is licensed or regulated by a state agency; or,
  - c. An entity under the provisions of a contract between that entity and a state agency.Allegations of abuse, neglect, or misappropriation of personal property against individuals are investigated thoroughly. Due process is afforded to all accused persons before placement is made.
5. License verification.
6. Employment histories.

A student whose CBC shows negative findings, including the following, may be excluded by the healthcare facility from a clinical placement program:

1. History of any felony conviction within the last seven years
2. History of class "A" misdemeanor conviction within the last seven years
3. History of class "B" misdemeanor conviction within the last seven years
4. Listing on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004

5. Listing on any of the following registries: HHS/OIG list of excluded individuals, GSA list of Parties Excluded from Federal Programs, U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specialty Designated Nationals (SDN),
6. An encumbered license (current or prior) in a health-related field.

The background check vendor will provide a report of the above eligibility screens to the designated UTHSC official (s) for each student.

### **Steps Required**

1. All applicants to programs at UTHSC must complete a Criminal Background Check as part of the on-line application process or, in cases in which the application process has involved an application service such as MCAS or PCAS, the CBC must be completed 6 months prior to matriculation.
2. Students will be referred to the Tennessee Hospital Association (THA) website (<http://www.tha.com/>) and will click on "Student Background Checks".
3. The students will access the THA website and electronically complete the online process for initiating the background screening which includes:
  - a) Posting his/her biographical information for the past seven years,
  - b) Electronically signing the "Disclosure & Authority to release Information" Form, and
  - c) Making payment by electronic bank transfer or credit card.
4. The order will subsequently be processed by the private company. The company will:
  - a) Manually enter data to request county criminal searches based on the past seven years of residency and ID Plus search results, OIG, Tennessee Abuse Registry, and verification of licensure, Certification or Designation, and employment verification,
  - b) Complete the background check,
  - c) Compare and note any discrepant information,
  - d) Deliver the reports as agreed upon completion.
5. A summary report will be sent to UTHSC displaying only the following limited information:
  - a) The student's demographic information,
  - b) The type of verification ordered,
  - c) Color-coded: **GREEN** = No discrepancies, **YELLOW** = Pending or undetermined records, and **RED** = Convictions on criminal searches or disqualifying results on all other verifications.
7. When the summary report is coded GREEN, UTHSC will add that information to the student's file and notify the student's healthcare site that the student has received a clear (Green) rating from the private company. If the health care site requires additional information or investigations, either UTHSC or the healthcare site will notify the student.
8. When a summary report is coded either **RED** or **YELLOW**, the Academic and/or Admission Dean of the respective UTHSC college will notify the student by telephone and in writing that the student must schedule an appointment to review the results of his/her background check. It will be necessary for the student to bring the complete, detailed copy of the report and all correspondence from the private company that conducted the CBC to the appointment. The student and the Academic and/or the Admissions Dean will meet to solicit additional information or appropriate explanation of the code.
9. Additional background checks may be required by clinical affiliates prior to student entry into their sites. Students may bear the cost of these additional background checks.

### **CHALLENGED RESULTS:**

1. Students who question the accuracy of the report should immediately send a brief written statement as to the area they believe to be incorrect to the private company that performed the CBC,



2. Re-verification will be made if the company determines that reasonable grounds exist and that the request is not frivolous or irrelevant,
3. If parts of the report are deleted or changed because of re-verification, UTHSC and the student will receive a corrected report,
4. If the student does not challenge the RED or YELLOW results from the private company that conducted the CBC and when the CBC findings are such that the student does not meet the healthcare site's CBC requirement, UTHSC enrollment and or participation in all clinical rotations may be denied.

If a prospective student is denied admission to a program or if a current student is denied participation in clinical rotations due to CBC findings, the student will be notified by certified letter from the appropriate Dean (Academic or Student Affairs) of the respective college explaining why the student cannot matriculate or continue in the program.

All disputes pertaining to the CBC findings must be communicated in writing directly to the private company that conducted the CBC.

## **DRUG AND ALCOHOL POLICY**

It is the policy of the University of Tennessee to maintain a safe and healthy environment for its students and employees. Therefore the University prohibits being under the influence of, or 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 permanent dismissal<sup>5</sup> of a student. Federal and state laws provide additional penalties including fines and imprisonment (21 U.S.C. 841, et seq., T.C.S. 39-6-401 et seq.). Local ordinances and UTHSC policies (see Centerscope section on Maintenance of Professional and Ethical Standards at <http://www.uthsc.edu/centerscope/Centerscope.pdf>) also provide penalties for drug- and alcohol-violators, which may include referral for local prosecution or requiring the individuals to participate satisfactorily in an approved drug or alcohol abuse assistance or rehabilitation program.

To maintain a safe and drug-free environment, University of Tennessee expects its campuses and institutes to establish procedures for performing screenings for controlled substances and alcohol within areas or positions that affect safety or where such screenings are required by federal regulations. In addition, screenings are permissible where there is reasonable suspicion of drug or alcohol use.

At UTHSC, colleges bear the additional responsibility of assuring that students entering clinical settings are 'fit for duty' and must pay particular attention to issues that could affect patient safety or student success. To this end, the campus has established a number of guidelines and procedures relating to drug and alcohol monitoring.

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<sup>5</sup> "Permanent dismissal" is defined as the student being barred from matriculation into any program offered at the University of Tennessee Health Science Center – refer to Student Code of Conduct section of CenterScope (<http://www.uthsc.edu/centerscope/Centerscope.pdf>).

## ***Guidelines and Procedures***

While colleges may have more explicit rules, students should be aware of the following:

1. Clinical sites may require drug testing as a condition of clinical placement and students may be responsible for payment of such testing. In addition, agencies may require random drug and/or alcohol testing of a student while in or on the clinical site's premises. Students participating in patient care in such settings as a part of their education must conform to that site's policies and requirements.
2. Students taking over-the-counter or prescribed medication are responsible for understanding the effect that the medication may have on their performance or personal behavior and the possibility that usage of these medications might lead to an adverse finding on a drug screen. Students in such circumstances are strongly advised to report the use of such substances to their Program Director and/or University Health Service if they suspect that their performance may be impaired and/or if their behavior has caused college officials to require them to provide blood, urine or breath samples for analysis.
3. A college official may require a student to undergo an immediate blood, urine or breath analysis under any of, but not limited to, the following circumstances and conditions:
  - a. When there is reasonable suspicion that the individual is under the influence of alcohol, narcotics, stimulants, sedatives, hallucinogens, marijuana or other chemical substances;
  - b. Following a work-related injury;
  - c. Observation of poor judgment or careless acts, that caused or had the potential to cause patient injury, or that had, or had the potential to jeopardize the safety of others, or that had resulted in damage to property and/or equipment;
  - d. Suspected diversion of controlled substances (e.g. use or possession of a prescription drug without a prescription, sale or distribution of a prescription drug, or theft of a prescription drug) including, but not limited to, anti-anxiety agents or psychostimulants (such as Adderal, Dexedrine and Ritalin).
4. Until proven otherwise, an individual with a preliminary positive drug or alcohol screen is presumed to be under the influence of drugs or alcohol and subject to intervention or sanction by his/her college. The type of intervention or sanction will be dependent on the setting in which the incident occurred, the degree of impairment observed and the actual level of banned substance detected. Additional confirmatory testing or monitoring would likely be required to determine the need for additional sanctions/treatment beyond temporary removal from the setting in which change in, and/or abnormal behavior was observed.
5. Individuals with a history of drug or alcohol use, including those who were required by the college to seek treatment as a condition of continued enrollment, may be required to have periodic testing for drugs or alcohol at the student's expense.
6. Individuals who refuse to undergo an immediate drug and alcohol screen may be subject to immediate disciplinary actions, up to and including dismissal.

## ***Intervention Process for Cases of Chronic Substance Use/Abuse/Dependence***

In the absence of a defined college process, the following general guidelines should be followed when a college determines that a student is unduly affected by substance use/abuse/dependence.

1. Students that have been exhibiting evidence of substance use/abuse/dependence should be referred for assistance through the Student Assistance Program and/or other health care programs for voluntary evaluation and care.
2. If his/her conduct and performance in a clinical setting warrants such action, the student may be subject to immediate corrective action by the clinical faculty. Such actions could involve

- immediate removal from the clinical setting, requirement for immediate testing for alcohol or controlled substances at the student's expense, referral of the student for behavioral screening, or other actions as deemed necessary by the clinical faculty.
3. A student may be required to take a leave of absence (normally for a period not to exceed 12 months) for evaluation and care by a treating clinician who will be permitted to confirm compliance with recommended treatments and to confirm readiness of the student to return.
  4. Any student who fails to complete recommended care and treatment and/or whose readiness to resume his/her academic program is not confirmed by his/her health care provider will be subject to dismissal.
  5. Any student on leave to address substance use/abuse/dependence will not be allowed to resume active enrollment without a written positive recommendation from his/her treating health care provider(s).
  6. In the case of substance use/abuse/dependence:
    - a. The student must provide evidence of successful completion of treatment program and sustained active recovery/sobriety.
    - b. The student must present documentation that they are substance free, presently involved in an after-care program and fit to resume their education without restrictions.
    - c. The student must sign a statement that they are willing (or be willing) to provide periodic unannounced urine screens during the remainder of their educational experience at the HSC.
  7. Students should be aware that academic programs may be required to divulge information related to prior drug or alcohol treatment for hospital and/or professional credentialing.

## ENGLISH PROFICIENCY FOR STUDENTS

At the University of Tennessee Health Science Center, all coursework is conducted in the English language, and English proficiency is a necessary prerequisite for student success. Each college must establish a process whereby students can demonstrate or document their proficiency in English prior to matriculation.

Colleges should require appropriate documentation of English proficiency of any prospective student: a) when the applicant's native language is not English, or b) whenever questions of English proficiency arise during the application process. In most cases documentation will involve successful attainment of a pre-determined score on an accepted language exam such as TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System).

## EQUITY, DIVERSITY, AND STUDENT CONDUCT

**Dr. Michael Alston, Assistant Vice Chancellor for Student Rights and Responsibilities**  
**Director of Equity and Diversity.**  
**920 Madison, Suite 420**  
**Memphis, TN 38163**  
**(901) 448-2112**

### *Sexual Harassment*

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

### ***Laws relating to Sexual Harassment***

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

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

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

### ***Fact-Finding***

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

### ***Examples of Sexual Harassment***

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

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

### Who Is Affected?

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

### Preventing Sexual Harassment

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

### Title IX

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." *Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)*. The University of Tennessee is a recipient of Federal financial assistance for education activities, and in accordance with the provisions of the Education Amendments Act of 1972, all of its education programs and activities are subject to the prohibition of Title IX of that act against discrimination on the basis of gender. University policy ([www.uthsc.edu/oed/aa.php](http://www.uthsc.edu/oed/aa.php)) prohibits discrimination on the basis of gender in any education program or activity. Additionally, in compliance with state law, the University develops a Title IX implementation plan annually and submits it to the state Comptroller's office. This plan reflects the guidelines set forth in the document, "Without Regard to Gender," produced by the Office of Education Accountability. The Title IX plan produced for all UT System campuses can be found at <http://oed.utk.edu/titleix>.

The Title IX Coordinator monitors the University's compliance with Title IX. Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance with Title IX, may contact the University's Title IX Coordinator: Dr. Michael Alston, Office of Equity and Diversity, Telephone: (901) 448-2112; Fax: (901) 448-1120 email: [malston1@uthsc.edu](mailto:malston1@uthsc.edu)

Any University employee to whom sexual harassment is reported should notify the Title IX Coordinator as soon as possible after initial contact with the person reporting sexual harassment. The procedures to be used to file a **complaint** against a student or employee as well as the steps to be taken to initiate criminal procedures related to sexual harassment can be found above (see Student Complaint Procedures above). Other information and resources for victims of sexual harassment, sexual assault and sexual misconduct can be found at: <http://www.uthsc.edu/oed/studentconduct.php>.

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

The University's Code of Conduct for employees can be found here [https://my.tennessee.edu/portal/page?\\_pageid=34.140536&\\_dad=portal&\\_schema=PORTAL&p\\_no\\_livy=HR0580](https://my.tennessee.edu/portal/page?_pageid=34.140536&_dad=portal&_schema=PORTAL&p_no_livy=HR0580).

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

### Standards of Conduct for Students Relating to Sexual Harassment

The University's Standards of Conduct for students prohibit:

- A. **Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person**, whether such conduct occurs on or off university

property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.

- B. **Violation of local, state, or federal law, including Tennessee criminal law relating to sexual offenses (T.C.A. § 39-13-501 *et seq.*) and Title IX, whether on or off campus,** when it appears that the student has acted in a way which adversely affects or seriously interferes with the university's normal educational function, or which injures or endangers the welfare of any member of the university community.
- C. **Violation of a University policy, such as the prohibition on sex discrimination.** Sexual harassment is a type of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) grades or educational progress are made contingent upon submission to such conduct; (2) when the conduct substantially interferes with the individual's academic performance or educational opportunities; or (3) when the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment. Sexual assault is a type of sexual harassment.

### ***Standards of Conduct for University Employees***

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

### ***Confidentiality***

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

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

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



## **Retaliation**

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

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

## **MISSING STUDENT PROTOCOL**

### **Purpose**

The University of Tennessee Health Science Center (UTHSC) has established a missing student notification policy in an effort to assist in ensuring the safety of our residential students, and as a requirement of the Higher Education Act of 2008 (20 U.S.C.S. §1092; 42 U.S.C.S. §5579). The safety of students at the University of Tennessee Health Science Center is of paramount concern to the University. Those with concerns about the immediate safety of a student should contact the University Campus Police Department ("UTHSCPD") at 901-448-4444. Those with comments or concerns regarding the University's Missing Student policy and efforts should contact the Associate Vice Chancellor for Student Affairs at 901-448-5560.

### **Policy Statement**

- This policy applies to all residential facilities located on the UTHSC campus. At the present time, Phi Chi Medical Fraternity is the only residential facility on the UTHSC campus.
- All students, including visiting students, who reside in Phi Chi Medical Fraternity campus facilities will have the opportunity to identify and provide confidential emergency contact information through one of the methods listed below:
  1. Upon checking into Phi Chi Medical Fraternity housing.
  2. Using BANNER Self-Service.
- The information provided is for use of the University when a student is missing.
- Unless there is evidence to the contrary, a student living in Phi Chi Medical Fraternity housing will not necessarily be considered missing if the student provided information about his/her intended whereabouts or if the student is absent during recognized University holidays or breaks.
- When a University official becomes aware that a residential student has been missing for more than twenty-four (24) hours, the official will immediately report his/her belief to the University of Tennessee Health Science Center Campus Police Department ("UTHSCPD") and the Associate Vice Chancellor for Student Affairs (or his/her designee) or the Student Conduct Officer.

#### Associate Vice Chancellor for Student Affairs

Dr. Sonya G. Smith,  
Associate Vice Chancellor for Student Affairs  
910 Madison Building  
Suite 520  
Memphis, TN 38163  
(901) 448-5568  
Fax: 901-448-1570  
Phone:  
E-mail: [ssmit209@uthsc.edu](mailto:ssmit209@uthsc.edu)

#### Student Conduct Officer

Dr. Michael Alston, Assistant Vice Chancellor  
for Student Rights and Responsibilities;  
Director of Equity and Diversity  
920 Madison Avenue, Suite 420  
Memphis, TN 38163  
Phone: 901-448-2112  
Fax: 901-448-1120  
E-mail: [malston1@uthsc.edu](mailto:malston1@uthsc.edu)

- The designated University official will contact other University officials who have a need to know about the missing student report. (Please note that University officials may report a student missing at

any time; there is no requirement for the official to wait until they believe the student has been missing for more than twenty-four (24) hours.)

- The UTHSCPD will investigate a University official's report that a student is believed to be missing. If the UTHSCPD determines that the student has, in fact, been missing for more than twenty-four (24) hours and the UTHSCPD is unable to locate the student, the UTHSCPD will contact the following individuals within the next twenty-four (24) hours:

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

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

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

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

## NON-DISCRIMINATION STATEMENT

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

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

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

## RELIGIOUS ACCOMMODATION POLICY

### Policy:

The University of Tennessee Health Science Center acknowledges the diversity of its students and respects the rights of students to observe their religious beliefs and practices. UTHSC will endeavor to provide reasonable accommodations relating to religious beliefs and practices in response to a formal written student request. However, accommodations cannot be guaranteed in instances where such would create an undue burden on faculty, a disproportionate negative effect on other students who are participating in the scheduled educational activity, or jeopardize patient care.

### Procedure:

Students beginning new programs or courses of study in a particular college will be advised by that college as to college-, program- or course-specific procedures that should be followed to obtain an

accommodation for religious practices or observances. Students are encouraged to be proactive in reviewing college-, program- and course-specific assignments/activities in advance of matriculation/registration to determine whether these requirements might in some way conflict with their religious beliefs, practices or observances. Should such conflicts be in evidence, students should discuss possible options with the appropriate college official or faculty member. Reasonable accommodations may not be feasible in instances where there is a direct and insurmountable conflict between religious beliefs or observances and requirements of a given program.

It is the student's responsibility to make arrangements with the course instructor or clerkship/experiential director as soon as possible, but no less than 30 days in advance of the religious holiday during which the student is requesting to be absent. It is also the student's responsibility to meet all course obligations. Such requests are required for any and all educational activities scheduled for the date(s) in question, e.g. classroom exercises, laboratory assignments, exams, clinical/experiential assignments, etc. Finally, students are obligated to abide by the policies and procedures on religious practices and observances of any given patient-care institution (i.e., hospital, clinical setting) in which they are completing a portion of their educational experience. If a potential conflict between a student's religious beliefs, practices or observations and institutional policy is identified, the student is to bring such to the attention of the clerkship/experiential director as soon as possible.

It is the course instructor or clerkship/experiential director's responsibility to negotiate with a student the parameters of reasonable accommodations. The accommodations should be no more difficult than the originally scheduled activity or assignment. Instructors or experiential directors are not obligated to provide materials or experiences to students that would not normally be provided to all other students. In the event a student and instructor or clerkship/experiential director cannot reach an agreement regarding reasonable accommodations, the student may request a review of the request by a designated college official. The decision of the designated college official will be final.

## **STUDENT IDENTIFICATION CARDS**

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

# **STUDENT RIGHTS & RESPONSIBILITIES**

## **STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES**

### **Introduction**

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

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

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

- A. It will serve as a statement of policy upon which the University can rely in domestic, civil, or legal functions.
- B. It affords students guidelines upon which they may base their activities (curricular and extracurricular).
- C. It states specifically what course of action may be taken by a component of the University (administration, faculty, students, etc.) in the event there is an infraction of any University policy components.

## **ADMINISTRATION OF THE STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

The Office of Academic, Faculty, and Student Affairs and the Office of Equity and Diversity at UTHSC have the responsibility of administering the Statement of Student Rights and Responsibilities and for providing advice and counsel to all students. Clarification and additional information about the statements, positions and instructions in the publication may be obtained from the Associate 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.

## **ACADEMIC APPEAL POLICY**

All students have the right to appeal decisions regarding academic matters at the University of Tennessee Health Science Center (UTHSC), and each college must have a process to enable students to pursue (an) academic appeal(s).

### ***Procedure***

Students in academic difficulty must be afforded an opportunity to discuss factors affecting their academic performance with college committee(s) prior to dismissal. They must also be afforded an opportunity to appeal any adverse recommendations made by the college committee(s) by appealing to the dean. In cases in which the dean determines that dismissal is warranted, the college will so notify the student and the office of the Registrar. The Registrar in turn will change the student's status to 'dismissed' and inform the student that he/she is no longer eligible to attend classes. The decision of the dean of the college is final in such cases; however, the student retains the right to appeal to the Chancellor for readmission. Students wishing to petition for readmission must send a letter of appeal to the Office of the Chancellor within 5 business days after receipt of the Dean's dismissal notice. This appeal must focus on perceived flaws/biases in the process leading up to dismissal rather than on the grades awarded. The chancellor or designee will then review the student appeal and documents related to the appeal provided by the student's dean/designee related to the appeal. If further clarification is needed, the Chancellor or designee may seek additional information by meeting with the student or college officials and/or by requesting additional information from the student or other sources of relevant information. The student has ten (10) additional business days to provide the requested information for consideration. The Chancellor or designee will provide a ruling on the student appeal in as expeditious manner as practicable.

## **Student-Administration Relations**

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

### **Requests to Report to an Administrative Officer**

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

## **Student-Faculty Relations**

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

In support of this policy to promote an environment respectful of all individuals, each UTHSC college provides ongoing instruction to students, faculty, and staff emphasizing the importance of professional and collegial attitudes and behavior. The colleges have programs and activities to promote and maintain the understanding and application of positive and supportive student/faculty/staff relationships. Each

college maintains a fair and objective process that seeks to foster reconciliation between parties in cases of alleged violations, and to take appropriate action in instances of proven violations. These processes are designed to protect the rights of all parties involved in a complaint. To further support positive student/faculty relationships, individual colleges have various student advising, mentoring, and advocacy programs to promote professional development and to facilitate learning. Complete descriptions of programs and processes to comply with this policy are available in the respective colleges.

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

### ***Student-Faculty Relations in the Classroom***

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

## **DISTRESSED STUDENT PROTOCOL**

### **Mental Health Awareness, Wellness & Suicide Prevention**

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

### ***Student Behaviors***

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

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

**You may also want to refer a student if your interactions with them make you:**

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

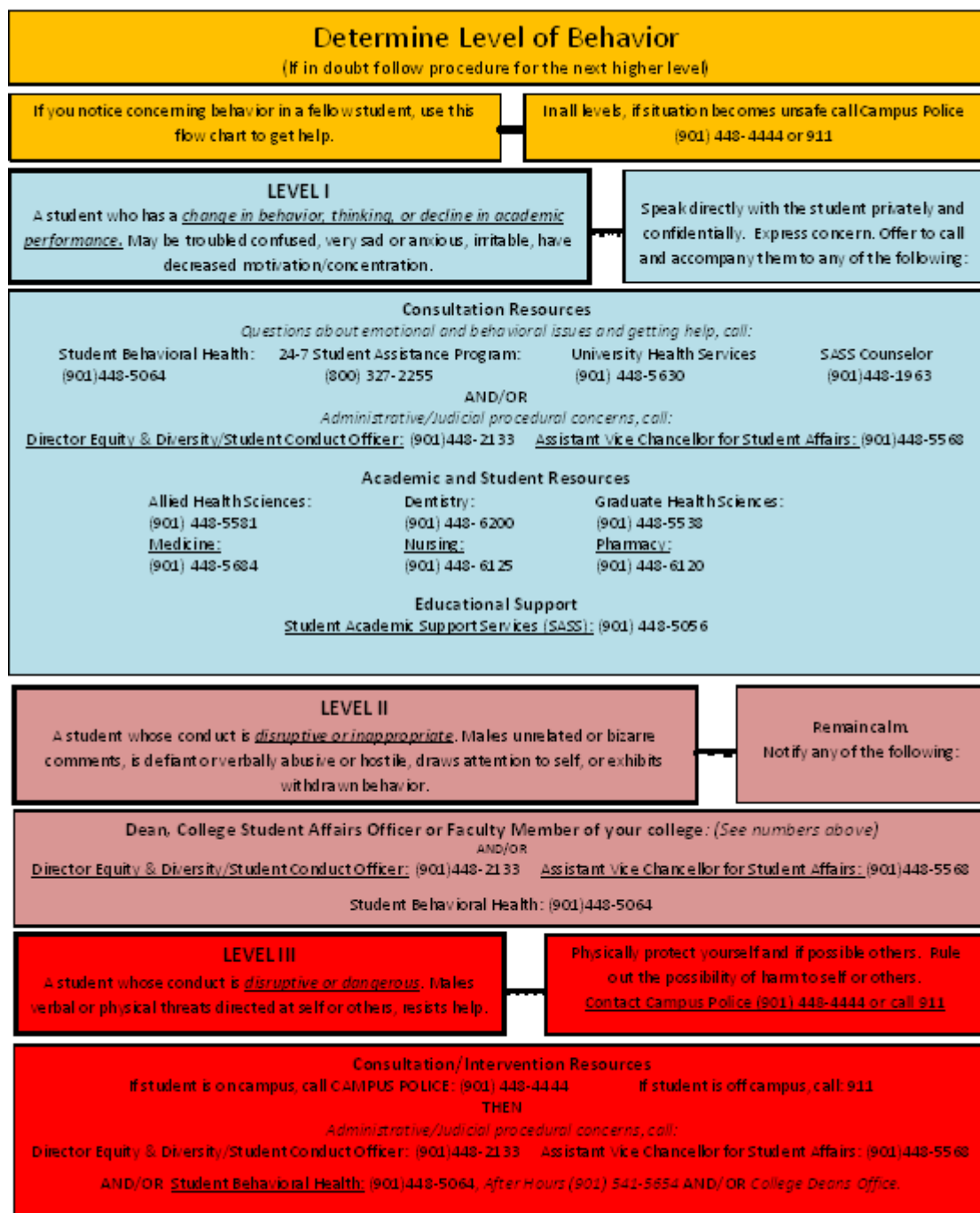
**If the student's behavior represents an immediate threat CALL campus police 448-4444**

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

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



## Crisis Intervention Flow Chart



## MISREPRESENTATION OF ACADEMIC CREDENTIALS

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

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

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

## MAINTENANCE OF ETHICAL AND PROFESSIONAL STANDARDS OF THE HEALTH PROFESSIONS

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

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

## STUDENT COMPLAINT PROCEDURES

As a part of the University of Tennessee's compliance with US Department of Education program Integrity Rules process, the University of Tennessee Health Science Center provides students several mechanisms whereby students can resolve complaints. The procedure for the different categories of complaints is included below:

### ***Complaints regarding Academic Issues***

Each of the colleges at UTHSC has developed an appeal process for addressing student concerns regarding grades and grading procedures, assignments, progression, etc. These processes can be found in the Catalog. Normally, such processes allow for the resolution of the majority of complaints relating to academic matters. However, if satisfactory resolutions cannot be found and/or if the complaint involves a recommendation for dismissal or for repeating an entire academic year, students can submit a formal written appeal to the Vice Chancellor for Academic, Faculty and Student Affairs and/or to the Chancellor. Written complaints stating the issue, the processes that were used to address the issue, the desired

outcome and the reason(s) that the student feels unfairly treated by the college's proposed resolution should be sent to the Office of the Vice Chancellor for Academic, Faculty and Student Affairs.

### ***Discrimination Complaint Procedure***

Any UTHSC student, who believes that he or she has been discriminated against on the basis of race, color, sex, religion, national origin, age, disability or veteran status is encouraged to use the procedures outlined below for the resolution of his or her complaint.

Complaints of discrimination should be directed to the UTHSC Office of Equity and Diversity (OED), 920 Madison Avenue, Memphis, Tennessee 38163 (telephone: 901-448-2112 [voice], 901-448-7382 [TTY]). Complaints must be put in writing and filed within 300 calendar days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside of this time limit or that are not put in writing may be investigated.

- A. Employees and students are encouraged to attempt to resolve a complaint through the administrative structure of the employment unit or academic department. OED will provide assistance to the complainant, employment unit, and/or academic department in order to resolve the complaint.
- B. Complaints received directly by OED will be reported by the Director (or the Director's designee) to the appropriate administrator(s) who will attempt to resolve the matter working in conjunction with OED. Confidentiality will be maintained to the extent possible.
- C. If the complaint is not resolved through the methods described above, OED may use the following:
  - 1. Complaints should be submitted in writing to OED. The complaint must include (a) the name of the complainant; (b) an explanation of the action or conduct complained of and (c) the person or department responsible for the action. The complaint should include the resolution sought by the complainant. The head of the responding unit or academic department and the party against whom the complaint has been lodged (respondent) will be notified of the complaint.
  - 2. OED will conduct an investigation, the nature and scope of which will be determined by OED on a case-by-case basis. The investigation may include any or all of the following, as well as such other action as OED deems appropriate: interviewing the complainant; interviewing the respondent; interviewing witnesses; submitting questions to or taking statements from parties or witnesses; reviewing documents; and/or setting up an investigative committee.
  - 3. If an investigative committee is deemed appropriate, the relevant Chancellor/Vice Chancellor / Vice President or the President (in the event that the complaint is made against a Chancellor/Vice Chancellor / Vice President) will be asked by OED to appoint the members of such a committee. OED may assist the appropriate administrator in appointing committee members.
  - 4. The investigative committee, or OED if there is no investigative committee, will make findings of fact and will determine whether sufficient evidence exists to support a charge of discrimination. Those findings, together with a statement outlining the basis for them, will be transmitted by OED to the appropriate administrator. A copy will also be available to the complainant.
  - 5. The appropriate administrator(s) will review OED's findings, make a determination and notify the complainant of the decision in writing. Within fifteen workdays after receipt of that decision, complainants who are in staff non-exempt positions may pursue a grievance under UT Personnel Policy and Procedure 640, contained in the UT Policies and Procedures Manual if they are not satisfied with the determination.
  - 6. If the complainant is not satisfied with the determination and is not eligible to or has not elected to file a grievance, the complainant may appeal in writing within fifteen workdays after receipt of the decision to the next higher administrative level. The decision on the appeal will be provided in writing to the complainant. Decisions by a Chancellor/Vice Chancellor/ Vice President may be appealed to the President.

Additional information is available at <http://www.uthsc.edu/oed/>

### ***Sexual Harassment Complaints***

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

Complaints of sexual harassment should be directed to the UTHSC Office of Equity and Diversity (OED), 920 Madison Avenue, Memphis, Tennessee 38163 (telephone: 901-448-2112 [voice], 901-448-7382 [TTY]). Such complaints may be submitted to the Office of Equity and Diversity without confronting the offender. These complaints must be put in writing and filed within 300 calendar days of the alleged discriminatory action. In certain circumstances, at the discretion of OED, complaints filed outside of this time limit or that are not put in writing may be investigated.

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

### ***Filing a Sexual Harassment Complaint Against a Student***

A complaint of sexual harassment against another student will be treated as a complaint of sex discrimination in violation of Title IX and should be filed with the Office of Equity and Diversity, 920 Madison, Suite 420, 448-2112. An employee in the Office of Equity and Diversity will meet with the complainant, explain the University's grievance procedures, listen to the complainant's allegations, provide the complainant with an opportunity to ask questions, and refer the complainant to the University's Victim's Advocate in University Health Services, who can assist the complainant with obtaining medical and/or psychological care, reporting the incident to the police, and exploring interim and remedial measures.

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

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

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

### ***Filing a Sexual Harassment Complaint against a University Employee***

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

### ***Initiating a Criminal Complaint Against a University Employee or Student***

Victims of sexual assault or misconduct have the right to initiate criminal prosecution by contacting the [University of Tennessee Health Science Center Police Department](#), 740 Court, 901-448-4444, or the Memphis Police Department, 545-2677. Victims may file a criminal complaint before, during, or after the university's investigation of sexual assault or misconduct

### ***Complaints Related to Financial Aid***

Students who have been denied access to financial aid can appeal this decision in writing to the Director of Financial Aid; the basis for the appeal should be specified and the student is encouraged to provide any additional information (e.g. emancipated status of the student; changes in parental custody of financial situations, etc.) that might have been unavailable/overlooked by the office. The Director will

review the appeal and make a determination based on the additional information and guided by federal/state laws regarding loan eligibility.

Students are also denied financial aid when they no longer meet the requirements for satisfactory academic progress. If he/she does not meet the minimum requirements for satisfactory academic progress as defined by his/her academic program such that they are subject to dismissal or probation, the student may lose his/her eligibility for financial aid as well as for continuation in their academic program. The college provides an appeal process to review extenuating circumstances that may have contributed to the poor academic performance (appeal procedures are available on college web sites and in the UTHSC academic catalog) and to assess the possibility of successful remediation. The financial aid office also provides an appeal process (<http://www.uthsc.edu/finaid/academicprogress.php>) for restoring student eligibility for Title IV financial aid. To file an aid appeal, students must submit a letter to the Office of Financial Aid explaining why they failed to make academic progress, as well as an explanation of what has changed in their circumstances that will allow them to make satisfactory academic progress by the end of the next semester. In addition, the student must provide a copy of the approved Academic Plan from his/her college that describes the specific steps the student will take to achieve satisfactory academic progress status during the next term. The Financial Aid Office, working with a subcommittee appointed for this purpose, will consider the appeal; representatives from the college may be consulted as part of the appeal. The student is notified of the decision via the student's university assigned email address. Neither the committee nor the financial aid staff will give appeal results over the phone. Questions related to the policy, process, and outcomes of an aid appeal should be directed to the student's Financial Aid Counselor.

### ***FERPA Complaint Procedure***

The Assistant Vice Chancellor for Student Rights and Responsibilities, Director of Equity and Diversity will serve as the initial contact for students with complaints related to violations of rights protected by FERPA (Family Education Rights Protection Act).

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 are not satisfied with the outcome of university efforts to resolve alleged FERPA violations have the right to file a complaint with the U.S. Department of Education requesting the department's assistance in addressing the alleged FERPA violation by the University of Tennessee Health Science Center. 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

### ***Unresolved Complaints***

Complaints regarding any University of Tennessee institution not resolved at the campus level may be directed to the Vice President for Academic Affairs and Student Success. Students are requested to attempt to resolve complaints through campus channels prior to contacting the University of Tennessee System ([utvpacademicaaffairs@tennessee.edu](mailto:utvpacademicaaffairs@tennessee.edu)).

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

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



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

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

## **STUDENT CODE OF CONDUCT**

### ***Introduction***

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

### ***Definitions***

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

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

### ***Jurisdiction***

- A. The Standards of Conduct, Chapter 1720-03-03-.04, apply to conduct that occurs on University-controlled property.
- B. The University also has the discretion to discipline a student for an act in violation of the Standards of Conduct that occurs off University-controlled property if the conduct adversely affects the interests of the University, including, but not limited to, conduct which:
  - 1. Occurs in connection with a University-affiliated activity, including, but not limited to, an overseas study program or a clinical, field, internship, or in-service experience;
  - 2. Involves another member of the University community; or
  - 3. Threatens, or indicates that the student may pose a threat to, the health or safety of him/herself or others or the security of any person’s property, including, but not limited to, alcohol-related offenses, drug-related offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault or misconduct, stalking, and theft.
- C. The Standards of Conduct have been adopted in furtherance of the University’s interests and serve to supplement, rather than substitute for, the enforcement of the civil and criminal law. Accordingly, University disciplinary action may be instituted against a student charged with conduct that potentially violates both the criminal law and the Standards of Conduct without

regard to the pendency of criminal charges or civil litigation. At the discretion of the Chief Student Affairs Officer, or his/her designee, disciplinary action relating to a violation of the Standards of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings. Students accused of violating the Standards of Conduct may not challenge the University disciplinary proceedings on the grounds that criminal charges, civil litigation, or other University proceedings regarding the same incident are pending or have been terminated, dismissed, reduced, or not yet adjudicated.

- D. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if conduct is not discovered by the University until after a degree is awarded). Should a student withdraw from the University with disciplinary charges pending, the student's academic record and/or ability to register for classes may be encumbered by the appropriate University office.
- E. Graduate or professional programs within the University may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or other violations of the Standards of Conduct.

### *Standards of Conduct*

A student or student organization may be disciplined for the following types of misconduct:

- A. Cheating, plagiarism, or any other act of academic dishonesty, including but not limited to an act in violation of the Honor Code.
- B. Providing false information to a University official.
- C. Falsifying, distorting, misrepresenting, or withholding information in connection with a University investigation or hearing.
- D. Failure to report any incidents (other than minor traffic violations) that occurred either on or off campus that have resulted in an arrest, a conviction, or any other type of adverse legal action; such reports must be provided in writing to the dean within 5 business days after the action has occurred.
- E. Forging, altering, destroying, falsifying, or misusing records, identification, or documents, whether in print or electronic form.
- F. Causing physical harm to any person (including oneself); endangering the health or safety of any person (including oneself); engaging in conduct that causes a reasonable person to fear harm to his/her health or safety; or making an oral or written statement (including electronically) that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, although the speaker need not mean to carry out the act of unlawful violence in order to constitute a violation of this rule.
- G. Harassment, which is defined as unwelcome conduct that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no instance shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech).
- H. Sexual assault or misconduct. "Sexual assault" is defined as any sexual act or attempt to engage in any sexual act with another person without the consent of the other person, or in circumstances

in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. "Sexual misconduct" is defined as any intimate touching of another person, or forcing a person to engage in intimate touching of another, without the consent of the other person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. It is the responsibility of the person initiating sexual activity to ensure the other person is capable of consenting to that activity. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent to one form of sexual activity does not mean consent is given to another type of sexual activity.

- I. Invasion of another person's privacy when that person has a reasonable expectation of privacy, including, but not limited to, using electronic or other means to make a video or photographic record of any person in a location in which the person has a reasonable expectation of privacy, without the person's knowledge or consent. This includes, but is not limited to, making a video or photographic record of a person in shower/locker rooms or restrooms. The storing, sharing, and/or distributing of such unauthorized recordings by any means is also prohibited.
- J. Theft, misappropriation, unauthorized possession, or unauthorized sale of private or public property, including but not limited to University-controlled property.
- K. Vandalizing, destroying, damaging, engaging in conduct that reasonably could cause damage to, or misusing private or public property, including but not limited to University-controlled property.
- L. Participating in hazing. "Hazing" is defined as any intentional or reckless act, on or off University-controlled property, by one (1) student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- M. Engaging in disorderly, lewd, indecent, or obscene conduct. "Disorderly" conduct means fighting or other physically violent or threatening conduct; creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; making noise that could unreasonably disturb others who are carrying on lawful activities; or conduct that breaches the peace. "Lewd, indecent, or obscene" conduct includes, but is not limited to, public exposure of one's sexual organs, public urinating, and public sexual acts.
- N. Engaging in speech, either orally or in writing, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- O. Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device, or other emergency; setting off a false fire alarm; or tampering with, removing, or damaging fire alarms, fire extinguishers or any other safety or emergency equipment from its proper location except when removed in a situation in which there is a reasonable belief of the need for such equipment.
- P. Possessing, using, or duplicating University keys, access cards, or identification cards without authorization; possessing, using, or entering University-controlled property without authorization.
- Q. Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, including, but not limited to: unauthorized entry into or transfer of a file; using another person's identification and/or password without that person's consent; using information technology facilities or resources to interfere with the work of another student, faculty member, staff member, or other member of the University community; using information technology facilities or resources to interfere with normal operation of a University information technology system or network; circumventing University information technology system or network security; using information technology facilities or resources in violation of copyright laws; falsifying an e-mail

header; and conduct that violates the University's policy on the Acceptable Use of Information Technology Resources.

- R. Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University-controlled property or in connection with a University-affiliated activity, unless authorized in writing by the Chief of Police or his/her designee.
- S. Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on University-controlled property or in connection with a University-affiliated activity.
- T. Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law.
- U. Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.
- V. Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs or drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.
- W. Failing to pay a University bill, account, or other University financial obligation.
- X. Failing to respond to a request to report to a University administrative office; failing to comply with a lawful directive of a University employee or other public official acting within the scope of his/her duties; or failing to identify oneself to a University employee or other public official acting within the scope of his/her duties when requested to do so.
- Y. Failing to appear at a University hearing, including, but not limited to, a hearing of a University judicial board, following a request to appear either as a party or as a witness.
- Z. Violating the terms of an interim suspension, a no-contact directive, or a disciplinary penalty imposed by the University.
- AA. Obstructing or disrupting teaching, learning, studying, research, public service, administration, disciplinary proceedings, emergency services, or any other University-affiliated activity, or the free flow of pedestrian or vehicular traffic on University-controlled property. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution.
- AA. Violating a University policy or rule, including but not limited to University policies or rules relating to facilities use, smoking, the acceptable use of information technology resources, research or service misconduct, finder's fees relating to clinical investigations involving human subjects or access to University data or materials, University libraries, dining services, parking or transportation, University identification card use, sexual harassment, residence halls, and registered student organizations.
- BB. Committing an act that is prohibited by local, state, or federal law.
- CC. Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.

### ***Penalties***

- A. Disciplinary penalties are primarily intended to educate students and student organizations

about appropriate behavior, encourage students and student organizations to take responsibility for misconduct, promote the personal and professional development of students, discourage other students and student organizations from violating the Standards of Conduct, and protect members of the University community. The penalties imposed should be appropriate for the particular case based on the gravity of the offense (including without limitation how the violation affected or reasonably could have affected other members of the University community). Efforts are made to keep penalties consistent with those applied to similar cases. In recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. Consideration may also be given to the student's or student organization's conduct record; the student's or student organization's responsiveness to the conduct process; whether the student acted in self-defense, and, if so, whether the amount of force used was reasonable under the circumstances; student academic classification; and other aggravating or mitigating factors. Penalties may be applied retroactively to the date of the offense. Intoxication or impairment because of alcohol, drugs, chemicals, or other substances does not diminish or excuse a student violation of the Standards of Conduct. Additionally, official violation notifications are given by the appropriate office, and official records are maintained in that office.

- B. The following penalties may be imposed on any student found to have violated the Standards of Conduct:
1. **Disciplinary Warning.** A disciplinary warning is a notice that the student is violating or has violated the Standards of Conduct. It is used for minor violations and consists of a restatement of the regulation violated with an official warning concerning future action.
  2. **Disciplinary Reprimand.** A disciplinary reprimand is used for minor violations of the Standards of Conduct when it is evident the misconduct occurred with knowledge and awareness of applicable Standards of Conduct. A reprimand indicates that further violations will result in more severe disciplinary actions. Reprimands may be given to students in either verbal or written form.
  3. **Loss of Privilege.** Loss of privilege is a penalty imposed most commonly cases involving violation of University rules governing hours, social standards, intramural sports, or misuse of University facilities. The loss of privilege is ordinarily established for a specific period of time, and actions are recorded in appropriate records. Privileges that maybe lost include, but are not limited to, scholarships, stipends, participation in extracurricular activities (e.g. intramurals), participation in social activities, and use of certain University-controlled property (e.g., information technology resources).
  4. **Education.** Students may be required to attend classes, at their own expense, dealing with issues such as the consequences of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Chief Student Affairs Officer or his/her designee.
  5. **Restitution.** Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate service to repair or otherwise compensate for the destruction, damage, or loss.
  6. **Disciplinary Probation.** Disciplinary probation means that a student is permitted to remain in the University on a probationary status. Should a violation occur during probation, the student is normally suspended. Disciplinary probation is recorded on the student's personnel file in the Office of Student Affairs. Conditions of probation are specific to the individual case and may include loss of eligibility to serve as a



student organization officer or participation in major student activities. Any specific probation conditions are described in a personal letter to the student. Other conditions of probation are specific to each individual case and may include a requirement of community service or other requirement or restriction.

7. Suspension. The penalty of suspension is imposed in cases of serious or repeated misconduct or a violation of probation. A student who is suspended shall have his/her registration cancelled and is not eligible to apply for readmission for a designated period of time. Suspensions are always recorded on the student's permanent record. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member).
  8. Permanent Dismissal. Permanent dismissal means that a student is permanently barred from matriculating as a student at the University of Tennessee Health Science Center. This penalty is used when the violation of one (1) or more of the Standards of Conduct is deemed so serious as to warrant total and permanent disassociation from the University community without the possibility of re-enrollment; or when, by his/her repeated violation of the Standards of Conduct, a student exhibits blatant disregard for the health and safety of other members of the University community or the University's right to establish rules of conduct.
  9. Revocation of Degree. Revocation of a degree means revoking a student's a degree already awarded by the University. Revocation of a degree shall be approved by the University of Tennessee Board of Trustees.
- C. A disciplinary hold may be placed on a student's account until the completion of the student disciplinary process and/or until the student satisfies the terms and conditions of any penalties imposed. A student who, at the time of commencement, is subject to a continuing disciplinary penalty or an unresolved disciplinary charge shall not be awarded a degree before the conclusion of all penalties and/or resolution of all disciplinary charges.
- D. The following penalties may be imposed on a student organization found to have violated the Standards of Conduct:
1. Disciplinary Warning. A disciplinary warning is used for minor violations of the Standards of Conduct and consists of a restatement of the Standard of Conduct violated with an official warning concerning future action.
  2. Loss of Privilege. This penalty is intended to serve as a reminder of the Standards of Conduct and is for a specific period of time. Examples of privileges that may be lost include participating in extracurricular activities (e.g., intramurals), housing privileges, participating in social activities, and using certain University-controlled property.
  3. Education. Student organizations or their representatives may be required to attend classes, at their own expense, dealing with issues such as the consequences of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Chief Student Affairs Officer, Student Conduct Officer, and/or his/her designee.
  4. Restitution. Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate service to repair or otherwise compensate for the destruction, damage, or loss.

5. Social Probation. This penalty prohibits a student organization from sponsoring or participating in specified social activities. While on social probation, a student organization may not host social events or participate in University-affiliated activities. Any exceptions to social probation must be approved, in advance, by the Chief Student Affairs Officer or his/her designee.
  6. Disciplinary Probation. Disciplinary probation means that a student organization is permitted to retain University registration on a probationary status. Violation of the Standards of Conduct during the period of disciplinary probation may result in more serious penalties, including revocation of University registration.
  7. Revocation of University Registration. In cases of serious misconduct, a student organization's University registration may be revoked.
- E. More than one (1) of the penalties listed above may be imposed for any single violation of the Standards of Conduct.
  - F. Except for an interim suspension, disciplinary penalties shall not become effective until after opportunities for appeal have been exhausted. Penalties may be applied retroactively to the date of the offense. Coursework performed while disciplinary charges are pending or disciplinary proceedings are underway shall be considered conditional. Coursework may be affected or disregarded based on a final finding of misconduct or the penalty imposed, which may result in loss of course credit, a loss of tuition and/or fees, a delay in the awarding of a degree, or revocation of a degree that was awarded prior to a final decision in the disciplinary proceeding.

### ***No Contact Directive***

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

### ***Interim Suspension***

- A. When the Chief Student Affairs Officer or his/her designee has reasonable cause to believe that a student's or student organization's continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an ongoing threat to the disruption of, or interference with, the normal operations of the University, the Chief Student Affairs Officer or his/her designee may impose an interim suspension prior to the conclusion of a full hearing on the alleged misconduct.
- B. An interim suspension shall be confirmed by a notice that explains the basis for the interim suspension and shall remain in effect until the conclusion of a full hearing in accordance with the rules of the University of Tennessee, which shall be held without undue delay.

- C. Within three (3) business days of the imposition of the suspension, the student or student organization shall be offered an opportunity to appear personally before the Chief Student Affairs Officer or his/her designee in order to discuss the following issues only:
  - (i) the reliability of the information concerning the student's or student organization's conduct; and
  - (ii) whether the conduct and surrounding circumstances reasonably indicate that the student's or student organization's continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an imminent threat of disruption of or interference with the normal operations of the University.
- D. During an interim suspension, the student or student organization shall be denied access to University-controlled property, including residence halls, and all other University-affiliated activities or privileges for which the student might otherwise be eligible, as the Chief Student Affairs Officer or his/her designee determines in his/her sole discretion to be appropriate. A student or student organization who receives an interim suspension and violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on University-controlled property or participate in University-affiliated activities may be granted by the Chief Student Affairs Officer or his/her designee.

### *Hearing Procedures*

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

- A. Notice - A person charged with misconduct will receive written notification of the following:
  - 1. The substance of the charge(s) against him/her.
  - 2. The disciplinary action taken or proposed.
  - 3. His/her right to a hearing should he/she wish to contest the charge(s) or action.
  - 4. To whom a request for a hearing should be addressed.
  - 5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice.
  - 6. His/her right to be accompanied by no more than one (1) advisor during the hearing, including but not limited to a parent, spouse, friend, or attorney. The role of the advisor shall be limited to providing advice or support to the accused student. Even if accompanied by an advisor, the accused student is responsible for presenting his/her own case to the hearing panel. An advisor is not permitted to: introduce evidence; raise objections; present arguments; address directly the members of the hearing panel, the student conduct officer, or any witnesses participating in the hearing; or otherwise participate in the hearing. In consideration of the limited role of the advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing shall not be delayed due to the unavailability of an advisor.
  - 7. His/her rights to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. § 4-5-108 et seq. In the absence of a voluntary written waiver of his/her rights to a hearing under the provisions of the TUAPA, a requested hearing will be conducted in accordance

with the University's TUAPA hearing procedures shall not apply.

- B. Hearing Panel - A requested hearing will be provided by a panel of individuals or a hearing examiner, selected in accordance with policies of UT Health Science Center or, in the absence of applicable policies or procedures, by the Chancellor of the UT Health Science Center or his/her designee. The hearing will be conducted by a panel chairman similarly selected. Panel members shall be impartial and anyone lacking such impartiality shall recuse himself or be removed by the Chancellor of the UT Health Science Center or his/her designee upon the request of any party to a hearing.
- C. Hearing Process - The chairman of a hearing panel or hearing examiner will conduct the hearing, without regard to technical rules of procedure, in such manner as will best serve the cause of justice within the following general guidelines:
  - 1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited.
  - 2. The hearing panel or examiner will consider all evidence presented, giving due consideration to the credibility or weight of each item presented; technical rules of evidence will not apply.
  - 3. Each party will have the right to question opposing witnesses.
  - 4. A record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings.
  - 5. The University will have the burden of providing, by a preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person charged will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable.
  - 6. Following the conclusion of the hearing, the hearing panel or examiner will consider the evidence and present written findings within a reasonable time.
  - 7. In cases involving an allegation of sexual assault or misconduct, the hearing procedures shall be modified to afford the alleged victim all of the rights described in Chapter 1720-03-03-.08(1)(d).
- D. In cases involving a complaint of sexual assault or misconduct, the alleged victim shall have the right to:
  - 1. Notice concerning the process by which the University will handle the complaint and an opportunity to ask questions about the process;
  - 2. A prompt, thorough, and impartial investigation of the complaint;
  - 3. The same opportunity as the accused student to present his/her explanation of the facts during the University's investigation;
  - 4. Have the investigation of the complaint concluded within sixty (60) days of the University's receipt of a complaint, unless circumstances make it impracticable for the University to complete its investigation within that timeframe;
  - 5. Notice of the outcome of the University's investigation;

6. Have a disciplinary hearing conducted within thirty (30) days of a University charge that the accused student committed sexual assault or misconduct, unless circumstances make it impracticable for the University to conduct a hearing within that timeframe;
  7. Notice of the date, time, and location of the disciplinary hearing, the right to have the disciplinary hearing closed to the public, and the right to request rescheduling of the hearing for good cause;
  8. The same access as the accused student to any information or documents that will be used by the University during a disciplinary hearing, unless prohibited by law;
  9. Challenge the selection of any member of a hearing panel or a hearing examiner for good cause, which will be determined at the discretion of the Chancellor or his/her designee;
  10. Be accompanied by an advisor of his/her choosing during the University's investigation or a disciplinary hearing, but the advisor shall not be permitted to speak for the victim during a disciplinary hearing;
  11. The same opportunity as the accused student to be present during the hearing, present witnesses and other evidence, challenge the admissibility of evidence, and cross-examine adverse witnesses during the disciplinary hearing;
  12. Testify or remain silent at his/her option; however, choosing to remain silent may result in the University dismissing the charges against the accused student or the hearing panel or examiner finding that there is insufficient evidence to find the accused student guilty of the charges against him/her;
  13. Not to be questioned personally by the accused student during the disciplinary hearing;
  14. Submit a written impact statement to the hearing panel or examiner for consideration during the sanctioning phase of the disciplinary hearing, if the accused student is found guilty of the charges against him/her;
  15. Notice of the decision of the hearing panel or examiner within three (3) business days of the disciplinary hearing; and
  16. Appeal the decision of the hearing panel or examiner to the Chancellor and the President.
- E. The decision of any board or administrative officer of The University of Tennessee is subject to review by the Chancellor and the President.
- F. For purposes of this rule, the term "student" shall mean a student or a student organization.
- G. When, in the judgment of the Chancellor of the University of Tennessee, Health Science Center, conditions are such that an emergency exists which makes it impossible for the system of judicial boards to function, he/she may suspend the procedural regulations described in this Chapter. If the procedures are suspended, he may substitute for them arrangements for handling disciplinary matters that will ensure the orderly functioning of the University and at the same time safeguard the basic rights of the students.

## **STUDENT CONDUCT OFFICER – ROLE AND RESPONSIBILITIES**

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 Assistant Vice Chancellor for Student Rights and Responsibilities, Director of Equity and Diversity 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 related to conduct issues as well as those 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 described herein 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 Assistant Vice Chancellor for Student Rights and Responsibilities, Director, Equity and Diversity will also analyze student conduct issues to identify possible patterns in an effort to employ strategies to reduce potential problems and act as a liaison to the following offices:

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

The student conduct officer will also provide advice to faculty, students and staff who may be impaneled if a formal hearing is needed.

## **STUDENT RIGHTS DURING INTERROGATION BY UT CAMPUS POLICE**

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

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

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

## **STUDENT JUDICIAL SYSTEM AND DUE PROCESS**

### ***UTHSC Hearing Procedures***



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

**A. Notice**

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

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

**B. Hearing Panel**

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

**C. Hearing Process**

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

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

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

**E. Disciplinary Actions & Penalties**

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

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

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

2. **Disciplinary Warning**

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

3. **Disciplinary Reprimand**

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

4. **Loss of Privilege**

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

5. **Disciplinary Probation**

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

6. **Suspension**

Suspension, used in case of serious misconduct or violation of probation, means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Suspensions are always recorded on the student's permanent record. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member).

7. **Permanent Dismissal.**

Permanent dismissal means that the student is barred from matriculation into any program offered at the University of Tennessee Health Science Center

F. **Emergency Powers**

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

the students.

## Components of The Student Judicial System

### A. *Disciplinary Personnel*

#### 1. **The Chancellor**

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

#### 2. **The Director of the Office of Equity and Diversity**

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

#### 3. **Honor Councils**

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

### B. *The Hearing Boards*

#### 1. **Traffic Appeals Board**

Citations for traffic and parking violations may be appealed to the Student Traffic Appeals Board, which is composed of the Student Conduct Officer and representatives elected by the Student Government Association Executive Council from each college. The Student Traffic Appeals Board will meet once a month to consider all the students' appeals on traffic violation citations. The Student Traffic Appeals Board, after hearing a case, makes a judgment as to the accuracy of the citation and sets a penalty consistent with the provision of the Campus Traffic and Parking Regulations. Traffic appeals must be made in writing to the Office of Equity and Diversity within fifteen (15) calendar days after receiving a traffic violation ticket.

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

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

members are selected from individuals nominated by the dean and the SGA president of each of the colleges. On call and on request by the Student Conduct Officer, the dean from the student's college will nominate two faculty members and the SGA president will nominate two students from their respective colleges to a list from which the Hearing Board appointments are made.

3. **Administrative Hearing**

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

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

## **WAIVER FORM FOR APA HEARING, PART I**

### **UNIFORM ADMINISTRATIVE PROCEDURES ACT HEARING WAIVER:**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Revised 6/13/05

## WAIVER FORM FOR APA HEARING, PART II

Please choose and sign option one, two or three:

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

\_\_\_\_\_

Signature

Social Security/Student I.D. Number

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

\_\_\_\_\_

Signature

Social Security/Student I.D. Number

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Social Security/Student I.D. Number

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

\_\_\_\_I plan to have an attorney represent me at the Tennessee Uniform Administrative Procedures Act hearing.

\_\_\_\_I do not plan to have an attorney represent me at the Tennessee Uniform Administrative Procedures Act Hearing.

4.

## HONOR CODE

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 carry out any of the following activities (note that this is not an inclusive list):
- a. Use, receive, or provide unauthorized assistance, or be in possession of any unauthorized information or materials during testing, examination, academic assignment, scholarship, in the preparation of oral, written or practical reports, or in clinical or laboratory work that are a part of a student's academic program. Note that such actions would also be in conflict with the Student Code of Conduct (see above).
  - b. Record or report fraudulent data relating to patient care, willfully neglect clinical responsibilities, or otherwise compromise patient treatment through lack of professional integrity.
  - c. Plagiarize - present another person's work (e.g. ideas, words, projects, or creations) as one's own. [Note: Colleges should inform students of an appropriate style manual that should be used for citations]. Such actions are also in conflict with the Student Code of Conduct (see above).
  - d. Falsify, fabricate, or misrepresent data, laboratory results, research results, citations, or other information in connection with academic assignments or clinical, field, or laboratory records.
  - e. Substitute for another student or have someone serve as him/her in the taking of an examination or the performance of an academic, laboratory, clinical, or field assignment.
  - f. Collaborate with others in assigned out-of-class activities, laboratory work, field work, scholarship, or another academic assignment if directions or instructions, written or verbal, specify that only individual application and effort is permitted.
  - g. Alter grades, answers, marks, or documents in an effort to change academic records, the earned grade, or credit.
  - h. Submit without authorization the same assignment for credit in more than one course.
  - i. Forge the signature of another, misrepresent one's authority to act as a university agent or allow forgery by another on any class- or University-related document such as a class roll,

- purchase order or drop/add sheet. Such forgeries could involve false identification by electronic, written or other means.
  - j. Fail to observe the instructions relating to the integrity of an exam or academic assignment.
  - k. Engage in an activity that unfairly places another student at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system.
  - l. Maliciously and falsely accuse another student of an Honor Code violation.
  - m. Assist another student in committing any of the specified violations.
  - n. Fail to report in a timely manner a violation reasonably believed to have been committed.
  - o. Discuss or reveal confidential information or materials relating to allegations, investigations, charges and Honor Court hearings.
  - p. Engage in unauthorized and/or inappropriate distribution and/or use of course materials including podcasts/lecture recordings. Examples:
    - i. sharing materials with individuals not formally enrolled in the UTHSC course;
    - ii. posting of lectures or portions thereof to external sites; and
    - iii. creation of 'clips' for online video repositories, etc.
    - iv. posting of recordings of patient encounters in simulated or actual clinical settings.
  - q. Engage in other similar acts of academic 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 determines the facts of the alleged violation(s).
  - a. If he/she determines there is no violation, the investigator shall recommend that the president dismiss the allegation. If the investigator concludes that the evidence supports the allegation, he/she will recommend that the president issue a Notice of Charge.
  - b. The president, upon review of the investigator's data and recommendations, will make a determination as to whether to proceed with a Notice of Charge. If he so decides, the president will inform the accused student using both University email and regular US mail delivered to the accused's last known address on file with the University. The president will also send a copy of the notice of charge to the Vice Chancellor for Academic, Faculty and Student Affairs at this time.
- 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 and are treated as student records that are protected by federal privacy laws (FERPA, Federal Education Record Protection Act).

**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 carries out an investigation and makes a recommendation to the College Honor Council president within five (5) University working days after the investigator receives the assignment to investigate the allegation. The investigator's report, either oral or written, recommends whether a Notice of Charge should be issued by the Honor Council president. The investigation period is advisory and not mandatory due to administrative closings, holidays and class schedules.
- C. The investigator is responsible for presenting charge(s) before the College or University Honor Court if the accused requests an Honor Court hearing. A council member does not vote in any proceedings for which the member served as the investigator and cannot participate in the final deliberations.

**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. The accused student must respond in writing to the College Honor Council president within five (5) University working days of receipt of the Notice of Charge. The accused student must indicate either:
  - (a) An intent to plead guilty to the violation and accept the dean's decision as to the appropriate penalty for the charge;
  - (b) An intent to plead not guilty to the violation and contest the charge under one of the following hearing options:
    - i. Uniform Administrative Procedures Act;
    - ii. College Honor Court; or
    - iii. University Honor Court.
- b. The student who does not respond in writing as set forth above 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 Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. §§ 4-5-301-325.

**C. Rights for the Accused**

- a. The student has a right to a hearing in accordance with the contested case provisions of TUAPA. The hearing will be held under the provisions of the TUAPA in the absence of a voluntary written waiver of this right. If the student waives the right to a hearing under TUAPA, the hearing will be held in accordance with the UTHSC Honor Code Hearing procedures listed below.
- b. For TUAPA Hearings, students may be represented by legal counsel at the student's expense. If representation by legal counsel is chosen, the student must provide notice of intent to be represented by counsel concurrent with the request for the TUAPA 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, acting through the individual with responsibility for student affairs, will make available to an accused student a faculty advisor (usually from another college or from another academic program) knowledgeable about the Honor Code and hearing procedures. The advisor will be available to the accused prior to, and during, the hearing.
- d. Normally, an accused student will be permitted to continue attending classes following a Notice of Charge until the case has been resolved, assuming that the case does not extend for more than one complete term after the alleged offense occurred. Should the adjudication continue into the next official term, the grade for the course in question will be listed as an "I" (incomplete) until the case is finally adjudicated. Once adjudicated, the "I" will be converted to the grade earned if the student is acquitted or to the grade consistent with final determination. Students who are involved in clinical training when a notice of

charge is filed may not be able to continue with their clinical activities, depending on individual circumstances. Should such a situation arise, the Dean or designee from the student's college will determine the feasibility of allowing the student to continue in the clinical setting while the case is being adjudicated or whether an alternative type of directed study might be provided to maintain continuous enrollment. In instances in which the case extends into the second semester following the Notice of Charge, the student will normally not be allowed to participate in coursework until the case has been resolved.

- e. The honor court makes recommendations to the Dean as to penalties that should be imposed for a guilty verdict. The Dean makes the ultimate determination as to the severity of the penalty, which could include denial of credit for courses attended while the case was being adjudicated in addition to a full range of other penalties.
- f. If an accused student leaves the university prior to the resolution of the case, his/her Honor Council President shall prepare a written letter to the Dean indicating the nature of the alleged violation(s) and the fact that the case was not resolved prior to the accused's departure from school. This letter shall include written, signed statements obtained from all witnesses related to the alleged offense, including those identified by the accused as having information relevant to the case. A copy of this letter and accompanying statements shall be forwarded to the Office of Student Affairs to be placed in the accused student's permanent record.
- g. Should the accused student leave the University without resolving his/her case and later be readmitted, the Dean of that student's college shall require the accused to appear before the council and resolve the pending case, using the written statements from witnesses if these individuals are no longer available to appear in person. Should the council thereafter acquit the student, the Dean shall inform the Office of Student Affairs and request that a notation of acquittal be added to the student's permanent record.

## **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 hearing 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.

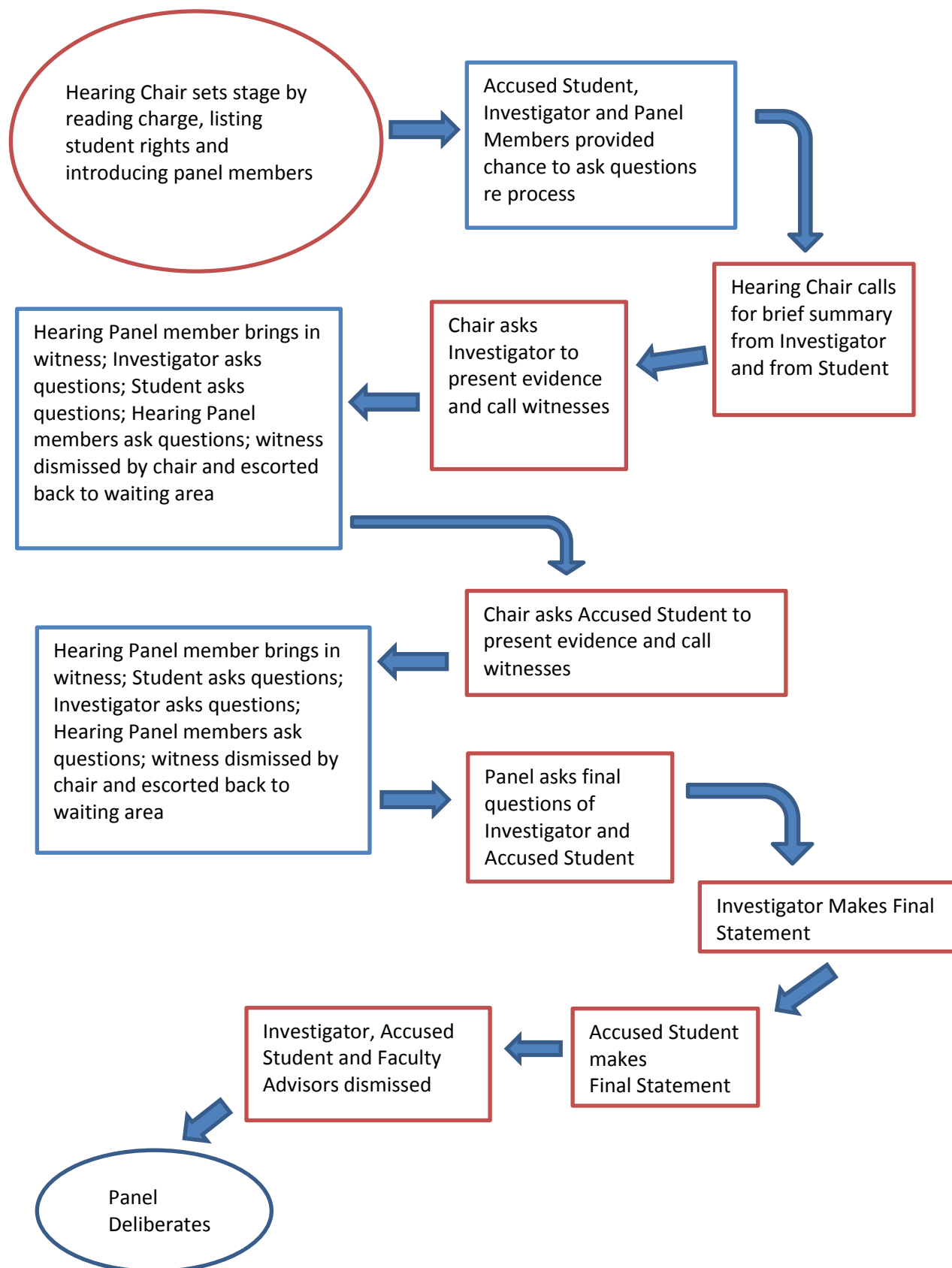
- a. The hearing should be scheduled as soon as possible following receipt of the accused's request for a hearing under the Honor Code. For a University Honor Court, the Vice Chancellor for Academic, Faculty and Student Affairs (or designee) will set the hearing date. For a College Honor Court, the individual within the college with responsibility for student affairs (or designee) will set the date for the hearing. In either case, the date selected should facilitate the participation of all relevant parties in as rapid a time frame as practicable.
- b. The investigator should provide the accused and the members of the Honor Court with all documents related to the case prior to the hearing. Such materials may be provided in advance of the hearing using encrypted emails or other methods designed to assure confidentiality of these materials or on the day of the hearing, so long as panel members are provided with sufficient time to review the materials before the formal hearing begins.
- c. Both the accused and the investigator have the right to request the participation of witnesses. Each side (e.g. both the accused and the investigator prosecuting the case) is responsible for soliciting the participation of their witnesses and providing them with relevant information as to date and venue for the hearing.
- d. Witnesses cannot be compelled to participate – if they cannot or will not participate, they may be asked to provide a written statement documenting their knowledge of the case. The hearing panel members would then determine whether to consider such a statement as evidence, balancing the potential value of the information with the fact that the witness could not be questioned as part of the hearing process.
- e. Prior to the hearing, members of the Honor Court should meet to review the documentation, determine the order of witnesses and discuss the procedure that will be followed during the hearing.
- f. The hearing process is intended to be entirely student-led and any participation by the individual serving as the Honor Council advisor should be limited to advice **on process** only during the hearing. This advisor should leave the hearing room during final deliberations of the Council but remain available for consultation.
- g. Other faculty members or administrators may be called as witnesses but they cannot



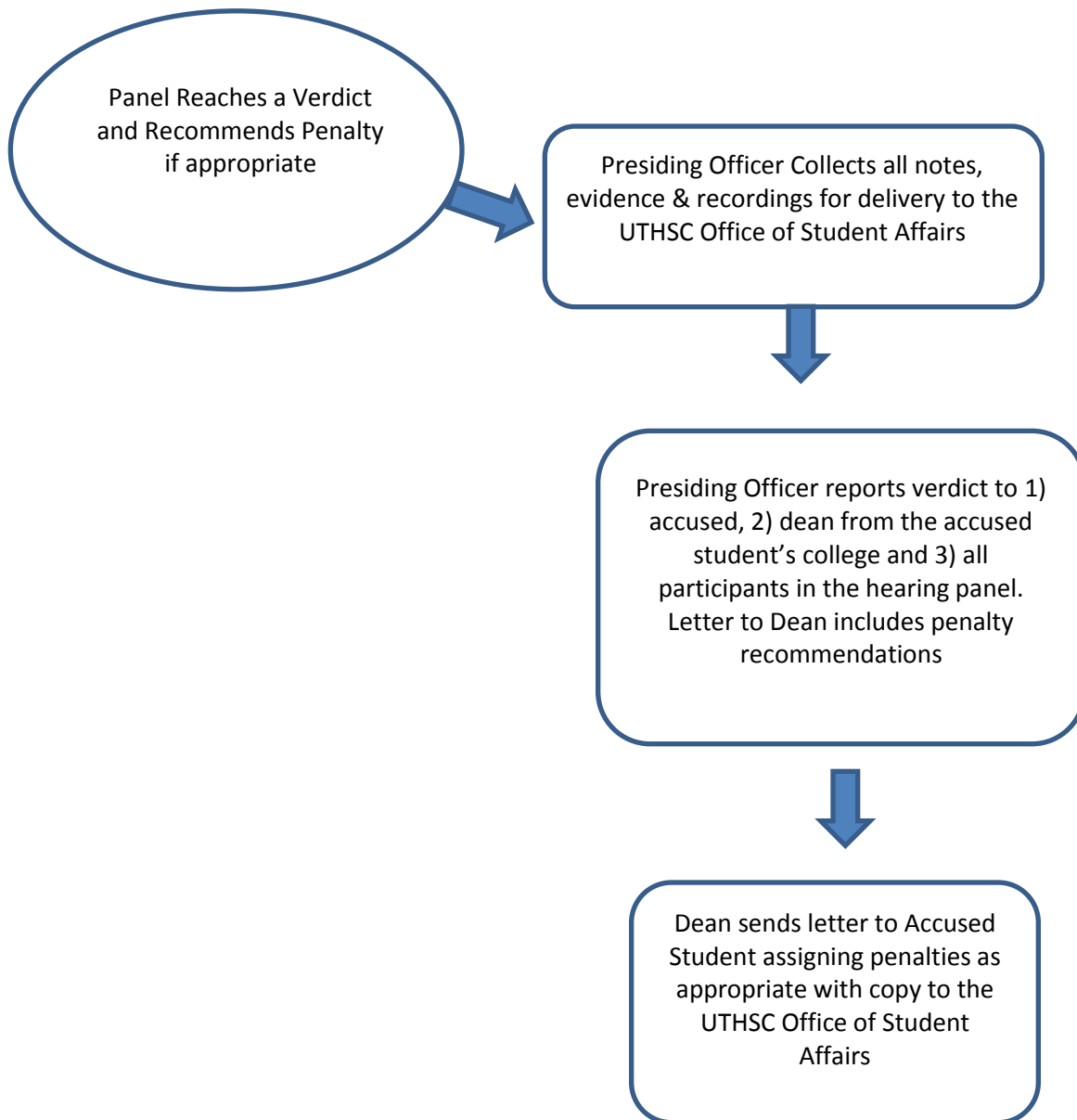
assume the role of “prosecutor” or “defense attorney” nor should they serve as an active member of the hearing panel, including asking questions or participating in the deliberations in any way.

- h. The faculty member serving as the accused student’s advisor must also refrain from active participation in the hearing – his/her role is to provide suggestions to, and support for, the accused but not to serve in the role of a “defense attorney”.
- i. Honor court hearings are not open to the public; family members, supporters, and other interested parties will be provided with a waiting area near the hearing room but will not be allowed to listen to, or otherwise participate in, the formal hearing.
- j. The investigator will present the case, serving in the role of the prosecutor; he/she cannot participate in the final deliberations of the hearing panel.
- k. The accused has the right to attend all parts of the formal hearing, except the deliberation of the Honor Court. In addition the accused has the right to question all witnesses and is afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue.
- l. Student members of the hearing panel have broad latitude in determining the evidence that will be admitted, the witnesses that will be called and the order of testimony. Judicial rules of evidence and procedure do not apply.
- m. Individuals with legal backgrounds are not allowed to participate in college or university honor court hearings.
- n. If the accused student withdraws from his/her program before the case is fully adjudicated by the Honor Council, the president of the Honor Council must obtain written, signed statements from all witnesses who were identified by either the prosecution or by the accused as having information relevant to the alleged incident. This information along with a brief update on the case should be sent to both the Dean and the UTHSC Office of Student Affairs and retained in the accused student’s permanent file. If the student later applies for readmission, the UTHSC Office of Student Affairs will advise the Dean of the need to resolve the honor code issue and contact the current president of the college Honor Council. The president will review the records of the case and convene a new college honor court. If witnesses are no longer available, the college Honor Council members will consider the written statements provided by witnesses as evidence.
- o. A verbatim record shall be made of the hearing procedures, using a procedure that is coordinated by the Office of Student Affairs; defects in the record do not invalidate the proceedings. All materials related to the case, including the hearing recording, are retained by the office of Student Affairs.
- p. Following the conclusion of the hearing, the hearing panel considers the evidence and presents written findings, conclusions, and recommendations of possible penalties to the Dean of the College in which the violation occurred.
- q. At least five (5) members of the Honor Council are required for a quorum on the hearing panel. To assure that a quorum is present, at least one alternate panel member should be present at the formal hearing. This individual becomes part of the panel if a member is recused; however, if his/her participation is not required, the alternate is discharged and does not participate further in the formal hearing. A majority vote of the hearing panel members is required for any decision.
- r. A finding of guilty requires that the truth of the charge(s) at issue be supported by a preponderance of the evidence.

- s. Once the panel has reached a decision and determined innocence or guilt (along with penalty recommendations if appropriate), the president (or presiding officer in the case of a University Honor Court) preserves all materials related to the case (notes, hearing recording, materials presented as evidence, etc.) delivering them to the UTHSC Office of Student Affairs. The president (or presiding officer in the case of a University Honor Court) prepares a written statement outlining the findings of the hearing panel and its recommendation(s). Copies of this written statement are provided within 5 business days to:
  - (a) the dean of the college of the accused student
  - (b) the accused and any witnesses who participated in the hearing
  - (c) the UTHSC Office of Student Affairs.
- t. Honor Court records are maintained by the UTHSC Office of Student Affairs. Such files are considered an official student record and general information (e.g. whether student was ever charged or convicted of an honor code offense) may be requested by licensing agencies or by prospective employers.
- u. A flow chart illustrating the suggested sequence of events during the formal hearing is shown below.



Procedure (continued)



## ARTICLE VIII. PENALTIES

- A. If a verdict of guilty is rendered, the presiding officer of the Honor Court hearing will report its findings to the Dean of the accused's college and make recommendations as to possible penalties that might be imposed. Recommended penalties may include probation, suspension, dismissal, or any other action deemed appropriate.
- B. In cases in which the accused has been found guilty, the Dean will consider the evidence, written findings, conclusions, and recommendations of the Honor Court and determine the punishment that he/she will impose. This decision will be rendered within ten (10) University working days of receipt of the Honor Court decision, and will be provided in writing to the accused by University email and by letter sent to the student's last official mailing address. In cases where he/she is not available to provide a timely response, the Dean may appoint a designee to provide the official college response.
- C. A copy of the Dean's (or designee's) decision will be sent to the president/chair of the Honor Court as well as to the UTHSC Office of Student Affairs where it will become part of the student's permanent record.

## 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. Proposed amendments 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	



## COLLEGE HONOR COUNCILS

### *COLLEGE OF ALLIED HEALTH SCIENCES*

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

### *COLLEGE OF DENTISTRY*

1. **Composition.** The Honor Council of the College of Dentistry consists of three (3) elected representatives from each class and one (1) elected alternate representative from each class. The alternate representative attends all regular meetings and participates in hearings, though the alternate does not vote unless a representative from that class is absent. The alternate shall only be counted in the total number required to constitute a quorum when replacing a class representative. During the interval between the graduation of senior representatives and the installation of new freshmen representatives, the alternates function as full Council members and participate in hearings held during this period.
2. **Election of Members.**
  - a. Each new class elects its Council members within eight (8) weeks of the first day of the beginning of classes.
  - b. The Honor Council representatives may be reelected at the discretion of a class. However, it is recommended that Honor Council representatives be retained, if satisfactory, to provide continuity.

3. **Vacancy.** If any Council member is, for any reason, unable to sit in judicial capacity at the hearings, the respective class is represented by the elected Honor Council alternate representative, who assumes all the regular powers of a Council member. Should a regular Council member be removed from office, the vacant position is filled by the alternate member from that class and a new alternate member is elected by the class.
4. **Faculty Advisors.** Two Faculty Advisors are appointed by the Dean to assist the Council in its operation. The Faculty Advisors shall be permitted to attend all Honor Court proceedings of the Honor Council with voice but no vote.
5. **Quorum.** At least five (5) of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of class distribution or alternate status.
6. **Letter of Warning.** The College of Dentistry Honor Council reserves the option to issue a letter of warning to a student in the event of multiple complaints describing suspicious behavior, but without a guilty verdict. The purpose of this letter is to notify and warn a student that his/her behavior is raising concern among his/her classmates, staff and faculty that the activity in question may be in violation of the Honor Code. If the activity of behavior continues, a formal Notice of Charge may follow.
7. **Advocacy.** The Associate Dean for student affairs shall also be available as the student's advocate and will assist and advise any student(s) charged with an Honor Code violation.

### ***COLLEGE OF GRADUATE HEALTH SCIENCES***

1. **Composition.** The Honor Council of the College of Graduate Health Sciences consists of the Graduate Student Executive Council, who are voting members, and their alternates with voice but not vote. An alternate member may vote in the absence of a voting member for that department.
2. **Election of Members.** The members of the Honor Council are selected according to the Constitution of the Student Government Association of the UTHSC College of Graduate Health Sciences, Articles IV and V. One member of the Honor Council is elected as the Honor Council President by simple majority of the Honor Council members.
3. **Vacancy.** In the event of a vacancy occurring in the Honor Council, the alternate member from the department in which the vacancy occurs becomes the voting representative for that department.
4. **Faculty Advisor.** The Faculty Advisor is the Associate Dean for Student Affairs who may be present at hearings with voice but no vote. The advisor is an ex officio member of the Graduate Student Executive Council.
5. **Quorum.** Unless otherwise specified by the colleges (see addenda below), a quorum for an Honor Court Hearing must include at least five (5) members of the Honor Council.

### ***COLLEGE OF MEDICINE***

1. **Composition.** The Honor Council of the College of Medicine consists of four (4) 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.
2. **Election of Members.**

- a. Each new class elects its Council members during their first term on campus.
  - b. The Honor Council representatives may be reelected at the discretion of a class. However, it is recommended that Honor Council representatives be retained, if satisfactory, to provide continuity.
3. Vacancy. If any Council member is, for any reason, unable to sit in judicial capacity at the hearings, the respective class is represented by the elected Honor Council alternate representative, who assumes all the regular powers of a Council member. Should a regular Council member be removed from office, the vacant position is filled by the alternate member from that class and a new alternate member is elected by the class.
3. Faculty Advisor. The faculty advisor is appointed by the Dean or designee (usually the Associate Dean for Student Affairs) to assist the Council in its operation, but shall not be present during Council hearings.
4. Quorum. At least five (5) 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.
5. 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.

### **COLLEGE OF NURSING**

1. **Composition.** The Honor Council of the College of Nursing consists of a chairperson and one (1) representative from each of the degree programs. The Honor Council chairperson presides over all regular meetings and over Honor Council hearings. Program representatives will serve as members of the hearing panel.
2. **Election of Members.** The Honor Council president must be a full-time CON student and is appointed by the president of the College of Nursing SGA. Program representatives are elected by each class during the fall election period.
3. **Vacancy.** In the event of a vacancy occurring in the Honor Council, a class election is held within four (4) weeks of the vacancy to elect a new representative. In the event of a vacancy of the Honor Council president, a new president is appointed by the president of the College of Nursing SGA.
4. **Faculty Advisor.** The Assistant Dean for Student Affairs shall be the College of Nursing Honor Council faculty advisor. The faculty advisor shall be permitted to attend all proceedings of the Honor Council with voice but not vote.
5. **Quorum.** At least five (5) 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.

### **COLLEGE OF PHARMACY**

1. **Composition.** The Honor Council of the College of Pharmacy consists of elected representatives from each class and campus governed by the Honor Code. The voting members and alternate (voice, but not vote) members will be distributed between the classes and campuses in the following manner:

Class	Campus	Total Members	Voting	Alternate
P1	Memphis	4	3	1
P2	Memphis	3	2	1
P2	Knoxville	2	1	1
P3	Memphis	3	2	1
P3	Knoxville	2	1	1
P4	Memphis	3	2	1
P4	Knoxville	2	1	1

The alternate member may vote in the absence of a voting member from that particular class. Alternate members will be the members with the least number of votes obtained during the election process for each class and campus. The executive officers (president, vice president, secretary and treasurer) of each class governed by the Honor Code, and those of the SGA Council, are ineligible to be members of the Honor Council.

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

## SAMPLE LETTER, NOTIFICATION OF CHARGE

Date:  
CERTIFIED MAIL  
RETURNED RECEIPT REQUESTED

Date

Person & Their Address

RE: NOTICE OF CHARGE

Dear:

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

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

on your \_\_\_\_\_, which is a violation of \_\_\_\_\_ of the Honor Code.

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

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

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

Should you wish counsel and information relative to this charge, and information relative to your options of appeal, you may contact the Vice Chancellor of Academic, Faculty and Student Affairs. In addition, the associate dean with responsibility for student affairs \_\_\_\_\_ in the college of \_\_\_\_\_ can provide you with a faculty member who can advise you on honor code hearing processes.

Sincerely,

President  
HONOR COUNCIL  
College of \_\_\_\_\_

## STUDENT STATUS DURING ACADEMIC APPEALS WITHIN A COLLEGE

The University of Tennessee Health Science Center (UTHSC) recognizes that a student who has been dismissed for academic reasons must be afforded an opportunity to appeal dismissal. UTHSC also recognizes the merit of permitting a dismissed student to attend classes while college level appeals are under review. To this end UTHSC has created a process whereby a dismissed student can continue to attend classes for an additional term without incurring additional costs for tuition and fees if the appeal process within his/her college is not yet completed. This process requires that students change their enrollment status from 'active' student to 'non-degree seeking' while the appeal is under review.

### POLICY RATIONALE AND EXPLANATION

Once a college progress/promotion committee has recommended that a student should be dismissed, the college sends a notice to the Office of the Registrar and to the student informing them that the student will be dismissed pending final review by the Dean and completion of prescribed appeal processes within the college. [The notice to the Registrar will involve the Student Status Change Form that is available at the Registrar's web site]. Once the office has been informed of the proposed dismissal, the Registrar will cancel the student's registration for the next semester. The Registrar will then advise the student (by email) as to the process for continuing as a non-degree student during the appeal of his/her dismissal. The student must provide a written request to the registrar within five (5) business days indicating a desire to re-enroll as a non-degree seeking student with permission to audit the courses that he/she they planned to attend.(1) The student will not be charged tuition and will not earn credit for his/her coursework during the college appeal process. If the student's appeal is successful, the college will so inform the Office of the Registrar and the student status will change back to 'student in good standing,' making him/her eligible to receive federal loans. The Office of the Registrar will then instruct the student to re-enroll and require payment of normal tuition and fees. [Assuming that payments are made within 14 business days after re-enrollment, late fees will not be applied]. If the student appeal fails, the college will advise the Registrar who will in turn cancel the student's enrollment and inform the student that he/she is withdrawn from the institution and no longer permitted to attend classes. In such instances, the effective date of withdrawal for reporting purposes is the date that the Registrar is informed of the Dean's dismissal decision.[Note: the term Dean includes the term Executive Dean where relevant].

(1) Auditing of courses involving clerkships/clinical experiential experiences audits may not be allowable; students seeking to enroll as non-degree students in such courses must obtain a written permission from their college.

### PROCEDURE

#### A. College Notice to the Registrar's Office

Student dismissal for unsatisfactory academic progress is based on the decision of the college in which the student is enrolled. Notice of dismissal must be provided to the Office of the Registrar to insure that the student who is appealing an academic dismissal be properly identified in our UTHSC student information system, with the appropriate changes to the student's enrollment and financial aid status. Therefore, each college at UTHSC will:

- Send the Student Status Change Notice to the Office of the Registrar indicating that the student will be dismissed for academic reasons pending final action by, and appeal to, the dean
- Send the student recommended for dismissal a letter that includes, but is not limited to, the following information:
- A statement of his/her right to appeal.

- Directions as to the process and timelines that are required for the appeal, noting that the intent to appeal must be in writing, addressed to the proper college authority, and follow process prescribed by college policies.
- Directions as to how the student can continue taking classes during the appeal by enrolling as a non-degree-seeking/audit student.
- A statement indicating that:
  - If the appeal is successful, the student will pay tuition and fees in full and credit will be earned for time as an audit student.
  - If the appeal is not successful, student will be withdrawn from the institution and the effective date of withdrawal will be reported to the National Student Loan Data System.

## **B. Student Request to Audit Course Work**

During the appeals process, a student who desires to continue attending classes may do so with the permission of his/her college and after providing a written request to the Office of the Registrar. Auditing of courses involving clerkships/clinical experiential experiences may not be allowable; thus, students seeking to enroll as non-degree students in such courses must seek additional guidance from their college and obtain written permission to enroll. Upon receipt of the student's written request, which must be received within five (5) business days of the notice of dismissal, the student will be enrolled in classes as an audit student. Such permission will not be granted if the appeal process extends more than one semester following the original committee action recommending dismissal. In instances in which the appeal process extends into a second semester the student will be withdrawn. The status of the student will not change again until and unless his/her appeal is upheld and the University reinstates him/her as a student in good standing.

## **C. Student's Appeal is Successful**

A student who has been auditing coursework while awaiting appeal will be re-enrolled as a degree-seeking student if his/her appeal is successful. The student will be required to pay full tuition and fees for the classes that he/she has been auditing and will receive full course credit and grades that have been earned that semester.

## **D. Student's Appeal is Not Successful**

If the appeal is not successful, the student is immediately withdrawn from the institution. The effective date of withdrawal for reporting purposes to the National Student Loan Data System (NSLDS) is the date of the final decision from the dean.

## **E. Refund Procedures**

If a student has paid for the next semester prior to learning about their academic dismissal, he/she may request a refund from the Bursar's Office.

## **F. Eligibility for Financial Aid during the Appeals Process**

Once a student has been dismissed, he/she is no longer eligible to receive any type of federal, state or institutional aid. This includes all grants, loans, work-study and scholarships originating from UTHSC.



**G. Students who do not continue attend classes during their appeal**

If the student does not choose to audit coursework during appeal, he/she will be completely withdrawn from the institution and the withdrawal will be reported to NSLDS. If the student is successful in his or her appeal process, the student must re-enroll for coursework. Based on the time elapsed and the amount of coursework missed, the college will then determine whether the student will be allowed to rejoin his/her classmates or repeat the course at a later time.

## STUDENT ORGANIZATIONS & OPPORTUNITIES

### SGAEC - STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL

The SGAEC is composed of the presidents of each of the six UTHSC college student government associations 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.

#### 2013-2014 SGAEC REPRESENTATIVES



President (pictured) Ben Maddox, Medicine

Allied Health	Stephanie Stafford
Dentistry	Chris Wilson
Graduate Health	Kyle Urquhart
Medicine	Sara Rutter
Nursing	Porshia Mahoro
Pharmacy	Katie Qualls

#### 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 implementing 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.
- 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 shall be an ex-officio and non-voting member 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 Office of Student Life 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. Enrollment Services and Bursar Advisory Committee
  4. Entertainment Committee
  5. Fitness Center Advisory Committee
  6. Student Assistance Committee
  7. Student Computer and Technology Committee
  8. Student-Faculty Disciplinary Appeals Committee
  9. Student Parking Appeals Committee
  10. Student Services Advisory Committee
  11. Yearbook Committee

#### **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 Committees: The SGAEC through its members shall be responsible for appointing their respective college representatives to the following committees:
1. Library Advisory Committee
  2. Parking Authority
  3. Student-Faculty Disciplinary Appeals Committee
  4. Student Health Advisory 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 are eligible to apply.
2. Each applicant must submit a CV and letter of intent to the Selection Committee.
3. Each member of the Selection Committee must read and evaluate each CV and letter before the interviews begin.

#### **C. Interviews**

1. The Selection Committee can exclude an applicant from receiving an interview by a majority vote.
2. During the interviews, each applicant will be asked the same questions, which will be decided by the Selection committee before the interviews begin.
3. Each applicant will be evaluated using the same format.

#### **D. Selection**

1. The Selection committee will decide the numerical scale used to evaluate the applicants before the process begins.
2. The three applicants with the highest scores will be sent to the Chancellor for approval before being sent to the Governor for final selection.
3. In the event of a numerical tie, the Selection Committee will break the tie with a majority vote. If the Selection Committee is locked in a tie decision, the SGAEC President will break the tie.

## **APPOINTMENT OF STUDENT COMMITTEES**

Each college president appoints students to serve on the following committees. The Office of Student Life maintains a listing of these committee members. Call the Office of Student Life at 448-5610 if you need further information about committees.

### ***Appointment to Student Committees***

#### **CAMPUS IMPROVEMENT FUND COMMITTEE**

One student from each college whose purpose is to make recommendations to the SGAEC for use of the Campus Improvement Fund. Contact: Emily Cooley

#### **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. Contact: Pam Houston

#### **ENROLLMENT SERVICES AND BURSAR ADVISORY COMMITTEE:**

One SGAEC and one student from each college to enhance and encourage open lines of communication between college administrators and the Office of Enrollment Services and Bursar.  
Contacts: Dr. Sonya Smith and Gwen Campbell

#### **ENTERTAINMENT COMMITTEE**

One student 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. Contact: Emily Cooley

#### **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. Contact: Frank Harrison

#### **STUDENT ASSISTANCE COMMITTEE**

One student from each college to assist and make recommendations to the Student Academic Support Services area. Contact: Kathy Gibbs

#### **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. Contacts: Vikki Massey & Ebony Smith

#### **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. Contacts: Michael Austin & Liz Roemer

#### **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. Contact: Liz Roemer

#### **STUDENT SERVICES ADVISORY COMMITTEE:**

One SGAEC member and one student from each college to enhance and encourage open lines of communication between the student services areas (Bursars Office, Bookstore, Campus Police, Food Service, Parking Services and Print Shop) and the students. Contact person: Tony Ferrara

#### **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. Contact: Sheila Champlain



### ***Appointment to Campus-Wide Committees***

Students are also appointed to these committees by the SGAEC:

#### **LIBRARY ADVISORY COMMITTEE**

(1 SGAEC member + 1 other student, traditionally from Graduate Health Sciences) To provide a communication mechanism for faculty and students and the Library; and to serve in an advisory capacity to the Director of Library Operations with respect to Library planning and policy. Contact: Dr. Tom Singarella

#### **PARKING AUTHORITY**

(1 SGAEC member) To develop a parking plan within the available resources for the campus. Contact: Chief Ida Upchurch

#### **STUDENT HEALTH ADVISORY COMMITTEE**

(1 SGAEC member + 1 student from each college) To coordinate and develop operations and procedures relating to the University Health Services. Contact: Dr. Lawrence Madlock and Christa Deiss

### ***RECOGNITION & CONDUCT OF STUDENT ORGANIZATIONS***

#### **INTRODUCTION**

- 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***

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 seven (7) businessdays, 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***

**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.

**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;
- g. the name of the faculty advisor of record for the organization along with a signed form (see below and on the Student Life web site) indicating that the faculty member has agreed to provide the expected level of oversight for this organization. [Note that the student organization is responsible for notifying Student Life if the faculty advisor changes and for insuring that the new advisor of record completes and returns the faculty advisor form].
- h. 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.

### Responsibilities of Faculty Advisors to Student Organizations

1. Have a working knowledge of campus policies relating to student organizations as well as an interest in the student organization for which you are an advisor.
2. For new organizations, assist in the development of the group's mission statement and charter and in other steps needed for the group to gain formal recognition by the SGAEC. For existing organizations meet with new officers at the beginning of each academic year to determine whether the group's mission and charter are still appropriate and to set goals for the year.
3. Keep abreast of topics/areas of interest for the organization.
4. Where relevant, serve as interface between the student organization and any external agencies with which they may be affiliated, assuring compliance with campus policies.
5. Serve as an interface with university officials, making sure that the student organization is aware of, and in compliance with, any changes to system and campus policies, procedures that might affect the organization.
6. Make sure that you, or someone in your college (such as the business manager ) provides oversight of fund-raising, fund-accounting, and fund disbursement (including reimbursements for travel and/or for group activities on or off campus)
7. Assist in planning of all social and formal functions, whether on or off-campus and participate in group functions, providing guidance to assure compliance with university regulations.
8. Encourage initiative and leadership within the specified organization
9. Assist in resolving any disputes that arise (within the organization, with other student organizations or with administration.)

By signing below, I accept responsibility for the role of faculty advisor for the \_\_\_\_\_ Student Organization

\_\_\_\_\_ (Printed Name) \_\_\_\_\_ Signature)

**Note:** In some organizations, the above duties may be shared by multiple faculty advisors and only one of these advisors, the advisor of record, needs to complete and submit this form. Questions as to duties and liabilities of faculty advisors should be directed to the Associate Vice Chancellor for Student Affairs. In addition please review information on the Student Affairs website.

### Hazing

Student Organizations are prohibited from engaging in hazing activities.

### Affiliation

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.
- C. Not such as to change significantly the fact that the organization is an association of students, with primary interest on the campus. University facilities may be reserved for organizational and other ad hoc meetings;
- D. Limited in scope with respect to the level of financial and intellectual support provided, such that

the affiliation conforms to the campus "Conflict of Interest Policy" relating external agencies (see [https://www.uthsc.edu/policies/w932\\_document\\_show.php?p=587](https://www.uthsc.edu/policies/w932_document_show.php?p=587)) and to campus expectations that student organizations define their own meeting agendas and topics for external speakers.

- E. 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***

When the organization does not show a reasonable amount of activity in promoting the ends and purposes in its constitution, as evidenced by membership, meetings and other activities, recognition may be suspended.

Recognized student organizations are expected to provide a brief report of their year's activity upon request of the Office of Student Life. An organization suspended due to inactivity may be reactivated by application to the Office of Student Life, subject to review by the SGAEC, by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization suspended as inactive for four (4) years.

### ***Suspension of Committee Recognition For Cause***

- 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***

- A. A refusal by the SGAEC to recommend, to the Office of Student Life, recognition for a student organization must be based on one or more of the following:
  - a. If the objectives or purposes are illegal under local, state, or federal laws or do not conform with regular University regulations.
  - b. If the organization would, in the opinion of the SGAEC, constitute a clear and present danger to the continued or proper functioning of the University, or if its purposes are outside of the educational functions of the University.
- B. The SGAEC shall use the following procedures prior to any recommendation that an organization not be recognized:
  - a. If the organization's constitution does not conform with those requirements set forth in the policies governing student organizations, the council or its representative(s) shall meet informally with the organization in order to explain the violations and how the organization can meet the requirements by revising its constitution.
  - b. If the violations are not eliminated or seen to fall under those criteria listed under Paragraph 'a' above, the SGAEC shall hold a hearing to determine whether the organization should be registered.
  - c. Prior to the hearing, the SGAEC shall issue to the organization an order to show cause why recognition should not be denied and stating the reasons for issuance of said show cause order.
  - d. It shall notify the organization in writing of the date, time, and place of hearing before the

SGAEC on the show cause order.

- e. It shall permit the organization to appear at the hearing with an advisor of its choice and to present evidence and argument in its behalf.
- f. If the SGAEC determines that registration should not be granted, it shall issue a written report, a copy of which must be given to the organization, explaining the reasons for its negative recommendations to the Vice Chancellor for Academic, Faculty and Student Affairs.

### **Meetings**

#### **A. On the Campus**

Recognized student organizations are encouraged to hold their meetings on the campus, and University facilities shall be made available to them whenever possible.

#### **B. Conduct at Meetings**

All meetings should be conducted in an orderly fashion and in compliance with University rules and regulations. When an organization opens a meeting to the public, it has the obligation to see that any portion of the meeting given over to audience discussion is open to all present so far as time permits.

### **Notices & Other Printed Materials**

Notices, placards, pamphlets, and other materials may be printed and distributed by recognized student organizations to further the purposes stated in their constitution, subject to the following limitations:

#### **A. Identification and Responsibility**

Recognized organizations shall be responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.

#### **B. Libelous, Scurrilous and Inciting Materials**

The right to distribute notices and printed materials shall not extend to libelous, scurrilous, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public laws and the public peace, or the regulations of the University.

#### **C. Distribution of Printed Materials**

Distribution must not invade classrooms, interfere with classes, infringe on dormitory regulations, or be done in a manner that adds to litter on the campus. Organizations proposing to distribute printed material on the campus must obtain permission from the Office of Student Life. If such permission is not obtained or if materials are posted in areas other than those that are approved, posted materials will be removed. 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**  
Requests for approval of any form of solicitation must be made in writing to the Associate 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 on line at the Student Life web site <http://www.uthsc.edu/studentlife/>. The purpose for which the money will be



used must be stated before approval will be granted.

**G. Bake Sales**

Student organizations wishing to raise funds through bake sales must also seek approval at least seven (7) business days preceding the date of the proposed date of the activity. Special forms for making requests are provided on line at the Student Life web site <http://www.uthsc.edu/studentlife/>. 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. Use of Campus Space/Facilities for events involving a Non-UT-Affiliated group/individual –**

Student organizations must comply with campus regulations involving the use of campus facilities whenever group activities will include non-UT-affiliated groups/individuals. These regulations are detailed in two policies available on the Academic Affairs website <https://academic.uthsc.edu/policy.php> - “Student Organizations – Guidelines for Invited Speakers,” and “Use of Outdoor Space by Non-Affiliated Persons”. These regulations in no way abrogate the exercise of First Amendment freedoms by students/student organizations and there are no restrictions on whom a student organization includes in its use of University-controlled property, or chooses not to include; nor are there restrictions on the topics or points of view expressed by a student organization or non-affiliated person. That said, any student organization that includes a non-affiliated person in its activities shall be responsible for ensuring that the non-affiliated person complies with the restrictions specified in the campus policies. Student organization should register all events involving non-UT affiliated individuals at least seven (7) business days in advance using a form that can be found on the Student Life website.

**I. Volunteer Service**

All organizations are expected to report their volunteer or community service activities to the Office of Community Affairs (contact information is available at their website - see <https://www.uthsc.edu/communityaffairs/staff.php>). In some instances, such reporting must occur prior to the proposed activity to assure that students have proper liability coverage (e.g. when the activity will involve some form of health care in the community) and involve licensed faculty providers. In these cases, notice should be provided at least 7 business days in advance of the proposed activity and the student organization must indicate the name(s) of those faculty members who have agreed to participate. All other events/activities should be reported at the end of each term, indicating the type of activities performed, the number of students participating, the number of hours contributed and estimates of the number of individuals served where relevant. Records of volunteer activities are required by the campus to complete reports for the UTHSC campus and to promote the many positive activities which students are performing during their personal time. With prior knowledge of events, additional assistance and support may also be available.

**J. 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.

**K. Photocopying**

Recognized student organizations are eligible for a free print quota for organizational business. Requests for such accounts should be made to Brad Terhune ([bterhune@uthsc.edu](mailto:bterhune@uthsc.edu)); he in turn will verify that the group has obtained formal recognition by contacting the Office of Student Life. Organizations will be billed once the free quota has been exceeded. Charges must be paid in the Office of Student Life within two weeks of receipt of the invoice.

**L. Solicitation**

Solicitation of funds from private sources (individuals, corporations, foundations, organizations) must be approved at least ten (10) days in advance by the Associate Vice Chancellor for Student Fairs 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***

- 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 Associate 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 Associate Vice Chancellor for Student Affairs. Following approval by the Associate 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 Associate 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 will not be used for purposes of solicitation. (The procedure for obtaining permission to solicit on campus can be found above under [Campus Regulations \(ADD Internal LINK\)](#) and on the Student Life web site (Check Link).

### ***University Liability***

Fraternities, sports clubs, and other student organizations, even though registered or otherwise permitted to operate on or near University property and even though required to conform to certain prescribed University procedures in some cases, are not in any way or manner operated under the general supervision of the University or its Trustees, officers, administrators, or employees. Neither the University nor any of its Trustees, administrators, officers, and employees are in any way or manner liable for acts or failures to act on the part of such organizations. It is especially noted that the University is not responsible for bodily harm or death to participants in voluntary organizations or activities including voluntary athletics, hiking, karate, judo or other such organizations in which risk is incurred.

### ***Currently Recognized Student Organizations***

#### **BLACK STUDENT ASSOCIATION (BSA)**

*Faculty Advisors: Michael Alston, Ed.D. and Pamela Houston*

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.

Contact: Justin Booker, President email: [jbooker9@uthsc.edu](mailto:jbooker9@uthsc.edu).

#### **UT INTERNATIONAL ASSOCIATION**

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.

Contact: Pavan Kumar Vaddady, President Email:

[pvaddady@uthsc.edu](mailto:pvaddady@uthsc.edu)

#### **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, SAC 300.

### **INTERPROFESSIONAL STUDENT COUNCIL (IPSC)**

*Faculty Advisor: Peg Hartig, Ph.D.*

The IPSC is a student initiative that shall promote opportunities for interdisciplinary collaboration in educational, clinical, research, and community outreach settings. IPSC seeks to advance Interprofessional Education (IPE) and ensure that students are educated to deliver patient-centered care and improve health outcomes as members of an interdisciplinary team. Membership requirements: Each UTHSC college is entitled to have up to five representatives on the IPSC. This group will meet at least once per month when school is in session.

### **UTHSC Unite**

Faculty/staff advisor: Michael Whitt, Ph.D.

To increase visibility and provide support for people with sexuality concerns; invite speakers to address managing sexual minority patients; facilitate volunteer opportunities related to BGLT concerns. Meetings are held for small groups weekly and general assemblies are held one to two times per semester. All faculty, staff and students associated with UTHSC are eligible for membership.

## **COLLEGE- SPECIFIC GROUPS**

### **ALLIED HEALTH SCIENCES**

#### **Allied Health Student Government Association –**

*Faculty Advisor: Richard Kasser, Ph.D.*

The objectives are to serve as the collective official voice of the students in the College of Allied Health of the University of Tennessee

Health Science Center, and to function as the forum of local Allied Health student government. It represents all students in the College of Allied Health addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

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

### **Allied Health Christian Organization**

The Allied Health Christian Organization (AH-CO) is an organization that meets each Tuesday at noon for Christian fellowship and for student-led devotions. Because the word *tabernacle* implies an ordinary room that is transformed into a place of worship, the weekly gatherings are entitled *Tabernacle Tuesdays*. All students and faculty members at the Health Science Center are welcome to bring a brown bag lunch and attend Tabernacle Tuesdays. The goals of AH-CO are to support and encourage fellow students in their Christian faith, to welcome students regardless of religious belief, and to promote the

word of Christ.  
Contact: Ruth Mulvany, Advisor  
Email: [rmulvany@uthsc.edu](mailto:rmulvany@uthsc.edu)

### **Student Professional Associations –**

Allied health students are eligible for student membership in the professional association(s) of each discipline. Audiology and Speech Pathology students qualify for student membership in The National Student Speech- Language- Hearing Association, and Audiology students also qualify for membership in The Student Academy of Audiology. Cytotechnology/Histotechnology students may become student members of several associations including the American Society for Cytotechnology, the American Society of Cytopathology and the National Society for Histotechnology; dental hygiene students qualify as student members of the American Dental Hygienists' Association (ADHA) and the National Dental Hygienists' Association (NDHA); MDH students may also qualify for student membership in ADHA and NDHA as well as the American Dental Education Association; health informatics and information management students may join the American Health Information Management Association and can be student members of the Healthcare Information and Management Systems Society; medical technology students are required to join the American Society for Clinical Laboratory Science as student members; occupational therapy students may join the American Occupational Therapy Association and the Tennessee Occupational Therapy Association; and physical therapy students may become student members of the American Physical Therapy Association.

### **The Minority Student Association of the Allied Health Sciences at UTHSC –**

(Inactive as of Fall 2013). 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.

### **DENTISTRY**

#### **American Dental Education Association**

(ADEA) is a national organization to promote and improve dental education. Its mission is to lead faculty, students and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public. Contact: Sue-Ellen Young Cho, President email: [scho15@uthsc.edu](mailto:scho15@uthsc.edu)

#### **College of Dentistry Student Government Association (CoDSGA)**

*Faculty Advisor: Stan Covington, D.D.S.*

The objectives of the CoDSGA are to serve as the collective official voice of the students in the College of Dentistry of the University of Tennessee Health Science Center, and to function as the forum of local dental student government. It represents all students in the College of Dentistry addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression. The CoDSGA sponsors educational, cultural, intellectual and social projects for the betterment of the organization, the dental school, the dental profession and the community. The CoDSGA assists the Dean in implementing favorable relationships and communication between the students and faculty and serves as a liaison between the two. CoDSGA provides an opportunity for the development of leadership qualities and promotes and fosters knowledge of the structure of the dental profession.

#### **Omicron Kappa Upsilon Dental Honor Society**

Membership in this national honor fraternity reflects recognition of high scholastic standing and consistent, earnest study throughout the curriculum. To be eligible for election a student must rank in the upper twenty percent of the class scholastically, be of high moral character, and show promise of making significant contributions to the profession after graduation.

**Dental Students Research Group (SRG)** A chapter of the Student Research Group was established in 1985. Students are encouraged to join the American Association of Dental Research/International Association for Dental Research (AADR/IADR). The University of Tennessee Health Science Center chapter of the SRG is represented annually at the national meetings of the AADR/IADR. Research seminars and Journal Club meetings are held periodically to discuss ongoing research and review literature related to dental research.

#### **American Student Dental Association –**

*Faculty Advisor: Stan Covington, D.D.S.*

The University of Tennessee College of Dentistry chapter of the American Dental Association is recognized as the student governing body of the College. It is 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 65 dollars 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.

#### **Student National Dental Association –**

*Faculty Advisors: Waletha Wasson, D.D.S. and Ashanti Braxton, D.D.S.*

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 under-served. 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.

#### **American Association of Women Dentists –**

*Faculty Advisor: Janet Harrison, D.D.S.*

The UT Chapter of the American Association of Women Dentists (AAWD) was formed to foster mutual support among female dental students and to provide personal, social and professional association with women dentists.

**Fraternities** The University of Tennessee Health Science Center campus is home to chapters of two national dental fraternities: Psi Omega and Xi Psi Phi. The Interfraternity Council aids in the formulation of policies relating to the activities of the fraternities. Through the help of the Council, each fraternity has a program that augments that of the College of Dentistry in preparing dental graduates for successful lives in the dental profession.

### **GRADUATE HEALTH SCIENCES**

#### **Graduate Health Science Student Government Association**

The objectives are to serve as the collective official voice of the students in the College of Graduate Health Science of the University of Tennessee Health Science Center, and to function as the forum of local Graduate Health Sciences student government. It represents all students in the College of Graduate Health Science addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

#### **American Association of Pharmaceutical Science (AAPS)**

*Faculty Advisor: Hassan Almoazen, Ph.D.*

The mission of the American Association of Pharmaceutical Science UTHSC Student Chapter is to improve professional skills and prepare students for successfully securing a career in the pharmaceutical sciences. Membership is open to Graduate students in the department of Pharmaceutical Sciences at UTHSC.

#### **Black Graduate Student Association**

*Faculty Advisor: Isaac Donkor, Ph.D.*

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

### **International Graduate Student Association**

The purpose of the UT International Graduate Association is to help international students become familiar with the university and the city, to assist international students with communication, to help foster understanding of foreign cultures and the American culture, and to promote and establish a network of former members in academia and industry.

Contact: Pavan Kumar Vaddady, President Email:  
pvaddady@uthsc.edu

### **MEDICINE**

#### **Alpha Omega Alpha Honor Medical Society (AOA)**

The AOA is an esteemed society whose purpose is to perpetuate excellence in medicine. Selection to AOA is competitively based upon academic achievement and demonstration of attributes exemplary of a physician. The society sponsors two programs annually: AOA Distinguished Professorship and AOA Student Research Day. <http://www.uthsc.edu/Medicine/students/aoa/>

**Professionalism Committee** - The professionalism committee of the College of Medicine strives to instill and uphold the values and ideas set forth in the University of Tennessee College of Medicine's Code of Professionalism among students, residents, and faculty.

**Council on International & Area Outreach (CIAO)** - As the umbrella organization for all student outreach initiatives in the UT College of Medicine, the Council on International & Area Outreach will strengthen student commitment to our local community, promote awareness of our global health care needs and our responsibility to meet those needs, facilitate opportunities for education abroad, and support other student organizations engaged in public service. As such, CIAO will help to set a standard of global responsibility by demonstrating our willingness as future physicians to help others.

**Student Advisory Group (SAG)** - The structure of the Student Advisory Group is designed to provide the Office of Student Affairs the best possible advice and counsel in exercising its responsibilities to the College of Medicine students. The elected representatives (VP's for Student Affairs) from each class, along with its elected OSR's, are best able to provide this representation. Issues addressed are non-academic and deal with advancing the personal development and professional life of students.

#### **The American Medical Student Association (AMSA)**

*Faculty Advisor: Valerie Arnold, M.D,*

**The AMSA** is a national organization which offers students an opportunity to become involved in community outreach projects through locally organized chapters. AMSA is well known for its commitment to facilitating student impact on medical education and practice by developing networks that would increase physicians' awareness and sensitivity to their patients and communities. As a national organization, AMSA offers many opportunities, such as preceptorships in a variety of specialties across the country, participation in the International Medical Student Association, and access to experiences of other AMSA chapters. AMSA chapters receive support from AMSA national staff and task forces. AMSA task forces publish newsletters and hold seminars on areas of interest other than those already covered by our curriculum. These task forces include: Nutrition and Preventive Medicine, Death and Dying, Women in Medicine, Law and Medicine, and many others. Another positive



aspect of involvement with AMSA is the opportunity to meet and work with students attending other medical schools via regional and national conferences.

### **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 improving medical education, developing leadership and promoting activism for the health of America. The AMA- MSS offers students unique opportunities to interact with students and physicians from across the state and the country and UT Memphis has a long tradition of producing national leaders for the AMA-MSS. As a member of the AMA-MSS, students are full members of the AMA and as such receive all the benefits that are available to physician members of the AMA

### **Student National Medical Association (SNMA) –**

Faculty Advisor: Gerald Presbury, M.D.

The Student National Medical Association (SNMA) was founded and organized in 1964. It is a non-profit corporate association of minority students in pursuit of a medical education. The SNMA is dedicated to: Leadership development by augmenting and enhancing individual efforts as well as providing collective group development of minority medical students, 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 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.

### **Organization of Student Representatives (OSR)**

The Organization of Student Representatives (OSR) provides student input into the Association of American Medical Colleges. 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 Organization of Student Representatives (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.

### **Peri Ankh Student Endowment Fund**

Faculty Advisor: Owen Phillips, M.D.

Peri Ankh, Egyptian for "house of life," was founded in 2004 by students for students as the University of Tennessee College of Medicine's only Student Endowment Fund. Peri Ankh was established to become the "house of life" for the College of Medicine by improving its medical education, an education which serves as the foundation for both past and present students' professional successes. In moving forward with our mission, we are dedicated to promoting student-alumni interactions in order to foster a legacy of giving among UT's alumni.

### **Phi Chi Medical Fraternity –**

Located on the University of Tennessee Health Sciences Center campus in Memphis, TN, the Alpha Beta chapter of Phi Chi is the largest chapter of the largest medical fraternity in the country. The goal of Phi Chi is to offer all medical students an opportunity to join an organization that will help them make the best of their medical school years. Phi Chi prides itself as a co-ed fraternity in which all members have equal access to all of our resources.

### **Student to Student**

Faculty/staff advisor: Roger Young, M.D., Ph.D.

To help educate middle and high school students in public and private schools about sexual health and wellness. Meetings are held once per month. All full time registered medical students are eligible for membership.

## **Women in Medicine and Science (WIMS)**

Faculty/staff advisor: Owen Phillips, M.D.

WIMS is a student-led organization designed to facilitate communication and networking among its members and to provide advocacy to all female students and trainees at The UT Health Science Center in order to build a support community that will nurture the professional development of current and future women in medicine and science.

## **Medical Student Specialty Interest Groups –**

### **Anesthesiology Student Interest Group**

Faculty Advisor: Robert Craft, M.D.

- 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**

Faculty Advisor: Sudave Mendiratta, M.D. FACEP

- 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 Medicine Interest Group**

Faculty Advisor: Jennifer Goodfred, DO

The organization is student-run and is designed to promote professionalism, create interest in Family Medicine, disseminate information about Family Medicine, and promote medical student leadership in Family Medicine. Students applying for membership must be enrolled in a medical or osteopathic school approved by an appropriate US accrediting institution. There is a one-time national due of \$15.00 for membership throughout your medical school career (paid for by family medicine department)

### **Health Policy Education Group**

Faculty Advisor: Carol Schwab

A student initiative that aims to enable medical students and practicing physicians with information on health policy and its implications on the clinical reality of medicine. They try to have one to two lunchtime events per month in the GEB

### **Hematology/Oncology Student Interest Group (HOSIG)**

Faculty Advisor: Mike Martin, M.D.

To promote the interest in the Hematology/Oncology subspecialty at the UTHSC College of Medicine; to provide students with different perspectives through organizing informational seminars and inviting guest speakers. For membership, must be either a medical or graduate student at UTHSC. Meetings are once a month.

### **Internal Medicine Interest Group**

Faculty Advisor: Kim Huch, M.D., Susan Brewer, M.D.

To inform medical students of the variety and exciting possibilities of internal medicine. To be a member, one just needs to attend the meetings which are held every few weeks.

### **Medical Spanish Club**

Faculty Advisor: Alicia Diaz-Thomas, M.D.

The purpose of the club is to allow students to practice medical Spanish in order to improve their communication skills with Spanish-speaking patients. To highlight the importance of Spanish language



and Hispanic culture in the healthcare profession and increase the cultural competency of the UTHSC community. Membership is open to all active students and faculty at UTHSC. The group meets on a weekly basis, but one is not required to attend every week if one's schedule does not permit.

### **Ob/Gyn Student Interest Group**

*Faculty Advisor: Jenny Wang, 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.

### **Otolaryngology Student Interest Group**

*Faculty Advisor: Jerome Thompson, M.D.*

The mission of OSIG is to educate medical students about Otolaryngology as a field of Medicine, to offer opportunities that aid in becoming a competitive applicant for Otolaryngology residency and to increase member knowledge of relevant diseases, conditions, and syndromes relative to the field of Otolaryngology. Member eligibility is open to current students in the College of Medicine, residents, faculty and staff of UTHSC Department of Otolaryngology. This group meets on an on call basis and at the beginning of the Fall semester.

### **Pathology Student Interest Group (PSIG)**

*Faculty Advisor: Charles Handorf, M.D., Ph.D.*

To introduce students to the medical specialty of pathology as well as the sub-specialties contained within it. Membership is open to all full and part-time students enrolled in any of the colleges of UTHSC. Meetings will be held every six to eight weeks, as scheduling allows.

### **Pediatric Issues Group (PIG)**

*Faculty Advisor: Mark Budnitz, M/D.*

The UT Pediatric Interest Group is dedicated to helping students learn more about the field of pediatrics and connect them to mentors, research and community service opportunities. Membership is open to any College of Medicine student. They meet bi-monthly.

### **Radiology Student Interest Group**

*Faculty Advisor: Brian Green, M.D.*

This group is focused on the education and discussion of all aspects of the radiology world. Elections are held in April for positions by the class for the positions of president, vice president, secretary, and treasurer. Membership is open to all UTHSC colleges. They meet three to four times per semester during lunch.

### **Student Interest Group in Dermatology**

*Faculty Advisor: Robert Skinner, M.D. Community Advisor: Robert Kaplan, M.D.*

This group is dedicated to helping UTCOM students explore a career as a skin health professional. Opened to all students at UT College of Medicine. Members self-selected based on interest. They meet on a monthly basis.

### **Student 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 monthly; 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

### **Student Interest Group in Ophthalmology (SIGIO)**

*Faculty Advisor: Bill Morris, M.D.*

- a. Purpose: Educating medical students at the University of Tennessee College of Medicine about the specialty of Ophthalmology as a career choice; Increasing students' knowledge of diseases of the eyes, examination techniques, and the eyes' relationship to systemic diseases; Offering opportunities for medical students to become involved in community service, research, or other scholarly activities of the Department of Ophthalmology at the University Of Tennessee Health Science Center College Of Medicine.
- b. Dates and location: Approximately once quarterly
- c. Website: <http://osha.eye.uthsc.edu/sigio>

### **Student Interest Group in Psychiatry (PSYCHSIGN)**

*Faculty Advisor: Renate Rosenthal, Ph.D.*

- a. Purpose: To provide a forum for students interested in the psychological aspects of medical care, and to serve as a source of information and guidance for students who want to explore specialty training in psychiatry
- b. Dates and Locations: Meets the second Tuesday of the month
- c. Membership Criteria: Open to any student and faculty member sharing an interest in human behavior, and in the complex interplay between mental and physical processes in health and disease.

### **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.

### **UT Students for Preventive Medicine**

*Faculty Advisors: James Bailey, M.D. and Owen Phillips, M.D.*

To increase understanding of Preventive Medicine challenges faced within the Memphis community and globally through speakers, seminars and workshops. All students, residents, and staff members of UTHSC shall be eligible for membership. Executive team meeting is once a month and 2 other events are scheduled each month.

### **Urology Interest Group**

*Faculty Advisor: Robert Wake, M.D.*

To support a group of peers who are interested in pursuing a career in urology; to provide the opportunity for students and urologists in the community to interact via shadowing opportunities, conference attendance, or social events. To be a member of this organization, one must be a UTHSC College of Medicine student. They have two meetings a year.

### **UTHSC Nature Conservancy**

*Faculty Advisors: Michael Whitt, Ph.D. and Mark Miller, Ph.D.*

To partner with local wildlife and natural areas, conservation groups to preserve, improve and enjoy all natural areas around Memphis. There is no membership requirement and the group meets every one to two months.

**Wilderness Medical Society Student Interest Group (Inactive Fall 2013)** – Those students doing rotations in Chattanooga, should consider participating in the Wilderness Medicine Interest Group. Wilderness Medicine focuses on dealing with issues away from definitive care and in exciting yet remote settings. Our setting in the southern Appalachian mountains provides us with an ideal "classroom" for experiencing outdoor sports of all kinds, and learning the appropriate management of emergency issues that arise in these arenas. Our Wilderness Medicine program, through didactics

and hands-on experience, is designed to provide training that will give the practitioner skills to confidently handle these situations.

## **NURSING**

The College of Nursing has three student organizations. The organizations include the following: Black Student Nursing Association, Nursing Student Government Association, and Student Nurses Association. These organizations explore and support the intellectual, social, and cultural environment of the University of Tennessee Health Science Center campus. Through participation, you will gain a wealth of knowledge.

### **Black Student Nursing Association [BSNA]**

*Faculty Advisor: Mona Wicks, Ph.D.*

The BSNA provides service, knowledge, and a sense of awareness through community and university service. The BSNA is a newly established division of the campus-wide Black Student Association, which was founded in 1992. Membership is open to all students from the College of Nursing regardless of race, culture, religion, or ethnic background.

### **Nursing Student Government Association [NSGA]**

*Faculty Advisors: Patricia Cowen, Ph.D. and Jamie Overton*

The NSGA maintains and upholds the ideals and standards of the UTHSC College of Nursing, to encourage an attitude of professional responsibility, to facilitate faculty and student interaction, to act as a liaison for students with the College of Nursing faculty and administration, and to foster positive community public relations.

### **Student Nurses Association [SNA]**

*Faculty Advisor: Jami Smith, DHEd.*

The SNA assumes responsibility for contributing to nursing education in order to provide for the highest quality healthcare, provide programs of professional interest, and aid in development of the whole person. The University of Tennessee Health Science Center – College of Nursing chapter was formed in 2006. It is open to all nursing students.

## **PHARMACY**

**Academy of Student Pharmacists Association of Pharmaceutical Scientists-Student Chapter** -The Academy of Student Pharmacists (AphA-ASP), with over 30,000 members from each of the schools and colleges of pharmacy in the US, is the student branch of the American Pharmacists Association (AphA). Since its establishment AphA-ASP has been instrumental in empowering students with the tools and experiences necessary to succeed in an evolving career. The mission of AphA-ASP is to be the collective voice of student pharmacists, to provide opportunities for professional growth, and to envision and actively promote the future of pharmacy. The chapter at UTHSC is the college's largest student organization and one of the most active chapters in the country. Our success with patient care projects and community outreach programs have earned us recognition as being either the Chapter or the Year or Divisional Chapter of the Year for the past seven years in row – the only chapter to have done so.

### **Christian Pharmacists Fellowship International –**

The objectives are to serve as the collective official voice of the students in the College of Pharmacy of the University of Tennessee Health Science Center, and to function as the forum of local College of Pharmacy student government. It represents all students in the College of Pharmacy addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

### **Kappa Psi Pharmaceutical Fraternity**

Kappa Psi is the oldest and largest professional pharmacy fraternity in the world. Currently, there are 72 Collegiate and 43 Graduate Chapters across the United States and Canada, and that number

continues to grow with each passing year. As the first national pharmaceutical fraternity, Kappa Psi has acquired thousands of members who are actively practicing in many facets of pharmacy. Many prominent individuals in the profession pharmacy, both locally and nationally, are members of Kappa Psi. Known as an international professional fraternity, Kappa Psi strives to promote the field of pharmacy through the benefits of fraternal affiliation and innovation.

#### **Pharmacy Student Government Association –**

*Faculty Advisors: Jim Eoff, Pharm.D. and Shaunta Ray, Pharm.D.*

The purpose of the Pharmacy Student Government Association is to represent the student body in various settings within the College of Pharmacy and the UTHSC campus. Composed of leaders from each pharmacy student organization on campus, the PSGA provides continuity of programs and activities between the different student groups within the college of pharmacy. In addition to representing to the student body, the PSGA is responsible for coordinating a variety of services that benefit our students individually. From student led orientations to leadership development retreats, we are constantly striving to enhance our student's personal and professional development.

#### **Phi Delta Chi Pharmaceutical Fraternity –**

Based in the University of Tennessee Health Science Center of Memphis, TN, the Omega Chapter of Phi Delta Chi is the premier branch of the nation's largest pharmaceutical fraternity. The mission of Phi Delta Chi is to develop leaders that will advance the profession of pharmacy. In this realm, the Omega Chapter has been a frequent recipient of many national awards, including the Thurston Cup, Leadership Report, Brotherhood Report, and Window Display.

#### **Phi Lambda Sigma Leadership Society –**

*Faculty Advisors: Michelle Farland, Pharm.D. and Joseph Swanson, Pharm.D.*

The purpose of Phi Lambda Sigma, also known as the national Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations. Phi Lambda Sigma honors leadership. Members are selected by peer recognition and faculty recommendation. No greater honor can be bestowed upon an individual than to be recognized as a leader by one's peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy.

#### **Rho Chi Honorary Society –**

*Faculty Advisor: Brad Boucher, Pharm.D.*

The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. The Society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

#### **Student National Pharmaceutical Association –**

*Faculty Advisor: Kennard Brown, J.D., MPA, Ph.D*

At The University of Tennessee, the Student National Pharmaceutical Association, SNPhA, is an educational service association of pharmacy students who are invested in healthcare disparities. We empower and promote diversity in the field of pharmacy. Ultimately, we organize programs geared toward the improvement of healthcare by providing education to the public and enhancing the social environment of our community.

### **RELIGIOUS GROUPS**

**Baptist Ministry** –exists to empower Baptist Collegiate Ministry efforts in metro Memphis. This is accomplished by building partnerships, providing staff, developing ministry resources, planning for future expansion and empowering existing work. Chaplain Bryan Gill coordinates the student-led

organization at UTHSC that provides various ministry, social and missions opportunities.

Contact: Bryan Gill, Chaplain

[bryan@metromemphisbcm.com](mailto:bryan@metromemphisbcm.com)

757 Court Ave.

Memphis, TN 38104

(901) 525-8889

### **Catholic Community**

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

Contact: Sam Mauck, Campus Minister Office:

Catholic Campus & Young Adult Ministry Center, [www.cdom.org](http://www.cdom.org)

3625 Mynders Avenue

Memphis, TN 38111

Phone: (901) 323-3051

Email: [Samuel.mauck@ccm.cdom.org](mailto:Samuel.mauck@ccm.cdom.org)

### **Christian Medical & Dental Association (CMDA) –**

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.

Contact: Ken Nippert, M.Div.

Phone: (901) 861-1003

[CMDAmidsouth@comcast.net](mailto:CMDAmidsouth@comcast.net)

Office: 2023W. Houston Way Germantown, TN 38139

### **Christian Pharmacists Fellowship International –**

The objectives are to serve as the collective official voice of the students in the College of Pharmacy of the University of Tennessee Health Science Center, and to function as the forum of local College of Pharmacy student government. It represents all students in the College of Pharmacy addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

### **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."

Contact: Sherry Weinblatt, Director

Office: 3581 Midland Avenue Memphis, TN 38111

Phone: (901) 452-2453

Fax: (901) 452-9339

Email: [Hillelofmemphis@bellsouth.net](mailto:Hillelofmemphis@bellsouth.net)

#### **United Methodist Campus Ministry –**

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

Contact: Jonathan Lewis, Chaplain

Office: 1300 Wesley Drive, Memphis, TN 38116

Phone: (901) 516-3735

Email: [jonathan.lewis@mlh.org](mailto:jonathan.lewis@mlh.org)

**United Methodist Campus Ministry** - 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. Jonathan LTewis coordinates this ministry.