

The University of Tennessee Health Science Center

The CenterScope

Student Handbook

2006 - 2007

*UTHSC
students fill
the pavilion
at AutoZone
Park for Red-
birds Night
on April 20,
2006.*

The Mission of the University
Student Government
Student Services
Financial Aid
Emergency Procedures
Academic Process
Policies & Guidelines
Rights & Responsibilities
Judicial System
Organizations & Opportunities

Information from the Colleges

QUICK REFERENCE

Bookstore (University Center Store)	910 Bldg. (Concourse level)	448-5623
Campus Recreation & Fitness Center ..	SAC (312)	448-5069
Computer Center HELP Desk.....	448-2222
Dental Care	Dunn Bldg. (Ground Floor)	448-6221
Financial Aid	910 Building (520)	448-5568
Food Services.....	(Catering).....	448-5626
GEB Information.....	GEB (106)	448-6960
Health Career Programs	920 Bldg. (407)	448-8418
Housing.....	Goodman Family Residence Hall....	448-5609
Library & Biocommunications Center....	Alexander Bldg. (225).....	448-5634
Parking.....	45 N. Manassas	448-5546
Police.....	45 N. Manassas	448-4444
Services for Students with Disabilities....	GEB (BB9)	448-5056
Student Academic Support Services	GEB (BB9)	448-5056
Student Affairs	SAC (309)	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

THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

Office of Student Life and Student Affairs

800 Madison Ave., Suite 309, Memphis, TN 38163

901.448.5610 • 901.448.4860

www.utmem.edu/studentlife_sgaec

**The University of Tennessee
Health Science Center**

CenterScope
Student Handbook
2006-2007

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President
University of Tennessee

William F. Owen, Jr., M.D.
Chancellor of the Health Science Center
Vice President of Health Affairs
University of Tennessee



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

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex, or disability in its educational programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquires and charges of violation concerning Title VI, Title IX, Section 504, ADA, or the Age Discrimination in Employment Act (ADEA) or any other referenced policies should be directed to the Office of Equity and Diversity (OED), 62 South Dunlap, Suite 200, Memphis, TN 38163, (901) 448-2112 (V/TTY available), or TDD (901) 448-7382. Requests for accommodation of a disability should also be directed to the Director of Equity and Diversity, 920 Madison, Suite 420, Memphis, TN 38163, (901) 448-2112 or TDD (901) 448-7382 or log on to our website at: www.utmem.edu. (July 2006)

Academic Calendar

Summer/Fall Term: July 1 – December 31, 2006

Scheduled Events and University observed Holidays*

July 4 – Independence Day Holiday*
September 4 – Labor Day Holiday*
November 23-24 – Thanksgiving Holidays*
December 1 – Graduation
December 25-29 – Winter Holiday*

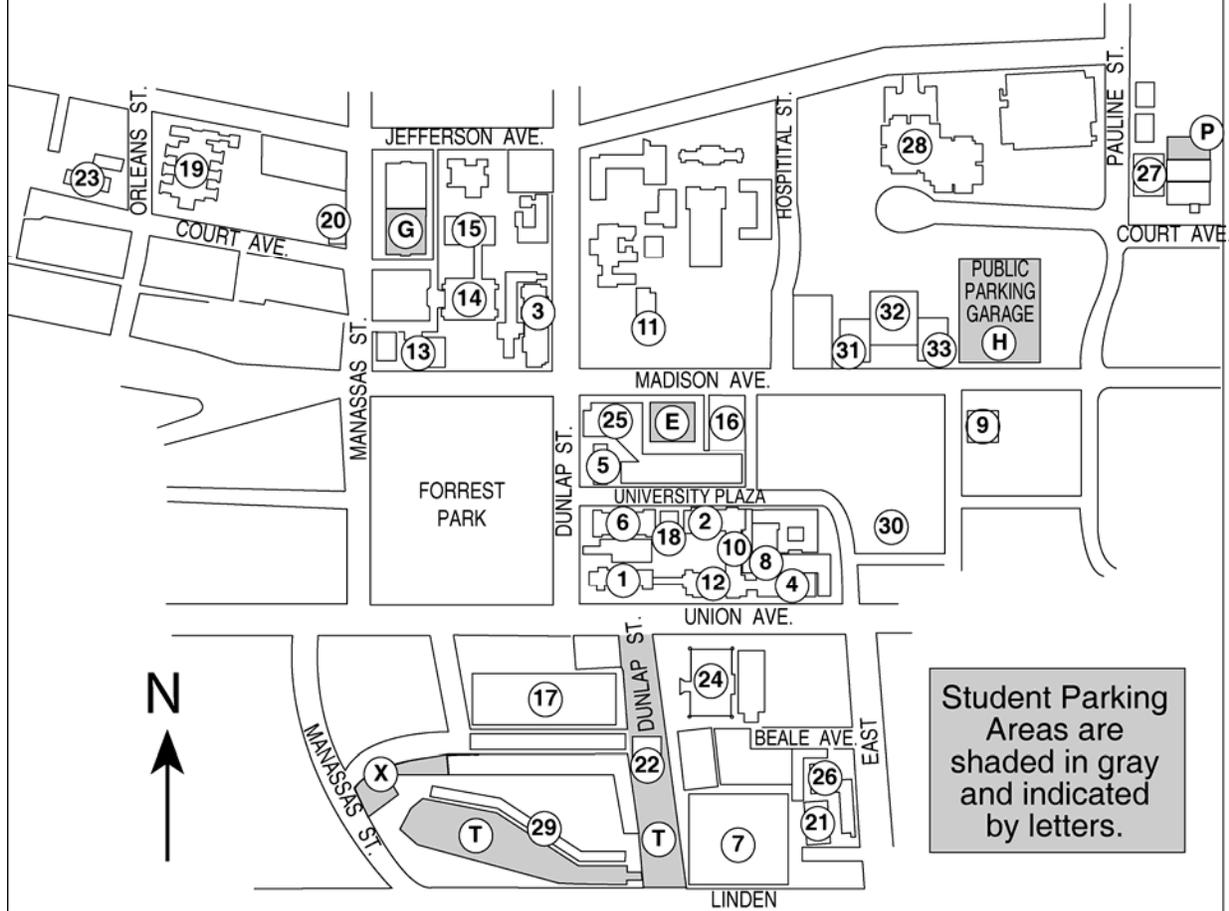
Winter/Spring Term: January 2, 2007 – June 30, 2007

Scheduled Events and University observed Holidays*

January 1 – New Year's Day Holiday*
January 15 – Martin Luther King, Jr. Holiday*
March 19-23 – Spring Break
April 6 – Spring Holiday*
May 25 – Graduation
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*University Administration Offices and Classes Closed

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MISSION OF THE UNIVERSITY

The mission of The University of Tennessee Health Science Center is to improve human health through education, research and public service, with an emphasis on improving the health of Tennesseans.

PURPOSE OF THE CENTERSCOPE

This Student Handbook provides students and the UTHSC campus community with information about the opportunities, rights, and responsibilities of students at this institution. Certain rules and regulations along with guidelines for being a member of the university, are included. The information should be used by all as a directory and explanation of services and agencies, and as a resource for obtaining answers to dilemmas and questions. Copies will be distributed at orientation and are always available at the Office of Student Life and the various Student Affairs Offices of each college, as well as on the university web site.

STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL (SGAEC)



April Cheung
2006-2007 SGAEC President

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

Activities Fee, and is also responsible for making student appointments to university committees.

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

2006-07 SGAEC REPRESENTATIVES

President	April Cheung
Allied Health	Lisa Emerson
Dentistry	Ryan Hanry
Graduate Health	Rebecca Glatt
Medicine	Tiffany Baldi
Nursing	Patricia Keene
Pharmacy	Stephanie Baker
Social Work	Sara Creecy

SGAEC CONSTITUTION

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

ARTICLE 1: NAME

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

ARTICLE II: PURPOSE AND RESPONSIBILITY.

A. The Executive Council shall provide representation for all students at UTHSC and shall be empowered to represent, negotiate, and act on behalf of the student body in matters affecting the environment and lives of students at the University.

B. The SGAEC shall study matters of importance to students and submit recommendations expressing student views and concerns to the administration and faculty of the University.

C. On matters that affect the student body, the SGAEC will be called on to assist and cooperate in the promoting, clarifying, and implementation of these matters.

D. The SGAEC, in order to truly represent the interests, the concerns, and the wishes of the students at UTHSC shall, through its membership, be available and solicitous to all students, so as to become aware of and to act upon any problem or anticipation.

E. The SGAEC members shall serve as their college's representative and shall present the concerns, problems, and wishes of their constituency.

ARTICLE III: MEMBERSHIP

The membership of the SGAEC shall be as follows:

A. Each college at UTHSC shall be entitled to one representative on the SGAEC. The College of Social Work shall be entitled to one representative on the SGAEC.

B. The president of each college's Student Government Association shall be considered that college's representative to the council, unless that college chooses to select their representative in another way.

C. There shall be no restriction on the length or number of times a representative may serve on the SGAEC.

D. Substitution: An official representative to the Council may designate a substitute from his/her college to attend Council meetings if it is impossible for that representative to attend. This privilege should be used only in emergency or unusual situations or when the representative must be away from school for academic requirements.

E. Election or Appointment: Elections or appointments for Council positions should be accomplished by April 1 of the Spring term.

F. There shall be one extra representative, elected from the college that is responsible for furnishing the President (i.e., one shall be the president of the SGAEC and the other to represent that college).

G. Ex-Officio Members:

1. The Vice Chancellor for Academic, Faculty and Student Affairs and the Director of Student Affairs shall be ex-officio and non-voting members of the Council.

2. The secretary of the SGAEC shall be a staff member from the Office of Student Life and shall be an ex-officio and non-voting member.

3. The Office of Student Affairs staff members shall serve as ex-officio members and resource members as needed.

ARTICLE IV: VOTING

A. Quorum: A quorum of (4) members must be present to transact official business.

B. An official representative to the SGAEC or a designated substitute is entitled to vote on all voting matters.

C. On all matters with exception of constitutional and bylaw changes, action will be decided by a simple majority of voting members present. By-law revisions and constitution changes require (4) votes of the council.

D. Absentee Voting: A representative may not proxy his vote to another representative, but may place a vote in absentia with the secretary prior to the meeting.

E. The President shall act as tie breaker on all voting matters.

ARTICLE V: MEETINGS

A. Meetings of the SGAEC shall be called by the president or the secretary. Any member of the Council may request a meeting to be held by requesting in writing or in person to the President, any officer, or the Director of Student Affairs that a meeting be held. The purpose of the requested meeting should be described.

B. The SGAEC shall meet at least one time per month when school is in session.

C. The SGAEC shall meet at least one time per month with the Chancellor or another designated administrative official.

ARTICLE VI: OFFICERS OF THE COUNCIL

A. The officers of the SGAEC shall be: President and Vice President.

B. Office rotation system: The Presidency and Vice Presidency of the SGAEC shall be determined by a rotation plan that follows the order of the colleges and offices set forth below:

1. Medicine
2. Dentistry
3. Pharmacy
4. Nursing
5. Graduate Health Sciences
6. Allied Health Sciences

Ex.: When the College of Medicine holds the Presidency, the College of Dentistry holds the Vice Presidency. The following year the College of Dentistry holds the Presidency.

C. The secretary of the Council shall be provided by the Office of Student Affairs or 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. Student Oriented Services Committee
2. Administrative Council
3. Financial Aid Advisory Committee
4. Chancellor's Advisory Cabinet
5. Library Committee
6. Faculty Senate Liaison
7. Health and Safety Council
8. Administrative Council
9. Parking Authority
10. Diversity 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 Boards or Committees:

The SGAEC through its members shall be responsible for appointing their respective college representatives to the following committees or boards:

1. Student Health Advisory Committee
2. Student-Faculty Disciplinary Appeals Committee
3. Parking Authority
4. Financial Aid Advisory Committee
5. Library Committee

C. Programming Responsibility: The SGAEC shall be involved in the planning, administration and sponsorship of social, cultural, educational, and special events for students.

ARTICLE IX: ELECTION OF THE STUDENT MEMBER TO THE BOARD OF TRUSTEES

Every four years the UTHSC campus will provide the student member. The SGAEC shall hold the selection process to name three students as nominees. These nominees will then be reviewed by the Chancellor and submitted to the Governor. The final appointment of this member is the duty of the Governor of the State of Tennessee.

Board of Trustees Student Member Selection Process

A. Selection Committee

1. The Selection Committee is composed of the Student Government Association Executive Council. Should an Executive Council Member wish to apply for the position, then that person should appoint their vice-president or appropriate delegate to represent their college on the Selection Committee.

2. Each member of the Selection Committee will have an equal vote during the selection process.

3. All decisions of the Selection Committee will be made by a majority vote.

4. The Selection Committee will approve the timetable at the beginning of the selection process.

B. Applications

1. All UTHSC students except graduating seniors and students in the College of Social Work are eligible to apply.

2. Each applicant must submit a CV and letter of intent to the Selection Committee.

3. Each member of the Selection Committee must read and evaluate each CV and letter before the interviews begin.

C. Interviews

1. The Selection Committee can exclude an applicant from receiving an interview by a majority vote.

2. During the interviews, each applicant will be asked the same questions, which will be decided by the Selection committee before the interviews begin.

3. Each applicant will be evaluated using the same format.

D. Selection

1. The Selection committee will decide the numerical scale used to evaluate the applicants before the process begins.

2. The three applicants with the highest scores will be sent to the Chancellor for approval before being sent to the Governor for final selection.

3. In the event of a numerical tie, the Selection Committee will break the tie with a majority vote. If the Selection Committee is locked in a tie decision, the SGAEC President will break the tie.

APPOINTMENTS FOR STUDENT COMMITTEES

Each college president appoints students to serve on the following committees. The Office of Student Life maintains a listing of these committee members. Call the Office of Student Life at 448-5610 if you need further information about committees.

STUDENT COMMITTEES CAMPUS IMPROVEMENT FUND PLANNING COMMITTEE:

One student from each college whose purpose is to make recommendations to the SGAEC for use of the Campus Improvement Fund.

COMMUNITY SERVICE COMMITTEE:

One student from each college whose purpose is to promote community service among the colleges as a whole, such as the blood drive.

ENTERTAINMENT COMMITTEE:

Two students per college whose purpose is to work with the Office of Student Life to plan and promote campus activities and cultural events among all students.

FITNESS CENTER ADVISORY COMMITTEE:

One student from each college whose purpose is to bring ideas, suggestions, and comments concerning problem areas to the attention of the Director of Campus Recreation Center and to help support projects and equipment needs as they arise.

GOVERNMENT AFFAIRS COMMITTEE:

One student from each college whose purpose is to make the campus aware of legislative issues and to lobby for the good of the students.

INTER-PROFESSIONAL ACTIVITIES COMMITTEE:

To develop and enhance the professional relationship between Health Science Center students of each college, and to foster and promote a team working ethic by organizing/scheduling a variety of inter-professional activities on and off campus.

STUDENT ASSISTANCE COMMITTEE:

One student from each college to assist and make recommendations to the Student Academic Support Services area.

STUDENT COMPUTER AND TECHNOLOGY COMMITTEE:

One student from each college whose purpose is to determine student needs relating to computer technology; to advise Computer Center staff in developing technological support for students; to promote student computer literacy and use.

STUDENT-FACULTY DISCIPLINARY APPEALS COMMITTEE:

Two students from each college whose purpose is to hear appeals from students who have been judged guilty of violations of student conduct. Appeals may be made on decisions of discipline issued by the Vice Chancellor of Student Affairs.

STUDENT PARKING APPEALS COMMITTEE:

One student from each college whose purpose is to decide the outcome of a submitted parking ticket in which a student is appealing.

STUDENT SAFETY COMMITTEE:

One student from each college to work with this committee regarding safety issues around campus.

YEARBOOK COMMITTEE:

Students from each college whose purpose it to plan and produce a yearbook under the instruction of the Yearbook Advisor in the Office of Student Life.

SGAEC APPOINTMENTS

Students are also appointed to these committees by the SGAEC:

ADMINISTRATIVE COUNCIL:

(SGAEC President)

CHANCELLOR'S ADVISORY CABINET:

(SGAEC President)

FINANCIAL AID ADVISORY COMMITTEE:

(1 SGAEC member + 1 student from each college)

HEALTH & SAFETY COUNCIL:

(1 Student from Student Safety Committee)

INTERCULTURAL RELATIONS COMMITTEE:

(Recommendations for 2 students)

LIBRARY COMMITTEE:

(1 SGAEC member + 1 other student, traditionally from Graduate Health Sciences)

PARKING AUTHORITY:

(1 SGAEC member + 2 other students)

STUDENT ACADEMIC ENVIRONMENT COMMITTEE:

(SGAEC President + SGAEC Vice-President)

STUDENT HEALTH ADVISORY COMMITTEE:

(1 SGAEC member + 1 student from each college)

STUDENT ORIENTED SERVICES COMMITTEE:

(SGAEC President + SGAEC Vice-President)

Student Services

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OFFICE OF STUDENT LIFE AND STUDENT AFFAIRS

800 Madison Ave., Suite 309 (SAC, 309)

The Office of Student Life and Student Affairs is the central administrative unit responsible for the coordination and direction of student affairs at UTHSC, as well as for the administration of student activities which provide co-curricular growth opportunities for students.

The responsibilities of this office include:

1. Student judicial system
2. Student rights and responsibilities
3. Student government
5. Student Publications
 - a. CenterScope Student Handbook
 - b. Asklepion yearbook
6. Composite pictures
7. Student Parking Appeals
8. Student Activities
9. Student leadership development
10. Maintaining the Office of Student Life and Student Affairs and student government website:

www.utm.edu/studentlife_sgaec

For Assistance Contact:

Liz Roemer, 448-4860 or

Emily Barnes 448-5610

STUDENT ACADEMIC SUPPORT SERVICES

Student Academic Support Services (SASS)

Kathy Gibbs, Director

Cecil C. Humphreys

General Education Building, Room BB9
448-5056

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

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

enhancement system. Support services for students with disabilities are also facilitated and accommodated through the SASS.

The SASS is located in the basement of the General Education Building and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., Saturday from 10:00 a.m. to 5:00 p.m., and Sunday from 2:00 p.m. to 6:00 p.m. We are closed for lunch each day from 1:00 to 2:00 p.m.

SERVICES FOR STUDENTS WITH DISABILITIES

The purpose of this office is to provide support services and accommodations for students with physical, learning, psychological, and other disabilities. The nature and scope of these services is based upon the documented need of the student as it relates to the specific curricular expectations of individual courses, as well as those services which are needed to provide equal access to the educational experiences at UTHSC. All students must provide current and relevant documentation. Documentation guidelines are available in Student Academic Support Services, GEB, BB9, or on the Student Orientation webpage. Students should make an appointment to discuss accommodation needs as early as possible in order to facilitate the timely acquisition of appropriate services.

BOOKSTORE

University Center Store

Jonas Burnes, Manager

910 Madison Avenue

448-5623

The Health Sciences Bookstore (University Center Store) is located on the Concourse level of the 910 Madison Building and is open Monday-Thursday, 8:00 a.m.-5:00 p.m. and Friday, 9:00 a.m.-5:00 p.m. Internet access is available from the UTHSC Home Page by clicking on University Center Store. This store is one of the largest health sciences stores in the nation and carries a wide selection of health related books for most health disciplines. Titles not in stock may be special ordered. In addition to books, the store stocks dental instruments and supplies and the more popular medical instruments.

In the store you will find a large selection of school supplies, stationery, candy, and other items.

Mastercard, Visa and Discover charge cards are accepted as well as student charge accounts which may be opened subject to the charge policy stated below. Personal checks may be accepted for purchases. A \$15 service charge is applied for handling checks returned due to insufficient funds.

RETURN/REFUND POLICY

A full refund will be given on returned merchandise provided the customer has a sales receipt and provided the item is in saleable condition. This refund policy is subject to the following exceptions:

1. Books must be returned within fourteen days after purchase.
2. Review books and magazines are not returnable.

3. Required dental instruments and supplies may not be returned without the written permission of the dean of the college of dentistry.

4. Defective merchandise is returnable at anytime.

STUDENT CHARGE ACCOUNT PROVISIONS

The University Center Store offers to officially enrolled students of the University of Tennessee the privilege of charging certain purchases including textbooks, reference books, dental instruments and medical supplies.

This privilege is subject to the following provisions:

1. Payment of one third of the initial charge is required at thirty-day intervals from the beginning of a term.

2. All student accounts should be paid in full at the end of each term.

3. Under certain unusual circumstances extensions may be granted by the bookstore in order for the student to register for a new term. However, the bookstore will not grant an extension for an amount in excess of \$700 at the end of the summer term and \$1,200 at the end of fall term. By spring break, account balances are expected to be below \$700. Extensions will not be granted at the end of the winter/spring term, which is the end of the school year.

4. Account balances over ninety-days old will be charged a 6% (10.9 APR) carrying charge.

5. All student accounts must be paid in full at the end of the school year (spring quarter). Charge privileges are revoked for those accounts not paid in full on June 30. Charge privileges are not necessarily reinstated when a delinquent account is paid. Registration will not be allowed for a new school year when an account balance is owed from the previous year.

6. All graduating students must have their accounts paid in full prior to graduation.

OTHER SERVICES:

Mastercard/Visa/Discover Accepted
Name Tags
Commencement Announcements
Academic Regalia
Ordering of Class Rings
Special Order Books
Student Discounted Computers

DENTAL CARE

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

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

FOOD SERVICES

448-5626

Food Services provides complete catering services for events sponsored by departments, student groups and external organizations. Meals can be ordered for delivery or setup in meeting rooms in the Student Alumni Center. Catering is available Monday through Friday from 7 a.m. to 2 p.m. You can place your order by fax at 448-7806 or by calling 448-5626. Contact Richard Cleaves at 448-5626 or 448-5836 for further information.

GENERAL EDUCATION BUILDING

Cecil C. Humphreys
General Education Building (GEB)
8 South Dunlap
448-6960

GENERAL INFORMATION

General Education Building

The General Education Building is the primary instructional facility on campus. It is a 212,000 square foot building located at the corner of Madison and Dunlap that contains lecture, laboratory and study space and is used by all UTHSC colleges and programs. The building is accessible to students and faculty 24 hours/day 7 days/week through the card reader system. Because the building is so heavily utilized, students and other users are reminded to do their part in keeping the facility clean and orderly. Please only post notices and announcements on the bulletin boards provided; do not post notices on any of the painted surfaces or sheetrock walls of the building.

STUDY ROOM SCHEDULING

Small Group Study Room Reservation Procedure:

1. Students may reserve a 2nd floor study room at the Information Center (room A106) in the GEB Lobby.

2. Specify the time period your group wishes to use the room. Generally, rooms will be scheduled for the same day and/or next day use. Reservations for weekend use can be taken starting on Thursdays.

3. One member of the group must present an ID badge for inspection at the time of reservation. Telephone reservations WILL NOT be accepted.

4. 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

5. Please do not leave your materials in the rooms. Anything left will be removed.

6. Please leave the room as you found it; if you bring anything in during the time of your reservation, take it out.

7. All facilities are for all students. Be considerate of each other. Leave the areas you use clean and neat because other faculty, staff and students will be using the space.

INDEPENDENT STUDY AREAS

Approved by SGAEC: 1996

Open access 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:

1. No permanent occupancy will be allowed. Periodic inspections will be made. The University will not be responsible for lost or damaged items left in the study areas.

2. Do not place pictures, posters, flyers, etc. on the walls, windows or doors.

3. Do not write, draw, paint, etc. on the walls, windows or doors.

4. Do not move or alter the study area furniture.

5. Electrical appliances are not allowed.

6. Please clean your study area before you leave so it will be ready for the next student.

Your cooperation will be greatly appreciated by all who rely on this space. Penalties up to and including fines and loss of access privileges will be assessed for violations of these rules.

STUDENT LOCKERS

All-purpose lockers are located in the General Education Building around the perimeter of the laboratory wing. Requests for lockers should be made at the GEB Information Center, room A106. Locker regulations vary from college to college. 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 Information Center.

STUDENT LOST & FOUND

General Education Building, Room A106

STUDENT MICROSCOPES

Rules for Microscope Usage and Checkout

1. Microscopes have been 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.

2. There are two ways to utilize microscopes after hours: the designated study room and overnight checkout.

a. If a student is in the designated study room when the lab staff locks up at 5:00 p.m. they may stay in the room and continue to use microscopes there. The staff will get the student's name, and the student will be responsible for closing the outer doors behind them when they leave (these doors will lock behind them).

b. Overnight checkout will begin at 3:00 p.m. on a first come, first served basis. Conflict with a class in session may delay checkout to 4:30 p.m. On Fridays checkout may be moved up as early as 1:00 p.m. (if so this earlier time will be posted). Students will come to room B238 and present their UT identification card. They will be instructed as to where to retrieve their microscope. They will bring this microscope to B238 to be placed in its case. Microscopes are due back from overnight checkout no later than 8:00 a.m. the next school day. Room B238 will open by 7:30 a.m. Students will bring the scope back to B238 where the case will be removed and they will then be instructed as to where to place the microscope for that day's classes. Please do not trust someone else to return your microscope. A microscope not checked in properly or left in the hallway is still the student's legal responsibility. If stolen the student may be charged with the cost of replacing the microscope.

3. Help maintain your microscope by protecting it from dust and using lens paper to wipe off any immersion oil on the objectives. In the case of oil, less is better. Do not expose microscopes to temperature extremes. Thank you for your cooperation in helping us to provide this service to you.

CLASSROOM SERVICES

Classroom services are provided by staff technicians to assist faculty, as necessary, with use of the campus instructional facilities. This group is responsible for UTHSC classroom equipment and supplies as well as monitoring the physical environment of the instructional and study space(s) within the UT campus.

Services Provided:

1. Insure that classroom equipment including LCD projectors, classroom computers, microphones, TV monitors etc. is in proper working order. Unlock classrooms each morning and check their condition; lock classrooms at the end of scheduled activities. Provide supplies for each classroom including chalk, erasers, batteries, etc. Distribute instructional materials as requested.

2. Provide speedy remedies for any urgent classroom problems which may arise. For immediate problems during classes, the phone located in the front of the lecture halls is a direct line to The Information Center which is staffed Monday - Friday from 8 AM to 5 PM.

3. Monitor classrooms, conference rooms and laboratories on an hourly/daily basis and solve or refer any complaints or problems to the Information Center, Engineering staff or building administration.

4. Make sure that the environmental conditions of the classrooms are kept in optimum condition. Problems are either remedied directly by the staff or referred to the proper University department.

5. Maintain the natural order and cleanliness of the classrooms and study spaces.

6. Maintain and monitor classroom equipment; operate the equipment checkout system for the university community.

To request services or to check out equipment, please stop by the Information Center in the Lobby of the GEB.

HEALTH CAREER PROGRAMS

Leroy O. Moore
Assistant Vice Chancellor
920 Madison, Suite 407
448-8418

www.utmem.edu/HCP/

The Office of Health Career Programs (HCP) is directed by the Assistant Vice Chancellor and seeks to increase the participation of under represented students in the academic and professional programs at UTHSC. Also, serving as an important resource for enrolled students, this office provides counseling on matters which are of concern to minority students in the health science center environment. A variety of summer enrichment programs are available for secondary and post-secondary students. These programs are described below, but students are also encouraged to visit the department's website: <http://www.utmem.edu/HCP/>

Tennessee Institutes for Pre-Professionals (TIP)

All members of under represented groups in Tennessee have a distinct opportunity to LEARN FOR LIFE. The Tennessee Institutes for Pre-Professionals (TIP), offers this opportunity to under represented residents of Tennessee who wish to pursue a career in medicine, dentistry, pharmacy or veterinary medicine. TIP offers year-round advice, support, and activities designed to assist students to realize their career goals. TIP is a state effort with participation by all the State's public colleges. TIP's ultimate goal is to increase the representation and active participation of all members of under represented groups in health professions training and practice. For further information call (901) 448-8772. Deadline date is February 28.

Memphis McNair Program

This graduate school preparation program provides encouragement and support to undergraduates who desire to pursue a doctoral (Ph.D.) degree. Summer program activities include: a 9-week guided research internship, graduate admission assistance, graduate education workshops, mentoring, as well as extended follow-up. The minimal eligibility criteria requires students (1) to be low-income first-generation college students OR in a minority group under-represented in their desired graduate discipline; (2) to have a strong interest in earning a Ph.D.; and (3) to not have yet earned a baccalaureate degree. For more information call (901) 448-4791. Deadline date: February 28.

Minority Pre-Science Program

The objectives are to familiarize the student to the relevant undergraduate educational preparation, technical language, and the scientific method germane to basic science research and/or the health professions, during an eight week summer experience. Pre-science trainees are paired with a health care clinician, basic science researcher, or relevant biomedical research support technologist. Requirements: the student must demonstrate a strong interest in basic scientific research, a grade point average of 3.0 and present two letters of recommendation from college faculty members. For additional details and/or an

application call Dr. Eldridge F. Johnson, Ph.D. at (901) 448-5992 Deadline for application is May 1.

Health Science Engineering Program

The purpose of this internship is to introduce students to biomedical engineering, which is the application of engineering and physical science to medical problems, including research and development of new technologies. The specific research areas will be in biomechanics, cell and tissue engineering, electrophysiology and medical imaging. Preferences will be given to those who are Tennessee residents or attend Tennessee schools, maintain a GPA of 3.0 or better, have at least two years of college and belong to a minority group; however, others may apply. For further information, call (901) 448-7099. Deadline date is February 28.

UNIVERSITY HEALTH SERVICES (UHS)

910 Madison Avenue, Suite 922
901-448-5630
Memphis, TN 38163

<http://www.utmem.edu/univheal>

CLINIC HOURS:

Monday-Friday, 8:00 a.m. to 5:00 p.m.*

Urgent Care Hours for UTHSC students:

Monday – Friday, 8:00 a.m. to 10:00 a.m.

*Hours may vary during the summer and holidays.

NIGHTS, WEEKENDS, & HOLIDAYS

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

OUR APPOINTMENT SYSTEM

During urgent care hours, the UHS staff is available to see UTHSC students with urgent care problems who do not have appointments. After these hours, patients are seen by appointment. Making an appointment saves you waiting time and gives the staff a chance to schedule the amount of time you'll need for your particular health concern. Appointments can be usually made for the same day you call or come in. If possible, plan to schedule preventive health care, such as a periodic check up, a week or two in advance.

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

WHO MAY USE THE HEALTH SERVICES?

Students who are currently enrolled in UTHSC and their spouses and dependents are eligible to use the Health Services. Student care visits are generally covered by the student health fee and insurance can be filed for all others. Faculty and staff and all UTHSC employees, their spouses and their dependents are also eligible to use the University Health Services. UHS is able to file with most major insurance companies or can be given a fee-for-service cash

discount. UHS is able to file insurance for any charges not covered under the persons student health fee.

WHAT SERVICES ARE PAID BY THE STUDENT HEALTH FEE?

1. Primary Care

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

2. 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.

NUTRITION SERVICES and individualized dietary counseling are available on an appointment basis during the academic year.

An **IMMUNIZATION PROGRAM** is determined by the UTHSC Committee on Infection Control and enforced through University Health Services. The policy requires that all entering students complete a record of immunization to be filed with UHS prior to enrollment. Tuberculin (TB) skin testing is provided to all students at registration and annually thereafter. Hepatitis B immunization and proof of immunity is required for ALL new students. The Hepatitis series is charged to the student fee sheet and includes three injections and a post-series titer at a cost of \$200. A Hepatitis titer is required for follow-up two months after the last injection and is included in the cost of the Hepatitis B series. A Hepatitis titer is also required for those students showing proof of past Hepatitis B series.

Polio, influenza, tetanus/diphtheria (Td), and MMR (measles, mumps and rubella) immunizations are available at no cost to students. Prescribed vaccines which may be purchased by the client and administered in UHS include: Hepatitis B, Hepatitis A, Varicella, and meningococcal, Typhoid, and Yellow Fever vaccine.

Each new incoming student who resides in student housing shall sign a waiver indicating that UTHSC has provided detailed information concerning the risk factors and other information for Meningitis and that the student has chosen or not chosen to be vaccinated with the meningococcal vaccine. Clinical Laboratory Sciences students are **REQUIRED** to get a meningitis vaccination.

STRESS MANAGEMENT COUNSELING is available on an individual and/or couples basis to the student or spouse through the Student Assistance Program (SAP). 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).

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.

ALLERGY INJECTIONS are given by appointment only for a prescribed series. 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.**

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.

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

3. 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: a) general health panel that includes CBC, comprehensive metabolic panel, fasting lipid profile, thyroid profile; b) GC/Chlamydia test; c) pap smear. **YOU ARE RESPONSIBLE FOR THE COSTS OF ALL OTHER LABORATORY TESTS ORDERED.** You are expected to pay these costs at the time service is rendered or make appropriate arrangements for payment.

4. X-rays

General X-rays are available through the MedPlex outpatient X-ray Department. The radiologist reads all X-rays and there is a separate charge for interpretation. The student health fee will pay for the following X-rays if ordered by UHS staff: PA and lateral chest films; flat plate of the abdomen; standard bone films including long bones, ankles, hands, neck, back. **YOU ARE RESPONSIBLE FOR THE COSTS OF ALL OTHER X-RAYS ORDERED.** You are expected to pay these costs at the time service is rendered or make appropriate arrangements for payment.

5. Pharmacy

Clients may have their prescriptions filled at the pharmacy of their choice. Some medications are in stock at UHS and are dispensed for a nominal fee when indicated by the provider. UHS has a selection of oral contraceptives available for a discounted price.

6. Referrals

Specialized illness care is available by referral. Clients may be seen by the UHS provider first to determine need. The cost of specialized care is your responsibility. It is best to determine the expected cost of services and insurance

claim procedures in advance of care. Consult with your University Health staff for referral information.

7. Student Assistance Program (SAP) Counseling Services (for UTHSC students 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 a your well-being or academic performance. The SAP offers an immediate assessment of your needs by a licensed professional, personal support, referral (if needed) to the appropriate level of treatment, interface with college or external resources and appropriate follow up. It's a program you can trust that is totally private.

You may contact the Student Assistance Program at 800-327-2255, toll free, 24-hour service or call Christa Deiss at 448-5064 at University Health Services for other mental health options.

EMERGENCY CARE

If you have an emergency, go to a hospital emergency room. You are responsible for the cost of health care during the times University Health Services is closed. Methodist University Hospital Emergency Department or the Regional Medical Center is available for general emergency care.

Please have the staff notify University Health of your visit. Please identify yourself as a UT student in the ER. Campus Police will provide emergency transportation for students on campus when it is needed. CALL 448-4444. Tell them you need to go to the emergency room and give your name, your telephone number, and your location. Campus Police will come as soon as possible.

Several ambulance services are available in the city. CALL 458-3311 for City Ambulance Service. Persons are responsible for the cost of ambulance service for an illness.

EMERGENCY PHONE NUMBERS

Medical Emergencies (UHS)	901-448-5630
Mental Health Crisis Counseling (days & nights) (SAP Program)	1-800-327-2255
Dental Emergencies	448-6241
Security - UTHSC (emergency transportation).....	448-4444
Ambulance (City ambulance service)	911
MED ER	545-7826
Methodist ER	726-7600
LeBonheur Children's Hospital	522-3112

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.

STUDENT INSURANCE

www.utmem.edu/univheal/health_insurance.html

Students at UTHSC are required to have an insurance plan for health and accident care. You must present evidence of major medical insurance coverage provided by your parents, spouse, employer, or your individual policy at registration each year.

The UTHSC Student Health Advisory Committee (SHAC) has developed, with an insurance provider, a comprehensive insurance policy that is available to all UT students and their families. This policy, with the major medical provision, used in conjunction with University Health Services and the preferred health care providers, will provide adequate insurance coverage for most student accident and illness expenses.

Brochures explaining the provisions and the cost for this UTHSC Student Health Insurance Policy are available at UHS and at the Office of Student Life & Student Affairs, 800 Madison, Student Alumni Center, Suite 309 and on the website listed above. You are encouraged to read this policy and other policies to become fully aware of all the provisions and exclusions included. Special attention and understanding are needed for any pre-existing illness exclusions and deductible amounts.

Payments for all health care services away from UHS are your responsibility. It is necessary that you follow the correct procedure for filing claims for insurance payment. Claim forms with instructions are available at the UHS reception desk. Information and assistance for filing claims under the UTHSC Student Health Policy are available through Mr. Gerald Holland, Agent, 6820 Cobblestone Blvd., PO Box 328., Southaven, Mississippi 38671. His telephone number is 662-895-5528 or toll free at 888-393-9500. geraldholland@geraldhollandinsurance.com.

OPPORTUNITIES FOR INVOLVEMENT STUDENT HEALTH ADVISORY COMMITTEE (SHAC)

The Student Health Advisory Committee participates in the development and management of UHS. Members of the committee are a student and faculty representative from each college, UHS Director, and other administrative staff.

Meetings are held quarterly or as called by the Director. Other consumers are welcome to become involved in this committee. The Student Health Advisory Committee negotiates budget allocations, reviews the student insurance policy, and other matters pertaining to University Health that affect the student body.

PATIENT'S BILL OF RIGHTS University Health Services (UHS)

PATIENT RIGHTS

- * To be provided with courteous, considerate care, as well as being treated with respect.
- * To privacy and confidentiality with regard to treatment and medical records.
- * To review your medical records in the company of a professional, but they remain the property of University Health Services.
- * To be informed of the effectiveness of treatment, and to know of possible risks, side effects or alternate methods of treatment.
- * To have the choice of a clinician and to change clinicians if desired.
- * To know who is treating you.
- * 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.

- * To be informed of personal responsibilities involved in seeking medical treatment and maintaining health and well-being after treatment.
- * To bring any dissatisfaction to the attention of the attending health professional, the Student Health Advisory Committee or the University Health Services Director.

PATIENT RESPONSIBILITIES

- * 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.
- * To treat UHS staff with same respect, consideration, dignity accorded patient.
- * To be responsible for payment of patient care charges.

UHS PERSONNEL

Peggy Ingram Veese, Ed.D., APRN, BC
 Director, University Health Services
 Chair of the Student Health Advisory Committee
 pveese@utm.edu

Phillip Smith, M.D., Medical Director
 Judith Ammons, APRN, BC Nurse Practitioner
 Carolyn Springfield-Harvey, APRN, BC Nurse Practitioner
 Cheryl Stegbauer, Ph.D., APRN, BC Nurse Practitioner
 Sharon Martin, Laboratory Section Chief
 Mindy Rogers, LPN
 Christa Deiss, Management Specialist
 LaKeisha Guy, Patient Account Specialist
 Vada Singleton, Patient Account Specialist
 Barry Handy, RN, COHN, Occupational Health
 Evelyn Lewis, RN

SERVICE DIRECTORY

University Health Services 901-448-5630

After hours and holidays:

 Answering Service (U.H.S.) 901-541-5654

Ambulance (City Ambulance Service) 911

Dental Clinic 901-448-6220

Dental Emergency Clinic 901-448-6241

Insurance claims representative 800-452-5772

Insurance agent (Mr. Gerald Holland) 662-393-9474

Medical Director (Dr. Phillip Smith) 901-448-5630

Director (Dr. Peggy Veese) 901-448-5630

University Health Advisory Committee

 Student Health 901-448-5630

 Student Affairs 901-448-4860

Student Assistance Counseling (day/night). 1-800-327-2255

Suggestions, complaints, problems
 (Dr. Peggy Veese) 901-448-5630

Campus transportation
 students too ill to walk (Security) 901-448-4444

Methodist ER 901-726-7600
 The MED 901-575-7826
 UHS Website: www.utm.edu/univhealth

COMMUNITY SERVICES

*Emergency Mental Health Services 1-800-327-2255
 *Rape Crisis 901-448-2161
 *Southern Poison Center 901-522-5985
 *Suicide and Crisis Intervention 901-274-7477
 *Telephone answered 24 hours a day.

STUDENT HOUSING

June Floyd, Director

Goodman Family Residence Hall
 448-5609

The University of Tennessee Health Science Center offers single student housing in Goodman Family Residence Hall, which offers a single bedroom in a four-bedroom apartment setting.

APPLICATION FOR HOUSING

Applications for housing can be considered for assignment when an applicant has been accepted at the university. All applications must be submitted with a \$50.00 advance rent deposit. Any application received without a deposit or with incomplete information will not be accepted for assignment. When a Contract Agreement Form has been mailed confirming an assignment, requests for refund must be postmarked on or before the specified return date to be eligible for a refund. Refunds will not be granted if the request is postmarked after the return date specified on the contract. This refund refers to students who have never lived in Goodman Hall. No \$50.00 refund is available for students who have occupied a room in Goodman Hall.

Assignments are made on the basis of application date and according to availability of requested space. All roommate requests must be mutual and requested on the application or in a written request to the Office of Student Housing.

RATES

Rates, based on operating costs of the facilities, are established by the Office of Student Housing and the University. Student rates are available for UTHSC students by contracting with Housing for each semester. Short-term contracts are available for students or other eligible individuals who need housing on a short-term basis. Residents eligible for the lower student rates must be registered students at the University of Tennessee Health Science Center each semester of the contracted academic year. Eligibility may be determined through the Office of the Registrar. College of Social Work students, based on the UTHSC campus but registered through the Knoxville campus, are also eligible for student rates but must pay for the entire semester in the Office of Student Housing by the date specified on the Contract Agreement Form. Short-term housing is available on a month to month basis paid monthly in advance. Short-term residents must be college or university students working in a student capacity at UTHSC or a medical unit within the community. A letter from the sponsoring unit may be required to confirm

eligibility of residents. Individuals who are considered staff are not generally eligible for housing.

CONTRACTUAL AGREEMENT

Each resident signs an individual contract with the University for the entire academic year unless it is specifically indicated otherwise on the contract. A student who, for any reason, including withdrawal from the University, wishes to alter the terms of the contract, must apply in writing to the Housing Office at least 30 days prior to the anticipated change.

Automatic release from the contract will be granted based on the following criteria, provided a 30 day written notice is given:

- 1) End of Semester;
- 2) Graduation;
- 3) Marriage during contract (proof of marriage may be required);
- 4) Withdrawal or suspension from the University; or
- 5) Required Assignment to an out of Memphis Program. (Residents must show proof of rotation assignment.)

Residents requesting release from the contract for reasons other than those specified above must submit the request in writing to the Office of Student Housing. The Student Housing Appeals Committee will consider all appeals and will make a decision based on terms of the contract and information provided in the residents request for release. Release from the contract for any reason is subject to a 30 day notice and may be assessed a \$100.00 cancellation penalty in the event a release is approved.

Residents agree to vacate the assigned room on the date of termination as stated on the Contract Agreement Form, or on the date approved by Student Housing through other written requests submitted by the student. Residents who have fulfilled the allotted time on their semester agreement must pay short terms rates if they do not wish to sign another semester agreement, but do wish to occupy their room for a period of time after the agreement has ended, if that room is still available for occupancy.

Student Housing reserves the right to cancel a contract prior to occupancy if the contract is not returned by the requested date, or if space is not available in the residence hall.

During any period of occupancy the university can cancel the contract and require immediate vacancy of the room if the resident fails to meet the full terms and conditions of occupancy or if it is determined that continued occupancy could pose a danger to the life or health of any member of the residential community. This does not release the resident from liability for any financial responsibilities during the contractual period or from the contracted amount of rent.

In the event that the accommodations assigned to the resident are destroyed or made unavailable and the university does not furnish other accommodations, the contract shall terminate. All rights and liabilities of the parties hereto shall cease and any unused contract charges shall be refunded at the appropriate rate for the period during which accommodations were not available.

Student Housing reserves the right to change the assignment of any resident, as deemed necessary, to make the environment comfortable for all residents and to allow for repair and maintenance of the facilities.

PAYMENT OF RENT

It is the resident's responsibility to pay rent during the registration period at the beginning of each semester. Students needing an installment payment plan may make those arrangements with the Cashiers Office during registration. Students who do not pay during the registration period must be prepared to pay the full semester amount in the Office of Student Housing by the payment date stated on the contract.

VISITATION

All apartments in Goodman are 24 hour open visitation. Residents who have specific requests for other visitation types should submit a request for optional visitation to the Office of Student Housing prior to check in. Every effort will be made to provide the requested type of visitation for the resident. Residents of an apartment in Goodman may request to have their visitation privileges changed by submitting a written request to the Director of Student Housing. A majority vote of the residents determines the visitation type on each floor or in each apartment.

Visitation types

Type A: No Visitation - this type is available upon request and allows no visitation of guests. The resident permits no one other than the residents of the floor or apartment into the area.

Type B: Limited Visitation - this type is available upon request and allows visitation Friday and Saturday from 12:00 noon until 1:00 a.m., Sunday from 12:00 noon until 6:00 p.m., with no visitation permitted Monday through Thursday.

Type C: 24 hour visitation - this type allows 24 hour visitation 7 days a week. This has been the most requested type of visitation, and is in effect on all floors at check-in and subject to change by majority vote of the floor.

VISITATION IS A PRIVILEGE ALLOWED TO RESIDENTS. WHEN A RESIDENT ABUSES THE VISITATION PRIVILEGE TO THE EXTENT THAT THE PRIVACY AND RIGHTS OF OTHER RESIDENTS ARE NOT BEING CONSIDERED, THE VISITATION PRIVILEGES OF THE OFFENDING RESIDENT MAY BE REVOKED.

RULES FOR GUESTS & VISITORS

1) Residents are responsible for the conduct of their guests while at the university. Guests are not to be in the residence halls unless accompanied by their host resident.

2) Residents may have overnight guests of the same sex stay in their room or apartment providing there is a vacant bed available. Overnight guests must be registered at the residence hall desk. Guests will be charged short term rates.

3) When space is available, student housing residents may request guest housing for parents or other personal guests. The short-term daily rental rate will be charged.

INSPECTION & SEARCH POLICY

Entry of an occupied room or apartment by university authorities is allowed under the following stipulations:

1) Inspection is allowed by authorized university personnel to maintain or determine health and/or safety conditions of the room or its occupants; to check the physical conditions of the room; to make repairs, or to perform cleaning, or other custodial functions. Monthly scheduled inspections will be preceded by a 24 hour notice posted on the lobby bulletin board of the building. Inspection does not allow search of personal areas such as drawers and/or closets, but does permit confiscation of cooking appliances and other prohibited items that are in view.

2) Search is permitted by on-campus authorities to investigate suspected violations of campus regulations and/or city, state or federal law. Search requires permission of the Director of Student Housing or other authorized university officials. Individuals conducting a search will be accompanied by a Campus Police officer.

3) Emergency entry occurs when either individuals or property is suspected to be in danger.

HOUSEKEEPING

Residents are responsible for cleaning their own rooms/apartments. Lobby areas are cleaned by custodians. Residents, by presenting university identification at the desk, may check-out vacuum cleaners, brooms, etc., from the office in their respective building. All equipment is to be used in the building from which it is checked-out. Equipment removed from the premises is considered theft of university property and is subject to disciplinary action. When lack of cleanliness of a room or apartment is determined to create a health or safety concern or create damage to the facility, the university reserves the right to use custodial personnel to clean the area. If this occurs, the occupant(s) of the room or area will be billed for staff time and materials.

EQUIPMENT

A limited number of vacuum cleaners are available for check-out at the desk. This equipment is for use by students only and is expected to be returned to the desk in a reasonable amount of time.

MAINTENANCE

Maintenance requests should be submitted to the residence hall desk. To assist in prioritizing repair assignments, please indicate potential safety hazards or problems which may result in property damage when requesting maintenance. Maintenance work is completed by the university Physical Plant and requests for repair are submitted by the residence hall desk. Please allow a reasonable time for repair depending on the nature of the repair.

ROOM CHANGE

A change of room will be permitted at any time during the period of occupancy providing space is available. Residents should consult the Complex Manager to determine availability of space and proceed to the Housing

Office to secure a room change. Additional charges that may occur in a room change must be paid before the new assignment will be approved.

KEYS

Students are responsible for their room key and should keep it with them at all times. If a student is locked out when the Front Desk is open, a temporary key can be checked out at the Front Desk. This key is for 24 hour check out. There is a \$2.00 per day charge for each day that the key is kept out past 24 hours.

If a student is locked out when the Front Desk is closed, staff is available and can be contacted through Campus Police. There is a \$15.00 administrative charge for lock outs during these hours. The charge must be paid within 48 hours.

If a student loses a room key, there is a rekey charge of \$25.00 for Goodman (Goodman requires replacement of multiple cores.). A fee of \$10.00 is required to replace a mailbox key.

SMOKE DETECTORS

Smoke detectors have been installed in each room in compliance with the Tennessee Fire Code. Tampering in any way with these detectors is a violation of the fire code and of city ordinance. Residents who have damaged their detector, removed or disconnected the battery, or tampered with the detector in any way, will be subject to disciplinary action which may include action by city officials. The detectors are checked monthly. Weak and/or damaged batteries and detectors are replaced. It is the responsibility of the residents to notify the desk immediately if the smoke detector is in need of repair or replacement.

CABLEVISION

Cablevision is provided at no additional charge to the residents in the bedrooms of Goodman.

PETS

Because of sanitary and noise requirements, pets (of any kind) are NOT PERMITTED in the residence hall. Any resident who brings a pet or allows pets to be brought into the facility will be asked to remove the pet(s) immediately from the hall. Failure to remove the pet(s) will result in expulsion from the hall. Residents who bring pets into the hall may be charged the cost of fumigation and extermination of the affected area, as well as any needed cleaning or replacement costs of furniture, carpets, etc.

STORAGE & FURNISHINGS

The university does not provide storage outside the individual rooms. Items left in the room will result in rent or disposal charges to the resident. Furniture is not to be removed from student rooms or apartments. Residents requesting to bring their own furnishings may do so provided the placement of items can be done without removing university furniture.

ROOM DAMAGES

Student Housing recognizes the students desire to personalize their room with items such as pictures, lamps,

etc. When the use or hanging of these items damages the walls, floors, ceilings or furnishings of a room or apartment, charges for repair or replacement will be the responsibility of the resident.

NOISE

Due to the community living arrangement of our facilities, and respect for other residents, noise levels should be maintained so that they are not audible outside an individual student room. Violation of this rule will result in two warnings. After the second warning, stereos, TV's, etc. may be confiscated and the resident may be subject to disciplinary action which may include removal from the residence hall.

BICYCLES

Bike racks are available outside the facility. Bicycles are not permitted to be stored in public areas inside the facility. Bikes or other equipment in stairwells, hallways, or other public walkways, including outside walkways in Goodman, create a safety hazard. Violations will result in confiscation of objects and charges for time and labor of removal. Repeated violations may result in confiscation of the equipment until the resident vacates the facility.

TELEPHONES

Telephones are available in each room at no additional cost to the resident. Repairs and long distance service accounts may be requested by contacting the Office of Communications at 448-5858.

Students may use their own telephones. However, the university telephone may not be removed from the premises and must be reinstalled by the resident prior to the resident checking out of the room.

COOKING & APPLIANCES

- 1) Only U.L. approved appliances may be used.
- 2) No open flame appliances are permitted for use in the residence halls. This includes Bunsen burners, fondue pots, grills, etc.
- 3) Cooking in the residence halls is permitted only in designated kitchen areas.
- 4) All appliances and equipment used must be in good condition.
- 5) Single outlet extension cords may be used. To reduce the danger of fire, electrical shock or overloading the circuits only one appliance may be used per cord or wall outlet. Extension cords must be no longer than eight feet and must not be torn, frayed or broken.

Goodman: Each apartment in Goodman Family Residence Hall is equipped with a kitchen. Cooking is restricted to the kitchen area. Cleaning and care of the kitchen and appliances are the residents responsibility.

It is the residents responsibility to clean areas after cooking. **DO NOT USE THE BATHROOM SINKS TO CLEAN COOKING APPLIANCES.** Appliances not in use are to be stored in the resident's room. Appliances left in public areas in the building will be confiscated and kept until the residents check out of the building.

MENINGOCOCCAL DISEASE

Beginning with the 2003-04 academic year, each new incoming student living in on-campus housing shall sign a

waiver indicating that UTHSC has provided detailed information concerning the risk factors and other information for meningococcal disease and that the student has chosen or not chosen to be vaccinated.

HEALTH SCIENCES LIBRARY AND BIOCOMMUNICATIONS CENTER

Thomas A. Singarella, Ph.D., Professor and Director
Lamar Alexander Building, 2nd Floor
877 Madison Avenue
448-5634
Toll-free 877-747-0004
<http://library.utmemo.edu>

The mission of the Health Sciences Library and Biocommunications Center is to provide the information support resources that create for students, faculty, and staff an information environment conducive to education, research, and patient care in the electronic age. The Health Sciences Library serves as a resource library in the National Network of Libraries of Medicine and as a major health sciences resource library within local, state, and regional consortia and networks.

Library Hours

Monday – Friday, 8 A.M. - 11 P.M.

Saturday, 8 A.M. - 5 P.M.

Sunday, 2 P.M. - 11 P.M.

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

Collection

The Health Sciences Library supports the instructional and research programs of UTHSC through a collection of journals, monographs, audiovisuals, online and CD-ROM databases, and multimedia. The library holds approximately 1255 current print periodical titles, 2100 e-journal titles, 200 e-book titles, 52,000 monograph titles, and 195,000 volumes.

The reserve collection includes print and nonprint resources. Leisure reading and historical materials are also available.

Circulation of Materials

Books: 4 weeks

Journals:

Bound volumes: 1 week

Unbound issues: 1 day

Nursing journals and Social Work journals:
noncirculating

Audiovisual materials: 1 week

Reserve materials

Examinations and instructor study guides:
noncirculating

Other materials: overnight

Reference materials and audiovisual equipment:
noncirculating

Two renewals are allowed for books and bound journals. Renewals may be made in the library, online, or

by calling 448-5634. Items that are on hold or are overdue may not be renewed.

Library Fines

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

- Books and bound journals, \$0.50 cents per day
- Reserve books, \$1 for the first hour after they are due (10 a.m.), \$0.50 for each successive hour
- Unbound journals, \$1 per day
- Study carrel keys, \$5 per day

All damage to books beyond reasonable wear and all losses should be reported to the library by the borrower. Arrangements will then be made for the borrower to pay for the repair or replacement of the material. When fines have accumulated to \$10, borrowing privileges are suspended until fines are paid.

Photocopying and Interlibrary Loans

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

Library staff will pull and photocopy articles or request interlibrary loans for UTHSC students and employees at \$6 per request. Photocopy services are provided in conformance with the US Copyright Statute. Many journals now provide online access to full-text printing of articles directly from the library's web site (<http://library.utmem.edu>) for UTHSC faculty, staff, and students.

A request form, which is available on the library's web site, must be completed for every article, book, or book chapter to be photocopied by library staff or borrowed from another library. Lists from literature searches or bibliographies cannot be accepted. If you use PubMed MEDLINE for your searches and would like to request documents through Loansome Doc, please call the library at 448-5404. For information on interlibrary loan requests already submitted, call 448-5168. For toll-free access to either office, call 877-747-0004.

Rush delivery of photocopied articles from other libraries is also available for an additional charge.

Computer Searches

The library has access to online databases through the National Library of Medicine, NCBI, DIALOG, Ovid Technologies, Elsevier Science, Tennessee Electronic Library, MDL, STN, and CAS. Most of our electronic resources can be accessed free of charge by UTHSC faculty, staff, and students from any computer with Internet access, after registration with the library. Access is through the library's web site (<http://library.utmem.edu>).

Databases such as MEDLINE, EMBASE, International Pharmaceutical Abstracts, Health and Psychosocial Instruments, PsycINFO, and the Cochrane Evidence-Based Medicine files are all Ovid databases, available from our Electronic Resources link on the web page. Scopus, a citation database, and CINAHL, a nursing and allied health database, are also available via the library's website. The NCBI Entrez databases provide

genome sequence searches, and Micromedex accesses pharmaceutical information.

The library subscribes to four collections of full-text electronic books – MD Consult, STAT!Ref, Books@Ovid, and NetLibrary – as well as single titles such as *Hurst's the Heart Online* and *Harrison's Online*. All e-books are listed in the catalog. Online journal collections include ScienceDirect, MD Consult, EBSCOhost Nursing & Allied Health Comprehensive, Ovid, and PubMed Central. An A-Z e-journal list provides access to over 2000 titles now available online, while the Journal Search feature in the online catalog continues to provide access to all titles with their print and online holdings easily identified.

Special software is required to search the library's two chemical databases: SciFinder Scholar and Beilstein Crossfire. Download and installation instructions can be found on the library's Electronic Resources web page. The library has a limited number of CD-ROM reference resources where access is limited to the library's computers: the Neighborhood Change Census Database, Journal Citation Reports (ISI's journal impact factor listing), and Current Contents Life Sciences.

In addition to these databases readily available to the campus, the library's reference librarians can also search additional databases. Customized Current Awareness searches can be provided on a monthly basis. Most searches are free, but some are charged on a cost-recovery basis. Request searches at the Reference Desk, by calling 448-5404 or 877-747-0004 (toll-free), or through the Ask a Librarian link on our web site: <http://library.utmem.edu>.

Study Rooms and Carrels

Student study rooms are located on the third floor. Rooms may be reserved for groups of three or more by contacting the Multimedia Lab, 448-6859.

Locked study carrels are available on the 4th and 5th floors and may be reserved for one month at a time with renewals allowed if there is no waiting list. Carrels are assigned at the Circulation Desk.

Student Break Room

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

Instructional and Special Services

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

Organized tours and orientations of the library (including a brief demonstration of the online catalog, INNOPAC) are offered to new students, staff, and faculty. The library's website describes the workshops and provides registration information.

Instruction is available for faculty, students, and staff on databases and other library resources in specific subject areas.

Fact Sheets, located near the library's internal elevator, contain detailed information about the many

services provided by the Health Sciences Library and Biocommunications Center.

Electronic Classroom

The Electronic Classroom is used by library faculty to teach students and others to search electronic information resources. When the classroom is not being used for library instruction, other faculty may schedule the room for instruction, or students may use it on an individual basis. It is equipped with Macintosh hardware; graphics, word processing, bibliographic, and database software; and resources for searching the Internet.

Library Multimedia Laboratory

The Library Multimedia Laboratory houses the library's audiovisual reserve materials, including anatomical models, computer-based instruction, videotapes, and 35mm slide sets, in a suite adjacent to the main reading room.

Students may use audiovisual material in the Multimedia Lab or in the audiovisual viewing rooms on the 3rd floor (mezzanine) of the library.

The LML also provides facilities for color printing and digitally scanning 35mm slides and printed material, and the LML staff works with instructors to create multimedia instruction.

The lab is open during regular library hours, and assistance is available from 8:30 A.M. to 5:30 P.M., Monday through Friday.

Scientific Publications

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

Library Service Numbers

Administration	448-5638
Bibliographic Control	448-5154
Business Office	448-6312
Circulation Desk	448-5634
Collection Management	448-5154
Director's Office	448-5694
Electronic Services	448-5635
Instructional Services	448-4759
Interlibrary Loan/Photocopy	448-5168
Library Multimedia Laboratory	448-6859
Reference Services	448-5404
Scientific Publications	448-5051

PARKING SERVICES

45 North Manassas St.
448-5546

The Parking Services Office is located at 45 North Manassas St. The office is open from 8:00 a.m. to 11:00 a.m. and 12:00 noon to 4:15 p.m., Monday through Friday.

If you have any questions or concerns about parking, please call us at 448-5546 or come by the office; we will be glad to help you.

VEHICLE REGISTRATION

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

SUBSCRIBED

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

STUDENT PARKING GUIDELINES

1. These student parking guidelines are in effect for the period from July 1 through June 30 of each school year.

2. Once a student is assigned to a parking lot, that assignment shall remain his/hers until graduation from his/her current program, unless the student desires another lot or desires to cancel parking. Exceptions to this are guidelines relating to students with disabilities (#3) and residence hall students (#4).

3. A student with disabilities shall have priority over all other students in the assignment of the parking lot of his/her choice.

4. With the exception of a student with disabilities, a residence hall student shall have priority over a non-residence hall student in the parking lot assigned to a particular residence hall. "T" is the designated parking lot for the Goodman Family Residence. A residence hall student will not be assigned to the SAC Garage.

5. A student shall be responsible for paying his/her parking fee that is included on the fee assessment at registration each payment period or in the Parking Office, as needed. Failure to pay the parking fee will result in forfeiture of parking assignment. (Note - Social Work students pay for parking in the Parking Office when the permit is issued.)

6. 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 registration and be available for pick up in the Parking Office.

7. Waiting list

a. In establishing waiting lists, seniority in one's current program shall determine one's priority in his/her assignment to a new parking lot. (Example: A fourth-year Dentistry student shall have priority over a third-year Medical Student, who shall have priority over a second-year nursing student, who shall have priority over a first-year pharmacy student, etc.) (Note-students with disabilities and dormitory students retain priority over seniority. See #3 and #4 above.)

b. In cases where there are equal priority points, date of application shall determine priority.

8. Residence Hall lot "bumping"

a. At the start of a term, if there is a residence hall student desiring assignment to a residence hall lot, the residence hall student shall have the right to "bump" the non-residence hall student with the lowest priority points in that lot. This bumping right occurs only at the start of a term. The student bumped shall have first priority on a vacancy in the lot of his/her choice regardless of his/her priority points. No one already assigned to a lot may be bumped by a student forced out of a residence hall lot.

b. At the start of the Fall term (July 1) an appropriate number of residence hall lot spaces will be held until the close of registration for all schools.

9. A new student shall receive parking information as part of his/her registration/orientation material. Since new students have no priority (with the exception of those with disabilities or residence hall), assignments will be made in order of the return of parking application.

FEES

All persons subscribing to UTHSC parking must pay the current fees set out by the Parking Authority Board. Faculty and staff pay by monthly payroll deductions.

Students pay fees at registration or in the Parking Office, as needed.

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

CANCELLATION

In order to cancel parking, the parking permit and the gate card (if applicable) **must** be turned in to the Parking Services Office, prior to the 7th of the month to obtain a refund for that month. Refunds, based on the number of whole months remaining in the term are payable to students upon cancellation. The charge for a lost, stolen, or non-returned hang tag is \$12.00 and gatecard is \$15.00.

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

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

CARPOOLS

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

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

MOTORCYCLES

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

INDIVIDUALS WITH DISABILITIES

UTHSC desires to provide appropriate parking accommodations for employees and students with disabilities. In order to assure such parking, effective January 1, 1996, it will be necessary for each student with a special need related to parking and/or access to their work or study site to register that need with the office handling ADA (Americans With Disabilities Act) accommodations.

The University is in the process of placing gates on all UT parking lots. Gate Cards will be provided to regularly assigned parkers. Students with disabilities requiring special accommodations must complete a *Request for Special Parking Form* to qualify for special parking assignment. The completed form can be left with Parking Services at the time of registration or returned to the Office of Equity and Diversity.

Please contact the Office of Equity and Diversity (extension 8-2112 or TDD 8-7382) if you have any questions concerning this process.

The Parking Office will handle temporary disabilities on an individual basis and require a doctor's statement. Every effort will be made to park the individual's vehicle as close as possible to their classrooms or work site. The parking fee will be charged at the regular rate of the lot to which you are assigned.

BICYCLES

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

PARKING: VIOLATIONS

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

Inability to locate a legal parking space in the assigned area is not justification for improper parking. In these cases, call Parking Services Office for alternative parking instructions.

Receipt of six (6) or more citations paid or unpaid (but not including citations under appeal), may result in forfeiture of parking privileges for the remainder of the current academic year.

PARKING: TICKETS

Parking fines can be paid by either coming to the Parking Services Office or mailing a check or money order (made out to The University of Tennessee) to the Parking Services Office, 45 N. Manassas St., 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 Appeals Board, 800 Madison Ave., Suite 309 (SAC 309), 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 45 N. Manassas St., within 15 calendar days from the date that the ticket was issued.

PARKING: TOWING

A vehicle may be towed, if it has six (6) or more outstanding traffic citations which have not been paid or appealed, after being notified in writing. A vehicle may also be towed immediately if it is blocking access to university garages, lots, buildings, campus thoroughfares, or other cars, as well as fire lanes, dumpsters or mail at time of pick-up, and impeding the flow of traffic.

If a vehicle is towed and impounded, release will be directed by the Parking Services Office only after payment of the appropriate charges has been made. No checks will be accepted.

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

CAMPUS POLICE

Chief Lue Ida Walls-Upchurch
45 North Manassas St.
448-4444

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

INTERROGATION BY UT CAMPUS POLICE

Rule 1720-3-3-04

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

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

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

OFFICE OF CAMPUS RECREATION AND FITNESS CENTER

Daniel Houlden, Director
312 Student Alumni Center
Campus Rec Main Line: 448-5069
Campus Rec Infoline: 448-5612
Web page: www.utmem.edu/campusrec

PERSONNEL

Daniel Houlden, Director 448-5643
Fonda Fracchia, Fitness & Wellness Coordinator . 448-5416
Jeremy Gratton, Intramural Coordinator 448-1811
Regina Sims, Administrative Assistant 448-5069
Willie House, Maintenance 448-5069
Cedric Woodson, Senior Custodian 448-5069
Ralph Andrews, Jr., Custodian 448-5069

IMPORTANT NUMBERS

Student Recreation Center Infoline. 448-5612
Front Desk & Racquetball Reservations 448-5973
Outdoor Facility (Doc's Field)..... 448-5628

FITNESS & WELLNESS

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

INTRAMURAL SPORTS

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

INSTRUCTIONAL PROGRAMS

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

OUTDOOR ADVENTURES & EQUIPMENT RENTAL

The Outdoor Adventures program has taken many successful canoeing, kayaking, camping, hiking, skiing, climbing, and backpacking trips. The Midsouth area and bordering states offer a wide range of outdoor opportunities to meet the needs of any enthusiast. Trips are usually short and within 3-5 hours driving time. Outdoor equipment can also be rented for personal use (reservation forms are available at the Student Recreation Center front desk). You are encouraged to reserve your equipment at least one week in advance. Call Dan Houlden at 448-5643 for equipment rental information and reservations. Items should be inspected prior to leaving the Student Recreation Center to ensure the desired gear is being checked out. The cost for damaged or lost equipment will equal the resale value for that item. The Outdoor Adventures program also has an information resource center for camping around the mid-south and beyond. All items must be returned in the same condition as they were at check-out.

STUDENT RECREATION CENTER AND FITNESS CENTER FACILITIES

INDOOR FACILITY

The Student Recreation Center houses a 2-court gymnasium, fully renovated and expanded locker rooms, a renovated indoor lap pool, a new whirlpool, three racquetball courts, two aerobics and instructional exercise rooms, a climbing wall, a new and larger weight and cardiovascular room with circuit machines and free weights, elliptical trainers, stair climbers, treadmills, rowers, stationary bikes, Jacob's Ladder, an exercise testing center with treadmill and cycle ergometer and game room.

Hours for each semester vary and are posted at the main entrance.

RACQUETBALL COURTS AND RESERVATION SYSTEM

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

CLIMBING WALL

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

GYM

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

POOL

The indoor pool is 25 yards in length with five lanes. All individuals are **required to shower** prior to using the pool. Canoes, kayaks, and scuba tanks are not allowed in the pool, except during scheduled classes. Locker rooms for both men and women are located adjacent to the pool.

WORKOUT AND FITNESS AREA

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

DOC'S FIELD OUTDOOR FACILITY

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

other recreational activities that take place on the field and the lost balls present a safety hazard. The Doc's Field Pavilion houses rest rooms, water fountain, phone, and picnic tables. If your group wishes to reserve the Pavilion for a cook out, contact the Student Recreation Center Office at 448-5973. No vehicles are allowed on the field. No alcoholic beverages are allowed at any time. **NO PETS are allowed!**

HOURS

The Student Recreation Center hours are posted in the glass bulletin case at the entrance to the indoor facility. The Student Recreation Center is open 7 days a week with the exception of University holidays.

Fall and Spring Hours are 6:00 AM - 9:00 PM Mon-Thu, 6:00 AM - 8:00 PM Fri, 9:00 AM - 1:00 PM Sat, 4:00 PM - 8:00 PM Sun.

Summer Hours are 6:00 AM - 8:00 PM Mon-Thu, 6:00 AM - 8:00 PM Fri, 9:00 AM - 1:00 PM Sat, 4:00 PM - 8:00 PM Sun.

Please check postings, or www.utmem.edu/campusrec or call 448-5612 for changes in hours of operation.

STUDENT ALUMNI CENTER

Jo Boddie, Manager
800 Madison Avenue
448-5525

The Wassell Randolph Student Alumni Center, commonly called the SAC, is located between the Fitness Center and the Randolph building. The SAC provides meeting spaces for departments and student groups. Rooms are also available for rental to external organizations and individuals. Reservation for rooms is required and can be arranged by calling 448-5614. Table and chair rental is also available for campus events. Lynn Ivy, SAC Operations Supervisor, manages rental requests. Contact him at livy@utmem.edu or by calling 448-8767. The hours of operation of the SAC are 8 a.m. to 5 p.m. Monday through Friday.

Student Financial Aid

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FINANCIAL AID OFFICE

910 Madison Avenue, Suite 520

Memphis, TN 38163

(901) 448-5568

fao@utmem.edu

www.utmem.edu/finaid

GOAL & SERVICES

The goal of the Financial Aid Office is simply to see that no student foregoes an education at the University of Tennessee Health Science Center because they cannot afford it. Each staff member is dedicated to exploring every avenue available in financing an 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 aid is to fill in the gap between family resources and cost.

By following the application process described below, a student is fully considered for federal, state and institutional aid. However, the student should explore additional sources that are sometimes overlooked. These include civic organizations, churches, professional associations and employers of either parent or the student. In addition, some communities, hospitals and health care providers offer student aid in return for service.

The Financial Aid Office is committed to assisting students in the financial aid process described in the following paragraphs. In addition, budget counseling, pre-loan counseling and debt management guidelines are available.

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 financial aid application. It takes into account the cost of education and the family's financial situation. Following is a detailed description of the application process and how each piece of the calculation is derived.

APPLICATION PROCESS

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

1. Students who complete the FAFSA prior to the last day of February preceding that same calendar year's fall semester are guaranteed 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.
2. To be sure that the Financial Aid Office receives your application, list the University of Tennessee Health Science Center as one of the colleges to receive the information. To ensure this, provide the federal school code for the University of Tennessee Health Science Center (006725).
3. 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 Stafford Loans, therefore it does not hurt you in any way to provide this information, it only increases the possibility of being considered for more financially attractive funds.

4. Completed tax return figures are not necessary to complete the FAFSA. If you have not yet completed your taxes, use your W-2 & other tax documents to provide your best estimated figures in order to meet the priority funding deadline.

5. A FAFSA must be completed each academic year for which one wants to receive financial aid.

6. The FAFSA is all that is required to initiate the financial aid process; do not send any other information to the U.S. Department of Education or to the Financial Aid Office unless you receive a written request to do so.

Once your application has been processed, you will receive a Student Aid Report (SAR) from the U.S. Department of Education. Read it carefully, and confirm that all of the information is correct. If you need to make any changes, please contact the Financial Aid Office.

If you are an accepted or returning student and complete the FAFSA by the last day of February, the Financial Aid Office will contact you in the spring. You may receive a financial aid award letter, or a request for additional information. Respond to each of these as soon as possible to ensure prompt payment for your University bill and any excess you expect for living expenses.

CALCULATING ELIGIBILITY

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

Eligibility (need) for financial aid is the difference between budget (cost of education) and resources (EFC).

FINANCIAL AID BUDGET

Your budget (cost of education) has been determined using several categories. We have attempted to include estimates of all reasonable expenses you are likely to incur during the academic year. Some expenses, such as tuition, are actual costs, and others are estimates, such as the living expenses.

Tuition & Fees - The tuition and fees are specific to your program of study and year of enrollment. The amounts are determined annually by the University of Tennessee Board of Trustees.

Books & Supplies - The books and supplies category is also specific to your program and year. It includes all

required textbooks, instruments, and supplies. Cost estimates are submitted by each college and/or department annually.

Living Expenses - The allowance for living expenses includes room and board, transportation, and miscellaneous expenses. These are estimates of what it may cost a student to live in Memphis while enrolled. The living expenses are the maximum allowed for financial aid eligibility, and cannot be adjusted for personal consumer choices.

Each student's own actual costs may vary greatly depending on their decisions regarding living arrangements and personal budgeting. The Financial Aid Office suggests each student sit down and review their expected living expenses to insure that they will fit into the budget designed for them. When reviewing personal budgets, students should leave some margin to cover small unexpected expenses. Students needing assistance in budgeting should feel free to visit with our staff.

The living allowance is based on the length of enrollment for the upcoming academic year. Costs for periods of non-enrollment cannot be included.

FINANCIAL AID AWARD

Once a student's eligibility is established, financial aid awards are made for the academic year in accordance with federal regulations and University policies, relative to eligibility and to the availability of funds.

Students are notified of their financial aid award by mail, usually during the spring. It is important to accept or decline the award as soon as possible by indicating your choice regarding your aid package, choosing a Stafford Loan lender, and signing the award letter and returning the appropriate copy to the Financial Aid Office.

TYPES OF FINANCIAL AID

Scholarships & Grants

Outside scholarship assistance is perhaps the largest source of potential funding for students. Each scholarship is administered differently, so each has different criteria and application procedures. The best resources for exploring these scholarships are bookstores and libraries. There are also a number of web sites that can assist you in finding outside scholarship assistance.

Pell Grant, Supplemental Educational Opportunity Grant, and Scholarships for Disadvantaged Students are all federal need based funds. The FAFSA is the only application required to determine eligibility for these and any University scholarships. Many states offer need based State Grants to students who are eligible. If you are an undergraduate student from Tennessee, contact Tennessee Student Assistance Corporation (TSAC) for an application. If you are from out of state, contact your state Department of Education.

Loans

Federal loan programs common to all disciplines at the University include the Stafford and Perkins Loans. The Stafford Loan limits vary depending on program and dependency status, and the interest rate is variable (capped at 8.25%). The Perkins Loan limits are \$6000 for graduate

level student and \$4000 for undergraduates. Each of these loans has a ten year repayment term.

If you accept a Stafford Loan, your lender will mail you a promissory note, which you will need to complete and return to your lender. Once the promissory note is received, a check will be sent to the University Cashier's Office.

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, and no additional application is required.

DISBURSEMENT OF AID AND REGISTRATION

Aid is divided between terms, to correspond to student registrations. Students should be aware that some classes within individual colleges do not pay fees at times consistent with the beginning of their curricular cycles, as class schedules may be slightly inconsistent with the University calendar.

Federal aid is generally applied as a credit towards the student's cost of tuition and fees owed. If the student owes a balance, the amount will be due at registration. If the student is due a refund because the aid applied exceeds the amount of tuition and fees due, a refund check may be available at registration.

SATISFACTORY ACADEMIC PROGRESS

Students must achieve a minimum satisfactory academic progress standard in order to receive federal financial aid. For all Colleges, the minimum cumulative grade point averages required for aid continuation is 2.00. Evaluation of a student's academic progress standing and progress for financial aid eligibility will be made at the end of each year according to the following standards:

Colleges of Dentistry & Pharmacy:

Students will be allowed financial aid support for six semesters of basic science coursework. If, within that time period, the student has yet to progress to the clinics, aid will be terminated until that progression is made. Similarly, students will be allowed six semesters to complete the clinical portion of the program. Any semesters required beyond that point will be self financed.

College of Medicine:

Students will be allowed financial aid support for eight semesters of basic science coursework. If, within that time period, the student has yet to progress to the clinics, aid will be terminated until that progression is made. Similarly, students will be allowed a total of twelve semesters to complete both basic science coursework and clinics. Any semesters required beyond that point will be self financed.

Other Graduate Students:

Students will be allowed to receive aid for one and one-half times the normal period required for a full time student to complete the degree. For example, if a full time student can obtain a Master's degree in four semesters, the maximum number of semesters a student would be eligible to receive aid is six.

A minimum cumulative grade point average is 2.00.

Undergraduate Students:

Like graduate students above, a student enrolled in an undergraduate program can receive financial aid support for an additional one-half the normal program length.

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 retaking a course they have already passed. If a student's enrollment includes both new courses and incompletes or retakes, enrollment status will be determined using only the hours enrolled in new courses.

Aid will be provided to a student repeating a failed course or a withdrawal if the cumulative grade point average requirement is satisfied and their enrollment does not exceed the number of eligible semesters.

Probationary Semester:

If a student does not meet the requirements of the above policy, he or she will be placed on a semester's probationary status (with financial aid). If the student established compliance with the policy at the end of that semester, aid will be continued. Otherwise, aid will be terminated.

Appeal Procedure:

Any student denied assistance due to the policy may present an appeal to the Financial Aid Advisory Committee. The appeal should initially be made in writing to the Director of Financial Aid explaining the reason(s) for failing to meet the academic standards outlined in the policy. The appeal will be presented to the Committee and, should the appeal be denied, the student has the option of appearing in person before the Committee. All decisions of the Committee are final.

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CAMPUS POLICE

Chief Lue Ida Walls-Upchurch
45 North Manassas St.
448-4444

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

In accordance with the Tennessee College and University Act of 1989, the University of Tennessee Health Science Center prepares an annual report detailing campus police/security policies and their effectiveness in protecting the campus community. A free copy of this report may be obtained by any student, employee, or applicant for admission or employment from the Office of Campus Police or on line at the Campus Police home page.

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

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

In the event of an accident, crime or other emergency, dial extension 8-4444 if on campus. Officers will respond and will contact the appropriate personnel. Students are urged to contact campus police whenever they observe suspicious or unusual behavior on campus.

In order to provide additional security a number of "Blue Light" emergency telephones have been strategically located throughout the campus. You are strongly encouraged to note the location of these phones, and are invited to make a test call. Please inform the dispatcher at the onset that your call is a "test."

If you have any questions or problems we can help you with during your experience at UTHSC, please feel free to stop by our office at 45 N. Manassas St.

EMERGENCY RESPONSE

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

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

Fire drills are required for residential dorms on campus (the 3 story Goodman Family Residence Hall). The fire drills for the dorms are conducted every 3 months. The University is also required by law to have fire drills in the other campus buildings once every 6 months.

EVACUATION AREAS

In case of an evacuation, if you are:

South of Union, go to Docs Field

North of Union-West of Manassas, go to parking lot "F"

North of Union-West of Bowld Hospital, to Forrest Park

In the Coleman Building or the 66 North Pauline Building, go to parking lot "#9" (next to the Coleman Building).

WHAT TO DO IN AN EARTHQUAKE

DUCK, COVER, AND HOLD

When you feel an earthquake, DUCK under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, and other heavy objects that could fall. Stay under COVER until the shaking stops. HOLD onto the desk or table. If it moves, move with it.

- If you are in a HIGH-RISE BUILDING, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do NOT use the elevators, Do not be surprised if the fire alarm or sprinkler systems come on.

- If you are OUTDOORS, move to a clear area, away from trees, signs, building, or downed electrical wires and poles.

- If you are on a SIDEWALK NEAR BUILDINGS, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.

- If you are DRIVING, pull over to the side of the road, stop the car, and stay there until the shaking is over. Do not park under overpasses, power lines or other hazards.

EVACUATION

When the shaking has stopped, count to sixty to compose yourself and to allow for the possibility of an immediate aftershock. Know where you will take cover should an aftershock occur.

Check for injuries to yourself and those around you. Administer first-aid to the extent of your capability. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Know where flashlights, first-aid kits and portable radios are kept in your building. Find these items or someone with them if needed. Do NOT use matches or cigarette lighters because of the possibility of ruptured gas lines or other flammable materials being present. If you are indoors, leave the building via corridors and stairways provided as part of the building's fire emergency exit system. Be aware that power outages and building damage may have eliminated all lighting. Be familiar with the location of exit stairs and other means of egress. Do NOT use elevators Avoid exposed electrical wiring and fixtures. Do not lean or hold onto anything that may not be able to support you. Protect your head as you exit the building.

Do NOT attempt to shut off main building electrical, natural gas, or water supply sources.

Move AWAY from buildings quickly to avoid or reduce the risk of injury from falling building materials. Do NOT attempt to reenter buildings. Do NOT attempt to drive your car. Streets must be clear for emergency vehicles. Also, bridges and overpasses may be damaged and should

not be utilized until their safety and structural integrity has been verified.

WHAT DO IN A TORNADO

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

There should be a designated shelter area in each building at University of Tennessee Health Science Center. In the event of a tornado warning, employees on the bottom three floors of a building should proceed to one of these shelter areas and remain there throughout the warning. Employees on the top floors (*floors 4 and higher*) of a high rise building should move to a center hallway in the building.

ASSEMBLY POINTS

Persons in buildings south of Union Avenue should assemble at the UT Docs Field.

Persons north of Union Avenue, east of the Boling Center for Development Disabilities, and west of UT Bowld Hospital, should assemble in Forrest Park immediately opposite the General Education Building.

Persons in the vicinity of the Boling Center for Development Disabilities (north of Union Avenue, West of Manassas) should assemble in the "F" parking lot at the southwest corner of Orleans Street and Court Avenue.

Persons in the vicinity of Coleman and the Doctors Office Building should assemble in parking lot No. 9, immediately east of the Coleman Building.

WEB SITE

Information about safety may be obtained through the Internet at:

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

SEXUAL ASSAULT

Tennessee Bureau of Investigation (TBI)
Sex Offender Website:

[www.ticic.state.tn.us/
SEX_ofndr/search_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp)

<[http://www.ticic.state.tn.us/
SEX_ofndr/search_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp)>

If a sexual assault should occur the following information will be of assistance to you.

Sexual assault includes fondling, exposure to or forced participation in pornography, exhibitionism, rape and attempted rape.

What To Do If You Have Been Sexually Assaulted:

1. Go to a safe place and seek campus assistance through:

University Health	448-5630
after 5:00 p.m.	541-5654
UTHSC Student Assistance Program	800-327-2255
(24 hours/7 days per week)	
Campus Police.....	448-4444
Memphis Sexual Assault Resource Center (MSARC)	272-2020
Off Campus - Memphis Police Department	911
Nearest Emergency Room	

2. Do NOT take a shower, douche or change clothes.

3. You must make an informed decision of whether or not to report the assault.

CONS

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

PROS

Reporting a sexual assault,

- will allow the police to assist the victim in obtaining medical services.
- assures the victim immediate safety.
- allows the police to pursue the perpetrator more efficiently.
- allows police to gather physical evidence from the assault
- provides increased security for others on campus.

NOTE

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

IF YOU DECIDE NOT TO REPORT THE INCIDENT:

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

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

IF YOU CHOOSE TO REPORT A SEXUAL ASSAULT:

Call UT Police who will assist in providing security for the victim, will contact University Health Services and make arrangements to be seen at the MSARC.

A sexual assault victim should seek medical treatment and/or counseling to

- minimize emotional and physical trauma
- facilitate collection of evidence
- test for sexually transmitted diseases
- obtain treatment of possible injuries
- provide a pregnancy prophylaxis if desired

Services provided through MSARC

- emotional, legal and medical support
- collection of physical and material evidence
- emotional support to family members
- equitable access to the criminal justice

system

- court escort service

Student Assistance Program can provide emotional support for the victim as well as maintain confidentiality. A counselor is available at all times. 800-327-2255

Medical and psychological follow-up is available as long as needed.

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

Academic Process

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ENROLLMENT SERVICES/REGISTRAR'S OFFICE

Eunice Taylor, Interim Director/Registrar
910 Madison Avenue, Suite 525
448-5264

REGISTRATION

Registration is processed through the Registrar's Office and the Office of Student Life and Student Affairs and the Bursar's Office. Registration materials are mailed to students approximately three weeks prior to registration giving dates and times for payment of fees and orientation dates. Registration and fee payment may be returned by mail or in-person at the Bursar's Office. The schedule for registration and fee payment for 2006-07 may be found at the beginning of this handbook and on the web under Admissions

LATE REGISTRATION

As stated in the Administrative Manual (Policy 3.030):

Definition:

Late Registration/Fee Payment is defined to take place after the date posted as Final Day for Registration.

Authorization for Late Registration:

A student may register late during a period of three (3) working days following the close of the Final Day of Registration, without college approval. Beyond this time period, authorization to register must be given by the appropriate college officer.

Late Registration Fee:

A fifty (\$50) dollar fee will be assessed to any student registering during the first three days after the Final Day of Registration. Registration after the third day will cause a seventy-five (\$75) dollar fee.

Appeal of Late Registration Fee:

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

STUDENT OBLIGATION

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

DROPPING & ADDING COURSES

If applicable to the curriculum, courses may be dropped or added, changed from credit to audit (or vice versa) during the first two weeks (14 days) of the semester with the permission of the student's advisor. Changes in courses after this period require special procedures.

Drop/Add forms are available in Suite 525, 910 Madison Building.

CLASS ATTENDANCE

As stated in the Administrative Manual (Policy 3.000): the educational programs at UTHSC have been developed by the faculty and staff to provide students with the information and experiences necessary to become practicing professionals. It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college or school in which they are enrolled. It is the policy of UTHSC not to require attendance at all classes, however colleges may consider attendance mandatory for certain educational experiences. Students will be informed, in writing, where college policy requires class attendance.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The University of Tennessee Health Science Center is in compliance with all provisions of the Family Educational Rights and Privacy Act of 1974.

The student's record is regarded as confidential, and release of the record or of information contained therein is governed by FERPA. Only directory information, as defined by the institution, may be released without the written consent of the student; however, the student may request that such information not be released (refer to section on Directory Information). The law also provides for the release of information to University personnel who demonstrate a legitimate educational interest, to other institutions engaged in research (provided information is not released to any other parties), and certain federal and state agencies.

The student may inspect and review his or her records with the exception of the following:

- (1) Financial records of parents.
- (2) Confidential letters and statements of recommendation placed in the record prior to January 1, 1975.
- (3) Confidential letters and statements of recommendation placed in the record after January 1, 1975, for which the student has signed a waiver of right to access.

At the University of Tennessee Health Science Center academic, health, disciplinary, and financial aid records are all maintained separately. Request by the student to review his or her records should be made to the appropriate office.

More specific and complete information regarding the maintenance and access of student records and the Family Educational Rights and Privacy Act of 1974 may be obtained from the Registrar's Office.

DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, the University of Tennessee Health Science Center has designated the following categories of information concerning students as public or directory information: Name, local address and telephone number,

major, including class and college, dates of attendance, and degrees awarded.

Students have the right to request that any part or all of the information concerning them not be treated as directory information and not be disclosed without their prior written consent. Such requests will be effective if presented in writing to the Office of Enrollment Services prior to the second Friday after the first day of classes of the term in which the student is enrolled. Requests for deletion of directory information must be made each term.

PERMANENT ACADEMIC RECORDS

The official academic record of all students enrolled at UTHSC is maintained in the Office of Enrollment Services. Request by a student to review his/her academic record should be directed to the Director. Transcripts of the permanent academic record are made and released only upon written authorization of the student. Transcripts will be provided at no charge. No official transcripts or diplomas will be provided for a student who has any outstanding obligations to the university. **A VALID UTHSC STUDENT I.D. OR DRIVERS LICENSE IS REQUIRED TO RECEIVE SERVICE.**

CERTIFICATION OF ENROLLMENT

The Office of Enrollment Services certifies student enrollment for VA benefits, Social Security benefits, loan deferments, insurance, board applications, etc. Students can retrieve Certification of Enrollment from the SIS (Student Information System) at www.utm.edu

NAME & ADDRESS CHANGES

Students should report any change of name or address to the Office of Enrollment Services to assure prompt receipt of grades, registration materials, changes in enrollment status, commencement information, etc. Visit the Student Information System (SIS) at www.utm.edu to complete requests or visit Enrollment Services.

MISCONDUCT RECORDS & NOTIFICATIONS

Confidential records of all misconduct reports, investigations, and disciplinary actions are maintained by the Office of Student Affairs. 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 re-register in the college. In such cases the educational record should indicate clearly action taken as disciplinary in contrast with academic dismissal and suspension. The records do not indicate the nature of the behavior which occasioned disciplinary action. Except in the case of error or injustice, no entry on the official records should be physically removed."

RESIDENCY CLASSIFICATION

Rule: 1720-1-1

State of Residency

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. 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.

Primary Classification Officer

The Assistant Director of Enrollment Services/Assistant Registrar serves as the primary classification officer for The University of Tennessee Health Science Center. All inquiries regarding residency should be made to:

The Office of Enrollment Services
The University of Tennessee Health Science Center
910 Madison Ave., Suite 525
Memphis, Tennessee 38163
Phone: (901) 528-5560

Residency Appeals Committee

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

- One representative from each college
- Two representatives from the Office of Student Affairs
- One representative from the Office of Business and Finance
- Director of Enrollment Services/Registrar - serves as an *ex officio*, non-voting member
- A chairperson will be appointed by the from the members that comprise the committee.

Classification Process for Applicants to UTHSC and Currently Enrolled Students

I. Initial Classification

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

II. Appeals Procedures For Applicants to UTHSC

A. First Appeal

- Applicants classified as out-of-state, or whose status is unclear, have the opportunity to submit an application for residency reclassification to the Office of Enrollment Services.
- The application will be reviewed by the Assistant Director of Enrollment Services/Assistant Registrar.
- Classification will be determined and the applicant will be notified by mail.

B. Second Appeal

- Second appeals are made in writing to the Office of Enrollment Services.
- A hearing will be scheduled by the Assistant Director of Enrollment Services/Assistant Registrar with the Residency Appeals Committee to review evidence provided by the applicant.
- The applicant has the option of meeting with the Committee in person.
- Applicants will be notified in writing of the Committee's decision.

C. Final Appeal

- Final appeals are made in writing to the Director of Enrollment Services.

III. Appeals Procedures For Enrolled Students**A. First Appeal**

- Persons enrolled at UTHSC may request a change of their classification by submitting an application for residency to the Office of Enrollment Services.
- The application and supporting documentation must be submitted no later than the last day of regular registration of the term for which they are applying for reclassification. If reclassification is granted, the effective date will be the beginning of that term.
- The application will be reviewed by the Assistant Director of Enrollment Services/Assistant Registrar.

- Residency classification will be determined and the applicant will be notified by mail.

B. Second Appeal

- Second appeals are made in writing to the Office of Enrollment Services.
- A hearing will be scheduled with the Residency Appeals Committee to review evidence provided by the applicant.
- The Committee will hear appeals on the first day following each registration period. If reclassification is granted, the effective date will be the beginning of that term.
- The student has the option of meeting with the committee in person.
- The student will be notified of the decision in writing following the hearing.

C. Final Appeal

- Final appeals are made in writing to the Director of Enrollment Services.

IV. Reapplying for Reclassification

- Students who have exhausted the appeals process, and have been denied in-state residency, are eligible to reapply for reclassification the following semester if they feel that their circumstances have changed and warrant a new application.
- This application is seen as a new case, not a continuation of the initial appeal.
- The application and appeals process are the same as those for enrolled students.

State Regulations for Classification as cited in the Public Acts of Tennessee, 1839-1840, chapter 98, Section 5

and Public Acts of Tennessee, 1807, chapter 64. (Chapter 1720-1-1 of the Rules of The University of Tennessee)

REGULATIONS FOR CLASSIFICATION

INTENT

Rule: 1720-1-1-.01

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admission purposes.

DEFINITIONS

Rule: 1720-1-1-.02

Wherever used in the regulations.

(1) "Public higher educational institution" shall mean a university or community college supported by appropriations made by the Legislature of this State.

(2) "Residence" shall mean continuous physical presence and maintenance of a dwelling within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.

(3) "Domicile" shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

(4) "Emancipated person" shall mean a person who is no longer in the care, custody and control of his or her parent.

(5) "Parent" shall mean a person's father or mother; or if one parent has custody of an unemancipated person, the person having custody; or if there is a guardian or legal custodian of an unemancipated person, then such a guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

(6) "Continuous enrollment" shall mean enrollment at a public higher educational institution or institutions of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed "continuous". Enrollment shall be deemed continuous not withstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

RULES FOR DETERMINATION OF STATUS*Rule: 1720-1-1-.03*

(1) Every person having his or her domicile in this State shall be classified "in-state" for fee and tuition purposes and for admission purposes.

(2) Every person not having his or her domicile in this State shall be classified "out-of-state" for said purposes.

(3) The domicile of an unemancipated person is that of his or her parent. Unemancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.

OUT-OF-STATE STUDENTS WHO ARE NOT REQUIRED TO PAY OUT-OF- STATE TUITION*Rule: 1720-1-1-.04*

(1) An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher education institution or institutions shall be continuous.

(2) An unemancipated person whose parent is not domiciled in their State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders shall be classified as out-of-state, but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.

(3) A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay the out-of-state tuition at Austin Peay State University. Provided, however, that there be not Teacher college or normal school within the non-resident's own state, of equal distance to said non-resident's bona fide place of residence.

(4) Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.

(5) Military personnel and their spouses stationed in the State of Tennessee who should be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition.

(6) A person who is domiciled in the Kentucky counties of Fulton, Hickman, or Graves shall be classified out-of-state and shall not be required to pay out-of-state tuition at The University of Tennessee at Martin if qualified for admission. This exemption is on condition that Murray State University in Murray, Kentucky, continue to admit Tennessee residents from selected Tennessee counties to

enroll at that institution without payment of out-of-state tuition.

(7) Any 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 his or her parent is a law enforcement officer, fireman or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall be classified out-of-state but shall not be required to pay out-of-state tuition.

(8) The spouse of a student classified as "in-state" shall also be classified "in-state."

(9) Students not domiciled in Tennessee but who are selected to participate in specified institutional undergraduate Honors Programs shall be classified out-of-state but shall not be required to pay out-of-state tuition.

(10) A person whose domicile is in Mississippi County, Arkansas, or either Dunlin County or Pemiscot County, Missouri, and who is admitted to Dyersburg State Community College, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

(11) A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two year TBR institution and who is admitted to a two year TBR institution, shall be classified out-of-state, but shall not be required to pay out-of-state tuition. The two year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three [3] years.) (See T.C.A. 49-8-102.)

PRESUMPTION*Rule: 1720-1-1-.05*

Unless the contrary appears from clear and convincing evidence, 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, as such status is defined by such institution.

EVIDENCE TO BE CONSIDERED FOR ESTABLISHMENT OF DOMICILE*Rule: 1720-1-1-.06*

If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believe will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

APPEAL*Rule: 1720-1-1-.07*

The classification officer of each public higher education institution shall be responsible for initially classifying students “in-state” or “out-of-state”. Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

EFFECTIVE DATE FOR RECLASSIFICATION

Rule: 1720-1-1-.08

If a student classified out-of-state applies for in-state classification and is subsequently so classified his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the last day of regular registration of that quarter or semester.

RESIDENCY INFORMATION FOR FOREIGN STUDENTS

The following items are provided as general information for foreign students regarding determination of residency for fees and tuition purposes at the University of Tennessee Health Science Center.

1. The residency classification rules define “domicile” as a “person’s true, fixed, and permanent home and place of habitation”. A person whose habitation is subject to change by Immigration and Naturalization Services should that agency determine that certain conditions have not been fulfilled does not have a fixed and permanent home and place of habitation. A conditional permanent status clearly suggests permanency only if stated conditions are met. Therefore, no applicant for admission to the University of Tennessee Health Science Center can be considered a resident of the state of Tennessee for admission and fee purposes while any condition is placed upon that applicant’s U.S. residency status, or while they hold any immigration classification other than that of a permanent resident without condition.

2. A non-citizen whose condition is satisfied or who holds another immigration classification and obtains permanent residency without conditions becomes eligible to apply for in-state status as a resident of Tennessee. However, removal of the condition does not automatically assure that an individual will then be classified as in-state. Under the University’s residency classification regulations, the classification decision is based on the evidence of domicile accumulated by the applicant and a classification decision is made accordingly.

3. Under the University’s residency classification regulations an individual’s status is determined independent of the domicile of his or her spouse unless that spouse is also a student classified in-state. The University examines accumulated evidence submitted by the applicant and does not give conclusive effect to the domicile of the spouse.

A copy of the “REGULATIONS FOR CLASSIFYING STUDENTS IN-STATE AND OUT-OF-

STATE FOR THE PURPOSE OF PAYING COLLEGE OR UNIVERSITY FEES AND TUITION AND FOR ADMISSIONS PURPOSES” is available from the Office of Enrollment Services.

WITHDRAWAL

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

Unofficial Withdrawal:

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

REFUNDS AND REPAYMENTS

Refunds 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 distributing the correct amount back to the financial aid program(s) according to the Refund/Repayment Allocation Policy.

REPAYMENT POLICY

When a student receives aid in excess of the amount necessary to pay tuition and fees, the following procedure is used to calculate how much of the excess was an overpayment. An overpayment means that the student did not incur educational expenses sufficient to account for full expenditure of the student aid funds for legitimate expenses. Therefore, the amount which was needed for these expenses is an overpayment. The amount of overpayment to be returned to the student aid programs is determined by using the calculation of days attended divided by the days in the period of enrollment.

The amount of tuition paid by the student will be subtracted from the total amount of aid received, less Federal Subsidized and Unsubsidized Stafford Loans, Federal PLUS loans and Federal Work Study earnings. The calculation of days attended to period of enrollment will determine what percentage of the balance must be repaid. The repayment will be returned to the programs in the following order:

1. Federal Perkins Loan program
2. Federal Pell Grant
3. Federal SEOG program

4. Any other non-loan Title IV programs
5. Other federal, state, private or institutional programs

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.

REFUND POLICY

Students who withdraw or are dismissed from the University of Tennessee Health Science Center may be entitled to a refund of tuition and fees. For students who withdraw or are dismissed on or before the 60% point of the academic term, a refund will be determined using a pro rata refund calculation. Students who withdraw or are dismissed after the 60% point-in-time will not receive a refund. Using the student's withdrawal date, the school calculates the percentage of the period of enrollment that the student completed.

Students who drop courses and continue with a reduced load are eligible for a refund only if the sum of charges computed at the semester-hour rate for the hours continued, plus the percentage assessed for the hours dropped results in an amount less than that paid. A course on a student's schedule is officially dropped and the drop becomes effective on the date the change of registration form is processed or the date the drop was entered on the Registrar's Office system.

If the student withdraws on or before the first day of classes for the period of enrollment for which the student was charged, the school will refund 100% of the student's tuition and fees.

Refunds will be distributed to the various aid programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loans
5. Federal Pell Grant program
6. Federal SEOG Program
7. Other Federal, state, private or institutional aid
8. The student

READMISSION

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

REQUIREMENTS FOR GRADUATION

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

GRADES

The marks used in all official reports of students' grades are A, B, C, D, F, P, W, WP, WF, G, I, R, and Au. (The Colleges of Dentistry, Pharmacy and Graduate Health Sciences use a deviation of these marks. Please see college sections.)

The performance level and quality value assigned to that performance are outlined in the table below.

The letter WP or WF will be recorded to indicate pass or failure in those instances in which a student withdraws from a course before completing the work. The letter W will be recorded when a student withdraws before a pass or failure can be determined.

The designation of G will be recorded in those instances in which a student completes all requirements in a course but his performance is at such a low level that further evaluation is necessary to determine if the student is performing at the minimum pass level (D). The letter G can only be replaced by a permanent grade of D or F.

The designation of I will be used in those instances in which a student is unable to complete a course at the regular time because of an acceptable reason, but is performing at a passing level. In such cases, arrangements are to be made by the instructor for the student to complete his work, and the I is to be replaced by whatever grade the instructor considers the student to have earned.

The G and I designations cannot be permanent on a student's record, and must be removed from the record by the end of the semester or term following that in which it was received. In the case of a graduating senior student, either of these designations must be removed no later than the day before commencement. Failure on the part of a student to remove a G satisfactorily, or failure to remove a G or I within the time allowed, will result in the grade of F being reported and recorded as a permanent grade.

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

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

GRADE TABLE

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

ISSUANCE OF DIPLOMAS

Diplomas will be issued at commencement ceremonies after the degrees have been conferred. Diplomas will not be released prior to the commencement program. Graduating students who cannot attend the commencement ceremony, and who have been granted absentia, should contact Enrollment Services to make arrangements regarding the delivery of their diploma.

Diplomas will not be released to anyone (spouse, friend or family member) other than the graduated student without written authorization that grants specific permission from the student. The Registrar may release diplomas to a designated college official on written request from the Dean.

ISSUANCE OF REPLACEMENT DIPLOMAS

1. A graduate of the University of Tennessee may obtain an extra or duplicated copy of his or her diploma provided that the graduate makes application to the Dean of Admissions and Records* for the extra or duplicate copy, is certified by the Dean of Admissions and Records* as having fully qualified for the degree, and pays for the expense of preparing and issuing the extra or duplicate copy.

2. A graduate whose name has been legally changed subsequent to the date of graduation may receive a replacement diploma bearing his or her new legal name by fulfilling the conditions specified in Part 1 above and, in addition, furnishing verification that the legal name change has occurred. In such cases the Dean of Admissions and Records* will provide a written statement to the Secretary of the Board of Trustees including the date on which the degree was conferred, the title of the degree, the date on which the replacement diploma was issued, the legal name of the graduate at the time the degree was conferred, and the new legal name of the graduate appearing on the replacement diploma.

3. A replacement diploma reflecting a legal name change will not be issued for the following degrees: Doctor of Dental Surgery, Doctor of Jurisprudence, Doctor of Medicine, or Doctor of Veterinary Medicine, unless the graduate returns the original diploma to the Dean of Admissions and Records* or provides affidavit that the original diploma has been lost or destroyed.

*Registrar at those campuses without a Dean of Admissions and Records.

PROMOTION AND GRADUATION

Promotion and graduation within each college result from positive action taken by the University. Such positive action is initiated by the appropriate promotion committee but is subject to approval by the Dean. Action taken by the Dean is subject to review by the Chancellor and President.

Grades are not necessarily the sole criterion used in determining whether or not a student is promoted. Other factors, including professionalism expected of a student in a particular discipline, are also considered. See the college section of this handbook for further information.

ATTENDANCE AT GRADUATION

Attendance at the graduation program is mandatory for all candidates for graduation. Those students unable to attend graduation must file a written request with their respective Dean to receive their degree in Absentia. Permission for receiving the degree in Absentia must be approved by the Dean and forwarded to the Chancellor and Registrar indicating the approval.

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OFFICE OF EQUITY AND DIVERSITY

Michael Alston, Director
Plaza Buildings
920 Madison, Suite 420
Memphis, TN 38163
448-2112

STATEMENT- 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, 920 Madison, Suite 420, Memphis, TN 38163. Reports of Sexual Harassment should also be directed to that office.

Law of Sexual Harassment

Sexual advances toward a student which become a condition of employment or affect the academic relationship constitute unlawful practices. Unwelcome physical or verbal behavior of a sexual nature which has the purpose or effect of creating an atmosphere of intimidation is a violation of 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, it is a violation of Title IX of the Education Amendments of 1972. In addition, harassment may be considered a violation of several Tennessee state laws.

Sexual harassment is defined as: 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;
- 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 or educational environment.

Guidelines

The question of whether a particular action or incident establishes a purely personal, nonacademic related relationship requires a factual determination. In making such a determination, the case record as a whole, as well as the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be examined. The determination of the legality of a particular action will be made from the facts, on a case by case basis, because the same behavior

may constitute sexual harassment in one context but not in another.

Examples of Sexual Harassment

Behavior that is unwelcomed and is of a sexual nature may be considered harassment. Examples include:

- Pressure for sexual activity;
- Sexist remarks about a person's clothing, body or sexual activities or fantasies;
- Unwanted touching, patting or pinching;
- Leering or ogling;
- Physical assault;
- Inappropriate display of sexually suggestive or pornographic material.

Who Is Affected?

Both men and women can be sexually harassed. However, an overwhelming majority of individuals who complain of this activity are women. Sexual harassment may occur between fellow students, co-workers, or from individuals in positions of power. Generally, infrequent, non-severe behavior is not considered harassment unless it is physical in nature.

Preventing Sexual Harassment

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

COMPLAINT PROCEDURE

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

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

In the event a complaint cannot be resolved by the parties on an informal basis, the complaint should be submitted in writing to the Office of Equity and Diversity, 920 Madison, Suite 420, Memphis, TN 38163.

Complaints must be submitted within 300 days of the alleged discriminatory action (including sexual harassment). In certain circumstances, at the discretion of the Office of Equity and Diversity, complaints that are not reduced to writing or that fall outside of the specified time limit may be investigated. The Office of Equity and Diversity will investigate complaints pursuant to the following guidelines:

- A. Whenever possible, the goal will be to resolve the matter informally. The complainant will be notified of the resolution.

B. An investigation will be conducted, the nature and scope of which will be determined on a case-by-case basis. This investigation may include any or all of the following, as well as other action as is deemed appropriate: interviewing the complainant, the respondent, and witnesses; submitting questions to or taking statements from parties or witnesses; reviewing documents, and appointing an investigative committee.

C. If an investigative committee is formed, it will consist of at least three persons other than the Director or designee. The Director or designee will be the non-voting chair of the committee.

D. Upon the conclusion of the investigation, the Office of Equity and Diversity, in the instance of complaints against faculty, residents or students, will present findings and recommendations to the appropriate Dean for a decision concerning disciplinary action. The employee's Department Chair or other appropriate person(s) may be consulted and may be a part of the decision-making process if desired by the Dean. The complainant will be informed of the decision by the Dean or designee.

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

CAMPUS ENVIRONMENT

ACCESS TO UNIVERSITY PROPERTY

Rule: 1720-1-2

Restrictions

Rule: 1720-1-2-.01

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

ASSEMBLY POLICY

Rule: 1720-1-8

Introduction

Rule: 1720-1-8-.01

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

(2) The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

Peaceable Assembly: Description

Rule: 1720-1-8-.02

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

- (1) Are conducted in an orderly and peaceful manner;

(2) Do not obstruct in any way vehicular or pedestrian traffic;

(3) Do not interfere with classes, scheduled meetings, events, and ceremonies, or with other essential processes of the University;

(4) If inside a building, are held in an assigned meeting room.

Advanced Approval: Procedures

Rule: 1720-1-8-.03

(1) Only meetings which have been approved in advance through the proper Office may be held:

- A. Within University buildings;
- B. Within University stadia, or
- C. Adjacent to residential or academic facilities of the campus.

(2) Meetings which would impose an unusual demand upon staff or facilities must have approval regardless of where they are held on campus.

Disciplinary Action

Rule: 1720-1-8-.04

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

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)

I. 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.

II. REFERENCE T.C.A. 49-7-135(a), (b), Section 2(2), Section 3 UTHSC Administrative Policies, ³Smoking Policy², 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:

III. INTRODUCTION It is important for the University of Tennessee Health Science Center (hereafter referred to as HSC) 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 HSC 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 HSC prohibits smoking in all facilities, except for those specially designated areas on campus.

IV. POLICY STATEMENT All buildings, facilities, and spaces (including covered walkways and covered parking) that are owned, rented, or leased by the HSC are nonsmoking areas with the exception of spaces leased by the HSC to third parties for uses not related to the HSC, subject to the provisions of a contract. The ban includes classrooms, laboratories, seminar/meeting rooms, housing or residence facilities owned or operated by the HSC, 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 HSC'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.

V. 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.

VI. ENFORCEMENT The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the HSC 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 HSC 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.

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

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

SOLICITATION ON UNIVERSITY PROPERTY

Rule: 1720-1-7

Solicitation in Non-public Areas of the University

Rule: 1720-1-7-.01

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

Solicitation in Public Areas

Rule: 1720-1-7-.02

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

Solicitation of Funds by Student Organizations

Rule: 1720-1-7-.03

(1) 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.

(2) 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.

(3) Requests for approval of any form of solicitation must be made in writing to the Office of the Chief Student Affairs Officer not later than seven business days preceding the date of the proposed date of the activity. Special forms for making requests are provided in the Office of the Chief Student Affairs Officer. Following content approval by the Office of the Chief Student Affairs Officer, 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 Office of the Chief Student Affairs Officer will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the Residence Halls will not be used for purposes of solicitation.

GENERAL GUIDELINES FOR THE USE OF FACILITIES & GROUNDS

Guidelines to be followed in implementing University policies concerning the use of facilities and grounds shall include, but not be restricted to, the following:

A. Signs bearing the following message, "Use of This Facility is Restricted to Students, University Employees and Guests," shall be placed at the

entrances to all facilities used primarily for student activities.

B. Campus service and recreational facilities shall be restricted to University personnel and bona fide guests, visitors and invitees. Persons in charge of these facilities shall make periodic checks for identification or qualification.

C. Generally programs and activities of student organizations and groups shall be restricted to members, guest-visitors and University personnel. Student organizations and groups desiring to have programs and activities open to the public shall have such events approved in advance by the Office of Student Life.

D. The Office of Student Life, or other authorized University official, shall require, if deemed advisable, acceptable identification for admission to University events and programs not open to the public. Implementation of this requirement shall be accomplished in cooperation with the sponsoring University organization or group.

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

COMPUTERS & THE INTERNET

General Guidelines for the Use of Computers and the Internet

During orientation, students are given a netid and password to use during their tenure at the University. At the time of graduation, all student netid accounts are deleted unless prior arrangements have been made with the department of Computing and Telecommunications. The Help Desk is available to answer computer questions related to UTHSC systems. They can also reset passwords for e-mail and CourseInfo accounts. The Help Desk hours of operation are Monday – Friday from 8:00 a.m. to 5:00 p.m.

The Help Desk may be contacted by:
calling 448-2222 or (800) 413-7830;
e-mailing helpdesk@utm.edu;
website: <http://helpdesk.utm.edu>.

Rules for using Computing Resources

Each student using computer resources must have a NetId account in his/her name. Each person is responsible for everything done in 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. **Failure to abide by these rules could result in denied access.**

Other resources available

Students have access to the microcomputer laboratory located in B110 of the GEB which provides workstations, scanners, and printers. The microcomputer laboratory provides access to the internet and additional programs ranging from word processing to college specific applications. The Teaching & Testing laboratory located in

B107 of the GEB provides students with a technological classroom environment accessible only during scheduled instructor led classes, testing and computer training.

COPYRIGHT ACT

As stated in the Administrative Manual (Policy 2.100): The Copyright Act of 1976, as amended, extends copyright protection to original works of authorship and states that infringement occurs when unauthorized use is made of copyrighted materials. Infringement can result in civil or criminal liability.

Faculty, staff and students may be held personally liable for any unauthorized use of copyrighted materials, including placing of such materials on electronic networks. The University of Tennessee Health Science Library and its employees assume no liability for its patrons' unauthorized use of reproducing equipment in violation of the copyright law. Likewise, no University entity or its employees will be responsible for copying software documentation or other copyrighted materials unless the request is accompanied by a written explanation of why the copying is not copyright infringement (e.g. UT contract with licenser allows one back-up copy, written permission from copyright owner has been secured).

The UTHSC General Counsel's Office will assume responsibility for providing a summary of key provisions of the Copyright Act or Amendments which are applicable to UTHSC and for responding to specific questions related to the use of copyrighted material. The Copy Connection sites prominently display a copyright warning notice on all copy order forms and/or adjacent to all copying machines or the place at which orders for copies are accepted.

HEALTH

STUDENT HEALTH INSURANCE

Rule: 1720-3-3-.07

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

Students must mail a copy of their current private health insurance card to the Office of Student Life, 800 Madison, Student Alumni Center, Suite 309, Memphis, TN 38163, and 30 days before registration. If not mailed in a timely manner, the student will be given a specific time to register, wherein a representative from Student Life will check the student's private insurance card. If the student does not have proof of private health insurance at the time of registration, the student will be required to purchase the University health insurance.

IMMUNIZATION & INFECTION CONTROL

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

provide reasonable protection for students and employees against the transmission of infectious diseases within the environment of an academic medical center. University Health Services is responsible for the enforcement of this policy. You may reach University Health Services at 448-5630, Monday through Friday, 8:00 a.m. to 5:00 p.m.

The populations in this setting, particularly students, are vulnerable to easily communicable diseases such as measles, mumps, rubella, diphtheria, polio, and hepatitis A, 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 bloodborne pathogens.

These documents can be found on the web at www.utmem.edu/policies.

EARLY DETECTION OF TB FOR STUDENTS

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

STUDENT HOUSING REGULATIONS

Rule: 1720-3-6

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

Statement of Terms and Conditions of Occupancy

I. APPLICATIONS AND ELIGIBILITY

A. Applications for Housing are mailed only to the students who have been officially admitted to the University. However, acceptance by the university does not automatically reserve a space in on-campus housing.

B. Applications must be submitted with required deposit.

C. Space assignments are made on the basis of date, time, and order in which application, with accompanying

deposit, are received; and on availability of requested space.

II. HOUSING DEPOSIT

A \$50.00 housing deposit must accompany each application.

III. PERIOD OF CONTRACT

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

IV. PERIOD OF OCCUPANCY

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

B. A resident agrees to vacate the assigned room within 24 hours after the termination date specified on the Acceptance Agreement Form

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

V. HOUSING RENTAL RATES

A. Room charges are determined on a yearly basis. Residents with academic requirements that necessitate a longer or shorter period of occupancy than specified on their Acceptance Agreement Form must make a written request for adjustment to the Housing office.

B. Additional charges will be calculated by multiplying the appropriate room rental rate by the number of additional occupancy days requested. Students occupying a room for more than 5 days of any month, will be responsible for rental payment of the entire month.

C. The University may increase rental rate specified in the agreement at each fee payment period.

VI. CANCELLATION OF THE CONTRACT

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

1. Graduation for the University during the period of the contract
2. Marriage during the period of the contract with proof of marriage to be presented to the Housing Office
3. Completion of the academic year during the period of the contract

4. Required assignment to an out-of-Memphis term program during the period of the contract

5. Academic expulsion or suspension from the University

B. Release from contract for reasons other than those stated in **Cancellation of the Contract, VI, A, 1-5**, may be granted, at the sole option of the University. However, the resident will be assessed \$100.00 (one-hundred dollars) as a cancellation penalty in the event a release is approved. A request must be made in writing to the Housing Office.

C. A contract may be cancelled by an applicant if the Acceptance Agreement Form is received by the University, with the word "CANCELLED" written across its face, postmarked on or before the return date. Failure to return the contract before the return date will result in cancellation of the contract and forfeiture of the deposit.

D. A contract may be cancelled by the University for the following reasons:

1. Failure to sign and return the Acceptance Agreement Form postmarked on or before the return date stated on the contract

2. If space is not available in the residence halls.

3. If the resident's conduct does not reflect a mutual respect for the rights and privileges of neighboring residents. While the University does not undertake to prescribe in detail the conduct and living habits of persons residing in its housing, it does expect that residents will conduct themselves in neighborly, professional, and considerate manner. The University may cancel residential privileges to assure safety, security, privacy, and professional atmosphere. The University's judgement in this area is final.

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

VII. REFUNDS

A. A refund of the room application deposit will be given when written notification of cancellation is received by the Housing Office postmarked on or before the return date specified in the Acceptance Agreement Form.

B. A refund of the deposit will be made if the Acceptance Agreement Form is received by the University with the words "CANCELLED" written across the face, postmarked on or before the return date specified on the fact of agreement.

C. A refund of the deposit will be made to applicants who are denied housing because of space limitations.

D. All rent refunds will be calculated on the basis of the amount paid minus unused days times the daily rate.

VIII. 'SHORT TERM' ROOM RENTALS

A. Some University courses are offered for less than one quarter. Individuals enrolled in these courses may stay in the halls if and when space is available. Individuals enrolled in "short term" programs may make application to the Housing Office.

B. Room rental charges for "short term" residents will be calculated by multiplying the appropriate daily room rental rate by the number of occupancy days requested. THESE CHARGES ARE TO BE PAID IN ADVANCE.

IX. GENERAL PROCEDURES AND POLICIES

A. The University does not assume any legal obligation to pay for the loss of or damage to the resident's personal property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. THE RESIDENT IS ENCOURAGED TO CARRY APPROPRIATE INSURANCE TO COVER SUCH LOSSES.

B. The resident is responsible for accommodation assigned and shall reimburse the University for all damages within or to said accommodations. Charges for repair, replacement and/or necessary cleaning will be assessed to the residents deemed responsible by the University and must be paid promptly. Failure to pay assessments will result in a hold on a resident's registration, graduation, transcript, and/or administrative documents.

C. In the event that the accommodations assigned to the resident are destroyed or made unavailable and the University does not furnish other accommodations, the contract shall terminate. All rights and liabilities of the parties hereto shall cease and any unused contract charges shall be refunded at the appropriate rate for the period during which accommodations were not available to the resident.

D. If a space vacancy occurs in a shared two, three, or four resident room, and another roommate is not assigned, the resident who remains agrees to either move to another room when requested by the Housing Office or to pay the difference in the rental rate in order to retain the room.

E. After issuance of contract, a change in room assignment requires a written amendment to the contract.

F. While this contract is in effect, the resident's responsibility to pay room charges at registration on designated fee payment days.

G. The housing contract is personal and may not be transferred or assigned to another person. The University reserves the right to make assignment changes considered necessary.

H. Failure of the applicant to occupy an assigned space does not constitute a release from the housing contract with the University.

I. The cost of re-keying the lock for an illegally duplicated key, replacing a lost key, or for any key not returned after withdrawal from the University or during checkout will be charged to the student.

J. The University provides fire and safety equipment and systems for the protection of residents, their property, and university property. Safety devices include smoke detectors, emergency lighting, and fire extinguishers. Persons who tamper with or in any way hamper the functioning of safety equipment will be subject to disciplinary action. Tampering with safety equipment is a violation of city and state law and such acts will not be tolerated.

General Rules and Regulations

Rule: 1720-3-6-.01

(1) Use of gummed tape or pads on residence hall walls or furniture is prohibited.

(2) Possession of alcohol and drugs in residence halls is prohibited.

(3) Possession of explosives or firearms in residence halls is prohibited.

(4) Pets of any type are prohibited in the residence halls.

(5) In keeping with safety and fire precautions, the ONLY cooking appliances approved for use in student rooms are one piece popcorn poppers, blenders, microwave ovens and coffeepots which carry approval of the Underwriters Laboratories (UL). Hot plates, electric toasters and broilers and electric skillets present a clear fire hazard and are STRICTLY PROHIBITED in student rooms.

SAFETY INSPECTION

Rule: 1720-3-6-.02

(1) A fire drill is held each term. All residents are required to participate. Persons in the hall who fail to exit the building for the fire drill shall be subject to disciplinary action.

(2) Room inspections are conducted each month to ensure that fire, safety and hygiene standards are maintained. All inspections will be preceded by 24 hours notice when possible. Residents found to be in possession of prohibited appliances are subject to disciplinary action.

(3) Battery-operated smoke detectors have been installed in each room of the residence halls in compliance with the Tennessee Fire Code. These detectors alert residents to the presence of smoke. UTHSC staff members inspect the smoke detectors monthly to detect and replace any weak or dead batteries. Removal or tampering with smoke detectors or other fire safety equipment is prohibited.

Violations

Rule: 1720-3-6-.03

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

NOTE: Policy relating to payment for Room and Board is available in the Office of Student Housing.

STUDENT IDENTIFICATION CARDS

Rule: 1720-3-3-.03

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

(2) In order to determine the identity of students, all students are required to present their University identification cards promptly on request of a University police officer or member of the administration or faculty of

the University. Identification cards will not ordinarily be retained; however, a card may be retained if an emergency situation exists or if the card may be needed as evidence. The retained card, if valid, will be returned to the student as soon as possible.

PARKING & TRAFFIC REGULATIONS

Rule: 1720-3-7

GENERAL

Rule: 1720-3-7-.01

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

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

VIOLATIONS AND PENALTIES

Rule: 1720-3-7-.02

(1) Citations may be issued and penalties imposed for violations of these regulations. Receipt of six (6) or more citations, paid or unpaid (but not including citations under appeal), may result in forfeiture of parking privileges for the remainder of the current academic year and/or impoundment of the vehicle.

A. Parking Permit Violations - Ten dollars (\$10.00) per citation except as noted:

1. No permit, improperly displayed permit, mutilated permit, or expired permit.

2. Forging, copying, or using an altered, lost, or stolen permit; displaying a permit not issued to vehicle; or falsifying information for the purposes of securing subscribed permit (\$25.00 fine plus possible loss of parking privileges).

3. Registration of two vehicles and parking of both vehicles within the assigned area at the same time during normal working hours (Monday through Friday, 7:30 a.m. - 5:00 p.m.).

4. Parking out of assigned area during normal working hours (Monday - Friday, 8:00 a.m. - 4:30 p.m.)

B. Parking Violations - Ten dollars (\$10.00) per citation except as noted (municipal penalties may also be imposed):

1. Parking in a no-parking zone or other unauthorized area.

2. Parking in a loading zone for more than 20 minutes without flashers on, or so as to block a dumpster.

3. Parking in a fire lane or so as to obstruct access to a fire hydrant, twenty-five dollars (\$25.00) per citation.

4. Parking so as to block or obstruct traffic, street, sidewalk, driveway, building entrance, exit or vehicle.

5. Parking in the wrong direction on a one way street.

6. Parking overtime.

7. Parking in a handicapped parking space, one hundred dollars (\$100.00) per citation.

8. Double parking.

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

1. Failing to obey traffic control signal or sign.

2. Driving off the roadway or street.

3. Operating a vehicle without a valid driver's license.

4. Failing to obey police officer.

5. Reckless driving and/or racing.

6. Driving at excessive speeds.

7. Failing to yield right-of-way at pedestrian crossing.

8. Leaving the scene of an accident.

9. Failing to signal turn or stop.

10. Driving the wrong way on a one-way street.

11. Following too closely.

12. Operating a vehicle that is mechanically unsafe.

13. Driving while under the influence of alcohol or narcotics.

14. Operating vehicles causing loud or unnecessary noises, such as loud mufflers, horns, p.a. systems, etc.

15. Any other actions considered moving violations.

16. Breaking gate arm

IMPOUNDMENT OF VEHICLES

Rule: 1720-3-7-.03

(1) A parked vehicle may be impounded and a \$75.00 fee imposed:

A. If it is parked in a fire lane or obstructing access to a fire hydrant.

B. If it is parked in a manner which blocks access to a dumpster that is scheduled to be emptied.

C. If it is parked in a manner which blocks access to UTHSC garages, lots, buildings, facilities or campus thoroughfares.

D. If it is parked illegally in a reserved or handicapped parking area.

E. When the vehicle displays a permit that has been reported lost or stolen.

F. When a vehicle displays a forged or altered permit.

G. When a vehicle has six (6) or more unpaid citations that have not been appealed and the vehicle is found parked on UTHSC property, provided the owner of such vehicle is first notified in writing of the existence of delinquent citations and UTHSC's intent to tow such vehicle when it is found on UTHSC

property, whether parked legally or illegally. Vehicle will then be held until said citations are paid in full.

H. If it is parked on campus after parking privileges have been forfeited.

I. If it is parked illegally and creates an emergency situation.

APPEALS

Rule: 1720-3-7-.04

(1) Citations which are to be appealed must be appealed in writing within fifteen (15) calendar days from the date of issue. Faculty, staff, and UTHSC visitors appeal to: The Parking Appeals Hearing Panel, Parking Services, The University of Tennessee Health Science Center, Memphis, Tennessee 38163. Students appeal to: The Student Appeals Board, 800 Madison Ave., Suite 309 (SAC 309), Memphis, Tennessee 38163. For each parking violation citation not paid within thirty (30) calendar days after date of issue, or date of denial of an appeal, whichever is later, a five (\$5.00) dollar late fee shall be assessed and added to the citation fine.

(2) Anyone claiming an impounded vehicle shall have the right to an immediate hearing by a neutral hearing examiner appointed by the Chancellor or his designee. The hearing examiner, after conducting a hearing, will direct either the release of the vehicle or payment of the appropriate charges as a condition for the release of the vehicle, depending on whether the findings, in the hearing examiner's opinion, indicate that a violation occurred.

More detailed and specific information about the organization and administration of the parking program is available in the Parking Office.

SAFETY & WELL-BEING ALCOHOL, DRUGS, SMOKING, AND FIREARMS

Possession or use of alcohol, drugs, explosives or firearms on campus is a violation of state law. Violators will be subject to penalties as prescribed by campus and local law enforcement officials. The University of Tennessee is a non-smoking campus. Designated areas are set aside for smoking. Residents may smoke in their rooms if they have notified housing prior to check in that they smoke and were assigned to a smoking approved room or apartment. There is no smoking in the public areas of either residence hall. Smoking in bed is a violation of the city ordinance and punishable as a misdemeanor.

Student housing does not undertake to prescribe in detail either requirements or prohibitions concerning conduct and living habits of persons residing in its facilities. The community life necessitates a mutual respect for the rights and privileges of neighboring residents. It is expected that residents will conduct themselves in a neighborly and professional relationship with fellow residents. It is the intent of the housing administration to administer the halls in a manner that assures the safety, security, and privacy of each resident in an atmosphere conducive to obtaining the professional goals of the students at the University of Tennessee Health Science Center. Therefore, the rules and regulations relating to the safety and security of the residents and to the maintenance

of the facilities are set forth as guidelines and may not encompass all expectations of campus living.

UNIVERSITY LIABILITY

Fraternities, sports clubs, and other student organizations, even though registered or otherwise permitted to operate on or near University property and even though required to conform to certain prescribed University procedures in some cases, are not in any way or manner operated under the general supervision of the University or its Trustees, officers, administrators, or employees. Neither the University nor any of its Trustees, administrators, officers, and employees are in any way or manner liable for acts or failures to act on the part of such organizations. It is especially noted that the University is not responsible for bodily harm or death to participants in voluntary organizations or activities including voluntary athletics, hiking, karate, judo or other such organizations in which risk is incurred.

Student Rights and Responsibilities

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INTRODUCTION

Rule: 1720-3-3-.01

It shall be the responsibility of each member of the University of Tennessee Health Science Center community to become acquainted with the policies and rules governing that community. Any violation of these policies and rules will be subject to disciplinary action that shall be stated in a later section entitled "Disciplinary Regulations and Procedures".

The University of Tennessee Health Science Center as an academic institution is primarily engaged in providing learning experiences for students in a favorable setting for pursuit of a professional career in the health sciences. Through participation in curricular and extracurricular activities, the student has the opportunity to develop a foundation for intelligent and professional participation in a career and society, and toward a meaningful personal life.

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

This document serves in several capacities:

- (1) It will serve as a statement of policy upon which the University can rely in domestic, civil, or legal functions.
- (2) It affords students guidelines upon which they may base their activities (curricular and extracurricular).
- (3) It states specifically what course of action may be taken by a component of the University (administration, faculty, students, etc.) in the event there is an infraction of any University policy components.

STATEMENT OF ADMINISTRATION & INFORMATION

The Office of Student Affairs at UTHSC has 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 Director of Student Affairs.

All rules, regulations, procedures and statements contained in this publication have originated with, and been developed through student/faculty/administration discussion and approval processes. Changes, deletions and additions to any positions or regulations are developed, approved and forwarded from the Student Government Association through the UTHSC campus administration and finally approved by the University Board of Trustees.

STUDENT-ADMINISTRATION RELATIONS

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

REQUESTS TO REPORT TO AN ADMINISTRATIVE OFFICER

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

STUDENT-FACULTY RELATIONS

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

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

Through these efforts, UTHSC promotes and seeks to maintain an open respectful atmosphere supportive of learning that is essential to achieving its educational

mission of preparing health professionals for the improvement of the health of Tennesseans.

STUDENT-FACULTY RELATIONS IN THE CLASSROOM

Free and pertinent discussion is welcome within the Health Science Center. Students are to feel free to take reasonable exception to the information offered in their courses and to reserve judgement 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 judgements on the academic and professional performance of students in their courses.

STANDARDS OF STUDENT CONDUCT

Rule: 1720-3-3-.02

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

(1) Violation of written University policies and regulations as stipulated herein or inciting other students to violate written University policies and regulations as promulgated and announced by authorized personnel.

(2) Failure to comply with directions of University officials acting in performance of their duties.

(3) Violation of properly constituted rules and regulations governing the use of motor vehicles on University owned or controlled property.

(4) Failure to pay promptly all university bills, accounts, and other University financial obligations when due.

(5) Forgery, alteration, destruction or misuse of University documents, records, or identification.

(6) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.

(7) 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.

(8) Theft, misappropriation, or sale of, or damage to property of the University or of an organization affiliated with the University or of a member of the University community or of (a) campus visitor(s).

(9) Unauthorized use of, or entry to University facilities and unauthorized possession and use of access cards and keys to University facilities.

(10) Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions.

(11) Groups of students gathering on or adjacent to the campus in a manner which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the University or the normal flow of traffic.

(12) Violation of local, state or federal law whether on or off campus when it appears that the student has acted in a way which adversely affects or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violation includes, but is not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson or any other felonious crime against person or property.

(13) Possession, while on University-owned-controlled property or at University sponsored or supervised activities, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives such as firecrackers, etc., unless authorized in writing by the Director of Safety and Security.

(14) Gambling on University owned or controlled property.

(15) Unlawful use, manufacture, possession, distribution or dispensing of drugs or alcohol on University property or during University activities.

(16) Possession or use of alcoholic beverages on University owned or controlled property.

(17) Violation of professional ethics in clinical work and in dealing with patients and members of the medical community.

(18) Finder's Fee: In order to maintain the highest ethical standards, to avoid any potential or perceived conflict of interest, and to protect its students and employees to the fullest extent possible, the University of Tennessee Health Science Center will not participate in, and its employees and students are prohibited from participating in, the payment of finder's fees to medical residents, physicians, nurses, or other individuals or entities for the recruitment of patients as participants in clinical investigations involving human subjects.

(19) Participation of students in hazing activities. "Hazing" means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

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:

(1) 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;

(2) 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

(3) has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education."

MAINTENANCE OF ETHICAL AND PROFESSIONAL STANDARDS OF THE HEALTH PROFESSIONS

Rule: 1720-3-5-.01

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

(1) A student enrolled at The University of Tennessee Health Science Center is subject to disciplinary action up to, and including, suspension and dismissal for engaging in the following acts of misconduct, regardless of whether such misconduct is engaged in, on, or off, University-owned or-controlled property;

A. Commission of an offense classified as a felony by Tennessee's criminal statutes or by Federal criminal statutes.

B. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.

C. Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.

D. Other unprofessional and unethical conduct which would bring disrepute and disgrace upon both student and profession and which would tend to substantially reduce or eliminate the student's ability to effectively practice the profession in which discipline he or she is enrolled.

(2) A student applying for admission to The University of Tennessee Health Science Center shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.

INVESTIGATIONS OF STUDENT CONDUCT

Rule: 1720-3-3-.04

(1) All University investigations shall be conducted in an ethical manner. Keeping in mind the rights of students, the following regulations shall be strictly observed:

(2) Inspection and Search Policy: Entry by University authorities into occupied rooms in residence halls will be divided into three categories: inspection, search, and emergency. Inspection is defined as the entry

into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, or to check the physical condition of the room, or to make repairs on facilities, or to perform cleaning and janitorial operations. Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state, or federal law. An emergency situation exists when the delay necessary to obtain search authorization constitutes a danger to persons, property, or the building itself.

(3) Inspections: Scheduled inspections by campus authorities, with the exception of daily janitorial operations, shall be preceded, if possible, by twenty-four hours notice to the residents. During the inspection, there will be no search of drawers or closets or personal belongings.

(4) Search: On-campus authorities will not enter a room for purposes of search without the permission of the resident or the written permission of the Director of Student Housing of the University in compliance with state law. University authorities shall have, if possible, the head resident of the hall or his designee accompany them on the search.

(5) Resident Complaint: Should a resident believe that a University staff member has misused or abused his authority to inspect a room, the resident should file a complaint. The complaint may be filed orally or in writing with the Director of Housing and/or the Office of Student Life. The complaint will be investigated and appropriate action and response will be made.

Student Judicial System

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THE JUDICIAL SYSTEM & DUE PROCESS

Rule: 1720-3-3-.05

(1) **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. To whom a request for a hearing should be addressed;
5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice;
6. His right to legal or other counsel. If representation by counsel is desired, he must provide notice of his intent to be represented by counsel concurrent with his request for a hearing; in the absence of such notice, the hearing panel will, within the dictates of justice, direct either that a hearing proceed without presence of counsel or that the hearing be postponed;
7. His rights to 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 rights to a hearing under the provision of the UAPA, a requested hearing will be conducted in accordance with the University's APA 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 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. 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:** 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. Conditions of probation are specific to the individual case and may include loss of eligibility to serve as a student organization officer or participation in major student activities. Any specific probation conditions are described in a personal letter to the student.

6. **Suspension:** Suspension, used in case of serious misconduct or violation of probation, means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Suspensions are always recorded on the student's permanent record. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member.)

7. **Permanent Dismissal.**

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

THE STUDENT JUDICIAL SYSTEM

(1) Disciplinary Personnel:

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

B. **The Student Affairs Staff:** The Director, Student Affairs and staff have responsibility for the actual functioning of the campus judicial system and for the handling of student disciplinary matters. In carrying out this responsibility, the Director, Student Affairs and staff work 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 Director, Student Affairs and staff to appeal in behalf of the University disciplinary cases to the Student-Faculty Disciplinary Appeals Board in the event that such action seems warranted.

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

(2) The Hearing Boards:

A. **Traffic Appeals Board:** Citations for traffic and parking violations may be appealed to the Student Traffic Appeals Board, which is composed of representatives elected by the Student Government Association Executive Council from each college and a representative from the Student Affairs Office. 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 judgement 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 at the Student Affairs Office within 15 calendar days after receiving a traffic violation ticket.

B. **The Student-Faculty Disciplinary Appeals Board:** The Student-Faculty Disciplinary Appeals Board hears only disciplinary cases appealed to it from The Office of Student Affairs. Either the accused student or the Director, Student Affairs may appeal cases to the Board.

The Director, Student Affairs or designate receives reports of investigations from members of the University community. When disciplinary cases or appeals are referred to the Director, Student Affairs, 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 Director, Student Affairs 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 members (three faculty and three students). All members of the Hearing Board are appointed by the Director, Student Affairs 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 Director, Student Affairs, the dean will nominate two faculty members and the SGA president will nominate two students from their respective

colleges to a list from which the Hearing Board appointments are made.

THE ADMINISTRATIVE PROCEDURES ACT

Rule: 1720-1-3

INTRODUCTION

Rule: 1720-1-3-.01

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

(2) 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 Student Affairs Office.

HONOR CODE UTHSC

Rule: 1720-3-1

SECTION I THE HONOR CODE

ARTICLE I. PREAMBLE AND PURPOSE

The Honor Code of The University of Tennessee Health Science Center (UTHSC) is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Honor Code promotes personal honor and integrity, in the best traditions of the health science professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe and uphold this Honor Code, UT Health Science Center students assume the responsibility for the effective application of the Honor Code, and their

own academic and professional honesty and integrity. Students are required to sign the honor code pledge as a condition for enrollment at UT Health Science Center. Faculty and staff also have a responsibility to participate in the application, enforcement, and procedures of the Honor Code.

ARTICLE II. PRINCIPLES OF THE HONOR CODE

A. All UT Health Science Center students are bound by this Honor Code and pledge to act in accordance with the highest principles of ethical and professional conduct. These principles condemn any act of dishonor relating to the academic, clinical, research, and professional programs at UT Health Science Center. The pledge states that any knowledge of a violation shall be reported in accordance with the provisions and procedures of the Honor Code.

B. The principles of this Honor Code apply to all:

1. Tests or examinations.
2. Oral, written, or practical reports that are a part of a student's academic and research program.
3. Clinical and laboratory experiences.
4. Scientific research.
5. Other student activities relating to the academic, clinical, and research programs of UTHSC.

C. SCOPE: The Honor Code is not to be interpreted or administered to cover any aspect of the student's life other than those listed under Articles II and III.

D. EXAMINATIONS: The date, time, place, duration, and conditions of examinations are established by university regulations or by individual faculty. Faculty presence during tests or examinations is determined by individual college policy, as determined by the Dean of the college.

E. ORIENTATION: All entering students are given instructions and information regarding the Honor Code during student orientation. The orientation includes the purpose, pledge, rules, and procedures relating to the Honor Code.

Supplemental orientations with updated information is available to all enrolled students from the Office of the Vice Chancellor for Academic, Faculty and Student Affairs.

Each college is responsible for administering an orientation program for its students. Additional information and materials relating to the Honor Code may be obtained from the Office of the Vice Chancellor for Academic, Faculty and Student Affairs.

ARTICLE III. VIOLATIONS OF THE HONOR CODE

A. It is a violation of the Honor Code for a student to:

1. Use, give, or receive any unauthorized aid during any test or examinations, in the preparation of oral, written or practical reports, or in clinical or laboratory work that are a part of a student's academic program.
2. Record or report fraudulent data relating to patient care, willfully neglect clinical responsibilities, or otherwise compromise patient treatment through lack of professional integrity.

3. Plagiarize - present another person's work as one's own.

4. Falsify data in scientific research and reports.

5. Collaborate with others in assigned out of class activities, if directions or instructions, written or verbal, specify only individual application and effort is permitted.

6. Falsify academic or clinical records.

7. Maliciously and falsely accuse another student of an Honor Code violation.

8. Assist another student in committing any of the specified violations.

9. Failure to report a violation reasonably believed to have been committed.

10. Discuss or reveal confidential information or materials relating to allegations, investigations, charges and Honor Court hearings.

11. Engage in other similar acts of dishonesty.

B. Students, faculty, staff and/or test administrators must report observed violations to a member of the college Honor Council, in accordance with Honor Code procedures.

1. Any alleged violation under Article III, Section A. 2. or A. 4. 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 a 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. A 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

1. 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.

2. FACULTY AND STAFF: The faculty and staff participate in the Honor Code by endorsing and supporting the principles of the Code and by applying its rules and procedures.

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

a. 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.

b. 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.

c. The UT Health Science Center Registrar (1) makes available to each new student a printed copy of the Honor Code prior to matriculation, (2) insures that the Honor Code pledge is signed by each new student, and (3) retains the signed Honor Code pledge as a part of each student's official file.

4. HONOR COUNCILS OF THE COLLEGES: Each college has an Honor Council that functions under the rules delineated in this Honor Code. Alleged violations of the Honor Code are processed by the Honor Council of the college in which the alleged violation occurred.

SECTION II

PROCEDURES AND HEARING OPTIONS

ARTICLE V.

PROCEDURE FOR REPORTING ALLEGED VIOLATIONS

A. A complaint against any student may be filed by a student, faculty or staff member observing a suspected violation. Each complaint must be written and signed by the accuser and presented to any member of the appropriate Honor Council.

B. Signed complaints are given or forwarded to the college Honor Council president and shall not be discussed with other students.

C. The signed complaint of one individual is sufficient to initiate an investigation of charge(s) against a student.

D. The president of the Honor Council appoints a council member to investigate an alleged violation of the Honor Code. The investigator investigates the facts of the alleged violation(s). If the investigator finds probable cause to believe that a violation has been committed, the investigator recommends issuing a Notice of Charge. The president, upon the recommendation of the investigator, issues a Notice of Charge to the accused. The Notice of Charge is sent to the accused via certified mail. If the investigator determines there is no violation, the allegation is dismissed.

E. The identity of the person(s) who reported the allegation is confidential throughout the initial investigation. In the event that a Notice of Charge is issued, the accused is notified of the name(s) of the accuser(s) upon request.

F. Allegations, investigations, charges and Honor Court hearings are confidential.

G. Role of the Investigator:

1. Upon receipt of a signed complaint, the college Honor Council president appoints an investigator who is charged with investigating the allegation.

2. The investigator makes a recommendation to the college Honor Council president within seven

(7) University working days after the investigator receives the assignment to investigate the allegation. The investigator's report, either oral or written, recommends whether a formal charge of violation should be issued by the Honor Council president.

The investigation period is advisory and not mandatory due to administrative closings, holidays and class schedules.

3. The investigator is responsible for presenting charge(s) before the College or University Honor Court if the accused requests a Honor Court hearing. A council member does not vote in any proceedings for which the member served as the investigator.

ARTICLE VI. RIGHTS AND PROCEDURES FOR THE ACCUSED

A. Notice of Charge. A student charged with a violation of the Honor Code receives written notice of charge(s) stating the following:

1. The substance of the charge(s).
2. The possible penalties.
3. The right to a hearing if the student contests the charge(s) or action.
4. The name and address of the person to whom a request for a hearing should be directed.
5. 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.

1. On receipt of the Notice of Charge, the accused student, within five (5) University working days, must respond to the college Honor Council president indicating either:

- a. An intent to plead guilty to the violation and willingness to accept the penalty assigned by the Dean;
- b. A denial of the charge and indicating a desire to make an appeal of the charge under one of the following hearing options:
 - 1) Uniform Administrative Procedures Act (UAPA),
 - 2) College Honor Court
 - 3) University Honor Court

2. The student who does not respond in writing within five (5) University work days, waives the option of having the case heard in a College or University Honor Court, and the charge will be adjudicated under the provisions of the UAPA.

C. Rights for the Accused.

1. The student has a right to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. 4-5-301-325. The hearing will be held under the provisions of the UAPA in the absence of a voluntary written waiver of this right.

If the student waives the right to a hearing under UAPA, the hearing will be held in accordance with the UT Health Science Center Honor Code Hearing procedures listed under Article VII, Hearing Court Options 2 and 3.

2. For UAPA Hearings, students may be represented by Legal Counsel. The option to obtain Legal Counsel is at student's expense. If representation by Legal Counsel is desired, the student must provide notice of intent to be represented by Counsel concurrent with the request for the UAPA hearing.

In College and University Honor Court hearings, use of Legal Counsel by students or the University is not allowed.

3. In College Honor Court and University Honor Court hearings, the College Honor Council President or the Vice Chancellor for Academic, Faculty and Student Affairs will make available to an accused student, an advisor (student, faculty, or staff) knowledgeable of the Honor Code and hearing procedures. The advisor will be available to the accused prior to, and during the hearing.

ARTICLE VII. HEARING COURT OPTIONS

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

1. 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.

2. College Honor Court. Each UT Health Science Center college has a Honor Court. 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.

The selection and service of the college Honor Court members shall follow the guidelines and procedures stated in the respective college Honor Council addendum. Members of the panel shall be impartial, and members who believe they cannot be impartial shall recuse themselves from serving on the panel. The accused student may request the removal of any panel member he/she thinks might not be impartial. Decisions for such removal will be made by the college Honor Court president.

3. 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 tape 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:

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

2. The accused has the right to be present at all times during the hearing, except during the deliberation of the Honor Court, and is afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue. Evidence that is irrelevant, immaterial, repetitious, or cumulative may be limited. Judicial rules of evidence and procedure do not apply.

3. The accused, the investigator and Honor Court members have the right to question all witnesses.

4. An appropriate record is made of the hearing procedures. However, defects in the record do not invalidate the proceedings. (A tape recording system is available and should be used).

5. The investigator has the responsibility of proving, by a preponderance of the evidence, the truth of the charge(s) at issue.

6. Following the conclusion of the hearing, the hearing panel considers the evidence and presents written findings, conclusions, and recommendations to the dean of the college in which the violation occurred.

7. A majority vote of the panel is required for any decision.

8. A faculty member will be notified of the outcome of any Honor Code investigation or hearing if they were an accuser or witness in the matter.

ARTICLE VIII. PENALTIES

A. Penalties for violating the UT Health Science Center Honor Code are assigned by the respective college Dean. Penalties may be probation, suspension, dismissal, or any other action deemed appropriate by the dean of the college in which the violation occurred. The Honor Court may make advisory recommendations or suggestions to the

Dean regarding the consequence and severity of the punishment.

B. The Dean will determine the penalty to be assigned, if the accused is found guilty. The Dean considers the evidence, written findings, conclusions, and recommendations of the Honor Court in determining a punishment.

C. The Dean must respond with a decision within 10 University working days of receipt of the hearing court decision. In instances in which the Dean is unavailable, a designee will be appointed.

ARTICLE IX. APPEALS

A. The accused may appeal the action of the Dean by submitting an appeal, in writing, to the Chancellor within 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.

1. Any appeal to the Chancellor can only be for the penalty assigned by the Dean. The decision of the Honor Court can not 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

1. Composition and Elections: The composition of the Honor Council and the procedure for election of the Honor Council members officers are determined by each college. Information describing the college councils provisions is provided in the Addenda.

2. 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:

1) President. The president (a) presides at all meetings of the Honor Council, (b) arranges for the hearing of any accused student, and (c) performs other duties as specified in this Honor Code.

2) Vice-president. The vice-president assumes the duties of the president in that officer's absence.

3) Secretary. The secretary (a) manages the correspondence of the Honor Council, (b) notifies all members of Honor Council meetings, (c) records attendance at meetings, and (d) keeps records of all meetings.

3. Removal from Council: A member may be removed by two-thirds vote of the Council members for the following reasons:

a. Absence from two consecutive meetings of the Honor Council.

- b. Failure to fulfill responsibilities in accordance with this Honor Code.
4. Vacancies in an Honor Council are filled in accordance with college rules and regulations governing election of members.
5. General Duties of the Honor Council:
- 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.
 - Conducts hearings of alleged violations.
 - 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.
 - Forwards findings and recommendations in Honor Code violation proceedings to the Dean of the college.
 - 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

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

ARTICLE XII. AMENDMENTS

A. A proposed amendment to this Honor Code shall be presented in writing to the President of each UT Health Science Center Honor Council. Amendments must be approved by a majority vote of the Council of each college, and by the College Honor Council Presidents, prior to submitting to the SGAEC, the UT Health Science Center Chancellor and the University's Board of Trustees.

B. Approved amendments to a college addendum shall be presented in writing to the President of the Honor Council of the college affected by the proposed amendment and need only to be approved by a majority vote of that college Honor Council. Upon approval, and concurrence by the college Dean, the amendment shall be submitted to the Chancellor and to the University's Board of Trustees.

ARTICLE XIII. PLEDGE

Each UT Health Science Center student, before matriculation, or during the new student orientation period, is required to sign the following pledge:

"I have read carefully the Honor Code of The University of Tennessee Health Science Center and fully understand its meaning, significance and application. I agree to abide by this Honor Code while a student in this institution and agree to accept all of its implications without reservation."

Signature

Date

Social Security Number

College

SECTION IV ADDENDA

Addendum A COLLEGE OF ALLIED HEALTH SCIENCES

Honor Council

A. Composition

The Honor Council of the College of Allied Health Sciences shall consist of at least one voting representative from each class of each program. Classes with more than forty (40) students enrolled shall be represented by two voting representatives. Each class in each program shall have one alternate representative with voice but no vote except when serving in the absence of a voting representative from the particular class. Both voting representatives and alternate representatives shall attend regular Honor Council meetings. The Honor Council president shall preside over all regular meetings and Honor Court hearings. The executive officers (President, Vice President, Secretary and Treasurer) of each class governed by the Honor Code, and those of the Student Government Association Council, are ineligible to be members of the Honor Council.

B. Election of Members

Each class shall elect its Council representatives within four weeks of the first day of the beginning of classes in the first academic term. Council members shall serve a term of one academic year and may be reelected at the discretion of a class. It is recommended that Honor Council representatives be reelected, if satisfactory, to provide continuity.

C. Vacancy

In the event of a vacancy occurring in the Honor Council, the particular class in which the vacancy occurs shall elect a replacement within four weeks of the vacancy. The class may, for continuity, select the alternate representative to fill a vacancy and elect a new alternate representative.

D. Faculty Advisor

There shall be two faculty advisors, one appointed annually by the Dean of the College. The faculty advisor, shall be permitted to attend all proceedings of the Honor Council with voice but no vote.

E. Quorum

A quorum of (2/3) two-thirds of the currently elected and enrolled representatives, available on campus, or their designated alternates, will be required to be in attendance for proceedings concerning an Honor Code violation.

F. Proctoring

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

Addendum B COLLEGE OF DENTISTRY

Honor Council

A. Composition

The Honor Council of the College of Dentistry consists of three elected representatives from each class and one elected alternate representative from each class. The alternate representative attends all regular meetings and participates in hearings in the absence of the representative from that class or if needed in order to constitute a quorum of the Honor Council for a hearing. During the interval between the graduation of senior representatives and the installation of new freshmen representatives, the alternates function as full Council members and participate in hearings held during this period.

B. Election of Members

1. Each new class elects its Council members within eight weeks of the first day of the beginning of classes.

2. The Honor Council representatives may be reelected at the discretion of a class. However, it is recommended that Honor Council representatives be retained, if satisfactory, to provide continuity.

C. Vacancy

If any Council member is, for any reason, unable to sit in judicial capacity at the hearings, the respective class is represented by the elected Honor Council alternate representative, who assumes all the regular powers of a Council member. Should a regular Council member be removed from office, the vacant position is filled by the alternate member from that class and a new alternate member is elected by the class.

D. Faculty Advisors

Two Faculty Advisors are appointed by the Dean to assist the Council in its operation. The Faculty Advisors shall be permitted to attend all Honor Court proceedings of the Honor Council with voice but no vote.

E. Quorum

Two thirds of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of class distribution or alternate status.

F. Letter of Warning

The College of Dentistry Honor Council reserves the option to issue a letter of warning to a student in the event of multiple complaints describing suspicious behavior, but without a guilty verdict. The purpose of this letter is to notify and warn a student that his/her behavior is raising concern among his/her classmates, staff and faculty that the activity in question may be in violation of the Honor Code. If the activity of behavior continues, a formal Notice of Charge may follow.

G. Advocacy

The Associate Dean for student affairs shall also be available as the student's advocate and will assist and advise any student(s) charged with an Honor Code violation.

Addendum C COLLEGE OF GRADUATE HEALTH SCIENCES

Honor Council

A. Composition

The Honor Council of the College of Graduate Health Sciences consists of the Graduate Student Executive Council, who are voting members, and their alternates with voice but not vote. An alternate member may vote in the absence of a voting member for that department.

B. Election of Members

The members of the Honor Council are selected according to the Constitution of the Student Government Association of the UT Health Science Center College of Graduate Health Sciences, Articles IV and V.

C. Vacancy

In the event of a vacancy occurring in the Honor Council, the alternate member from the department in which the vacancy occurs becomes the voting representative for that department.

D. Faculty Advisor

Each year the Dean selects one advisor, with voice but not vote, and who may be present at hearings. The advisor is an ex officio member of the Graduate Student Executive Council.

E. Quorum

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

Addendum D COLLEGE OF MEDICINE

Honor Council

A. Composition

The Honor Council of the College of Medicine consists of three elected representatives from each class and one elected alternate representative from each class. The alternate representative attends all regular meetings and participates in hearings in the absence of a representative from that class or if needed in order to constitute a quorum of the Honor Council for a hearing. During the interval between the graduation of senior representatives and the installation of new freshmen representatives, all alternates function as full Council members and participate in hearings held during this period.

B. Election of Members

1. Each new class elects its Council members within 6 weeks of the first day of the beginning of classes.

2. The Honor Council representatives may be reelected at the discretion of a class. However, it is recommended that Honor Council representatives be retained, if satisfactory, to provide continuity.

C. Vacancy

If any Council member is, for any reason, unable to sit in judicial capacity at the hearings, the respective class is represented by the elected Honor Council alternate representative, who assumes all the regular powers of a Council member. Should a regular Council member be removed from office, the vacant position is filled by the

alternate member from that class and a new alternate member is elected by the class.

D. Faculty Advisor

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

E. Quorum

Two thirds of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of class distribution or alternate status.

F. Letter of Warning

The College of Medicine Honor Council reserves the option to issue a letter of warning to a student in the event of multiple complaints describing suspicious behavior, but without a guilty verdict. The purpose of this letter is to notify and warn a student that his/her behavior is raising concern among his/her classmates that the activity in question may be in violation of the Honor Code. If the activity of behavior continues, a formal Notice of Charge may follow.

G. Proctoring

Faculty are welcomed and appreciated during the beginning and conclusion of examination periods to answer questions concerning test proceedings and to supervise test administration. An avenue should be available to contact the course director or his/her representative during the exam in the event of problems. However, in the spirit of the Honor Code as a student run system, proctoring of written examinations is not allowed unless directed by an outside testing agency or certifying board. This "no proctoring" provision does not apply to practical examinations or examinations requiring proctoring.

Addendum E COLLEGE OF NURSING

Honor Council

A. Composition

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

B. Election of Members

The Honor Council president must be a member of the BSN, MSN or DNP Program and may appointed by the president of the College of Nursing SGA. BSN, MSN and DNP option representatives are elected by each class during the fall election period.

C. Vacancy

In the event of a vacancy occurring in the Honor Council, a class election is held within 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 reappointed by the president of the College of Nursing SGA.

D. Faculty Advisor

The Assistant Dean for Student Affairs shall be the College of Nursing Honor Council faculty advisor. The

faculty advisor shall be permitted to attend all proceedings of the Honor Council with voice but not vote.

E. Quorum

Two thirds of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of a class distribution or alternate status.

Addendum F COLLEGE OF PHARMACY

Honor Council

A. Composition

The Honor Council of the College of Pharmacy consists of three elected representatives from each class governed by the Honor Code who shall be voting members and one alternate member from each class with voice but not vote. The alternate member may vote in the absence of a voting member from that particular class. The executive officers (president, vice president, secretary and treasurer) of each class governed by the Honor Code, and those of the SGA Council, are ineligible to be members of the Honor Council.

B. Election of Members

The first-year class elects its council members within 6 weeks of the first day of the beginning of classes in the first academic term. The other three classes elect their Council members in the Spring Semester of each year, after class elections. Honor Council representatives may be reelected at the discretion of a class, but only at the reelection times specified above and only by majority vote. It is recommended that Honor Council representatives be reelected, if satisfactory, to provide continuity.

C. Vacancy

In the event of a vacancy occurring in the Honor Council, the alternate member from the class in which the vacancy occurs becomes the voting representative for that class.

D. Faculty Advisor

One faculty advisor, with voice but not vote, is not present at hearings unless at the request of the Honor Council. The faculty advisor is selected each year by the Dean of the college. This advisor must be satisfactory to both the Dean and the student body.

E. Quorum

Two thirds 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.

SECTION V APPENDIX

A. THE STUDENT JUDICIAL SYSTEM

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

An alternative to these procedures, however, is the Uniform Administrative Procedures Act (Tennessee Code Annotated 4-5-101 et seq.) which provides that any party whose legal rights or privileges are required by a statute or constitutional provision to be determined after an opportunity for a hearing shall be afforded an opportunity for such a hearing in accordance with the provisions of T.C.A. 4-5-301 through 325.

The University of Tennessee Board of Trustees, at its June 1976 meeting, took action which requires students to choose either to have a hearing according to University procedures or according to the "contested cases" section of the Uniform Administrative Procedures Act and to execute a waiver of rights to a hearing under the other. The form on the next page is provided for students to execute this waiver.

**TENNESSEE UNIFORM
ADMINISTRATIVE PROCEDURES ACT
WAIVER FORM**

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

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

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

***UNIFORM ADMINISTRATIVE PROCEDURES ACT
HEARING WAIVER:***

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

Student Signature

Date

Revised 6/13/05

**WAIVER
PART II**

Please choose and sign option one, two or three:

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

Signature

Social Security/Student I.D. Number

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

Signature

Social Security/Student I.D. Number

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

Signature

Social Security/Student I.D. Number

Please indicate the following if you requested an Tennessee Uniform Administrative Procedures Act hearing:

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

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

SAMPLE LETTER

Date: _____
 CERTIFIED MAIL
 RETURNED RECEIPT REQUESTED

Date

Person & Their Address

RE: NOTICE OF CHARGE

Dear:

Based on information presented to the Honor Council of the University of Tennessee College of _____, you are hereby charged with the following violations of the Honor Code of the University of Tennessee Health Science Center. Specifically, it is reported that you used or received unauthorized aid on your _____, which is a violation of Article _____ of the Honor Code.

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

Should you wish to contest the above charges, you have a right to a hearing either in accordance with the provisions of the Honor Code (a hearing before the Honor Council of the College of _____ or the University Honor Court) or the Tennessee Uniform Administrative Procedures Act, Tennessee Code Annotated S4-5-101, et seq. Should you desire a hearing for purposes of contesting the charges, you must notify me within five (5) days of your receipt of this Notice. You may notify me by writing me at _____. A hearing will be held under the provisions of the Uniform Administrative Procedures Act in the absence of a voluntary written waiver (see enclosed) of your right to a hearing under the Act. If you waive the right to a hearing under the Uniform Administrative Procedures Act, the hearing will be held in accordance with the UTHSC Honor Council Hearing Options set forth in Article VII of the Honor Code.

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

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

Sincerely,

President
 HONOR COUNCIL
 College of _____

Enclosure

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THE REGISTRATION & CONDUCT OF STUDENT ORGANIZATIONS

Rule: 1720-3-4

INTRODUCTION

Rule: 1720-3-4-.01

(1) 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 registered at the University. All registered associations should be accorded the same privileges and bound by the same obligations. University registration 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.

(2) 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 registration.

STUDENT ORGANIZATION REGISTRATION

Rule: 1720-3-4-.02

Any association of students wishing to have itself registered officially 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 registration of any student organization to the Office of Student Affairs.

B. The Office of Student Affairs will advise, in writing, the student organization seeking registration within ten days, whether or not he approves the recommendation.

C. The decision of the Office of Student Affairs 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 Affairs of his decision.

OBTAINING REGISTRATION

Rule: 1720-3-4-.03

(1) Procedure: Any group wishing registration must file application with the Office of Student Affairs. The Office of Student Affairs in turn must submit to the Student Government Association's Executive Council for review and recommendation.

A. Failure of the Office of Student Affairs to submit to the Student Government Association's Executive Council at their next meeting will be justification for organization to present their application to Student Government Association's Executive Council president for action at the subsequent meeting.

(2) Constitution: Any group petitioning for registration 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.
- B. A statement of purpose for the organization.
- C. Membership eligibility requirements.
- D. A listing of officers by title, and any special functions of the offices.
- E. A statement of the terms of the officers, and time and method of election.
- F. Frequency of meetings.
- G. 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.
- H. Any other provision relating to the purpose and function of the particular organization.

(3) 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.

(4) Size and Continuity: No maximum or minimum number of members shall be required for registration. 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.

(5) 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.

(6) Officers must be full-time students; if non-students, they must be members of the faculty or University staff. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Office of Student Life.

HAZING

Rule: 1720-3-4-.04

Student Organizations are prohibited from engaging in hazing activities.

AFFILIATION

Rule: 1720-3-4-.05

Registered student organizations may be affiliated with organizations off the campus where such affiliation is:

- (1) 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.

(2) 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.

(3) Not such as to change significantly the nature of the organization is an associate of students, with primary interest on the campus. University facilities may be reserved for organizational and other ad hoc meetings 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 months or a series of three 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 REGISTRATION THROUGH INACTIVITY

Rule: 1720-3-4-.06

(1) 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, registration may be suspended. Registered student organizations are expected to provide a brief report of their year's activity upon request of the Office of Student Affairs. An organization suspended through inactivity may be reactivated by application to the Office of Student Affairs, subject to review by the SGAEC, by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Registration shall be withdrawn from any organization suspended as inactive for four years.

SUSPENSION OF REGISTRATION FOR CAUSES

Rule: 1720-3-4-.07

(1) Registered 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 Affairs. 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 Faculty, Academic and Student Affairs. A suspended organization may not hold meetings on the campus, or otherwise request privileges of a registered organization.

(2) 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 REGISTRATION

Rule: 1720-3-4-.08

(1) A refusal by the SGAEC to recommend, to the Office of Student Affairs, registration 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.

(2) The SGAEC shall use the following procedures prior to any recommendation that an organization not be registered:

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 registration 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

(1) On the Campus: Registered student organizations are encouraged to hold their meetings on the campus, and University facilities shall be made available to them whenever possible.

(2) 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 registered student organizations to further the purposes stated in their constitution, subject to the following limitations

(1) Identification and Responsibility: organization shall be responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.

(2) 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.

(3) 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 (800 Madison, Suite 309). 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 (2) above.

POLITICAL ACTIVITY ON CAMPUS

(1) Printed materials and speakers: Registered 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.

(2) Activities in primary elections: Registered 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.

(3) 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 registered 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-registered 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 Affairs.

A 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:

1. No funds of the University of Tennessee may be used to pay for memberships in country clubs or social clubs.

2. 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

1. Constitutions: All student organizations must keep a current copy of the organization's constitutions and/or by-laws on file in the Office of Student Life.

2. 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.

3. 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.

4. 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 UT Housekeeping staff. Check with building managers in other UT buildings before posting notices. All notices MUST be removed by the student organization on the week day immediately following the event.

5. 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.

6. Fund Raisers: Student organizations planning to raise money on campus for their organization by selling items or holding an event should register the activity at least 7 days in advance in the Office of Student Life. The

purpose for which the money will be used must be stated before approval will be granted.

7. **Bake Sales:** Student organizations holding bake sales must register them in advance through the Office of Student Life. A temporary permit for prepackaged foods must be obtained from the Shelby County Health Department before the bake sale can be held. 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.

8. **Volunteer Service:** All organizations must register their volunteer or community service activities in the Office of Student Life. These activities may be registered either before or after they occur, as long as the Office of Student Life is notified within 10 days of the event. This information is needed in order to complete reports for the UTHSC campus and to promote the many positive activities which students are performing during their personal time.

9. **Publicity:** If publicity for events is desired, the deadline for the *Student Life Line* is the 15th of the month preceding publication. The UT News Bureau 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 weeks in advance.

10. **Photocopying:** Registered student organizations may set up charge accounts in the Office of Student Life for photocopying for organizational business. Personal copies are not permitted. Organizations will be billed monthly. Charges must be paid in the Office of Student Life within two weeks of receipt of the invoice.

11. **Solicitation:** Solicitation of funds from private sources (individuals, corporations, foundations, organizations) must be approved at least ten days in advance by the Director for Student Affairs who will determine if approval is also required by the Vice Chancellor for Development and Alumni Affairs. Representatives from student organizations must not represent themselves as officials of the University of Tennessee when soliciting funds. Donations made directly to student organizations are not tax deductible contributions.

SOLICITATION OF FUNDS BY STUDENT ORGANIZATIONS

Rule 1720-1-7-.03

(1) 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.

(2) 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.

(3) Requests for approval of any form of solicitation must be made in writing to the Office of the Chief Student Affairs Officer not later than seven business days preceding the date of the proposed date of the activity. Special forms for making requests are provided in the Office of the Chief Student Affairs Officer. Following content approval by the Office of the Chief Student Affairs Officer, 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 Office of the Chief Student Affairs Officer will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the Residence Halls will not be used for purposes of solicitation.

STUDENT ORGANIZATIONS

ALLIED HEALTH CHRISTIAN ORGANIZATION

President: Casey Porter

cporter4@utm.edu

Faculty Advisor: Ruth Mulvany

rmulvany@utm.edu

The Allied Health Christian Organization (AH-CO) is an organization that meets each Tuesday at noon for Christian fellowship and for student-lead 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.

BLACK GRADUATE STUDENT ASSOCIATION

President: Ja'Wanda Grant

jgrant8@utm.edu

The purpose of the Black Graduate Student Association is to take an active role in initiating peer support, professional development, networking, and advocacy on behalf of the membership, and to be an active agent in the recruitment/enrollment and retention of American citizens of African descent and/or underrepresented minorities at the UTHSC

BLACK STUDENT ASSOCIATION

President: C. J. Holmes

Phone: 678-662-5699

cjholmes@utm.edu

The Black Student Association is a group of students interested in promoting cultural and ethnic awareness among all students at UTHSC. The association also serves as a network of support and fellowship for African-

American students. Membership is open to any interested UTHSC student. Faculty and staff members are also invited to participate in activities and functions of the association. For more information, contact the president.

MINORITY STUDENT ASSOCIATION OF ALLIED HEALTH SCIENCES

President: Tangie Nelson

Faculty Advisors: Dr. Cassandra Ballard

(cballard@utmtm.edu)

Keisha Brooks (kbrook13@utmemo.edu)

Eleta Reed-Morgan (ereedmor@utmemo.edu)

The Minority Student Association of Allied Health Sciences is a group of students interested in promoting cultural awareness in the College of Allied Health at UTHSC. The association also serves as a network of support and fellowship for all minority students. Membership is open to any interested College of Allied Health Sciences student. Faculty and staff members in the College of Allied Health are also invited to participate in activities and functions of the association. For more information, contact the faculty advisors listed above.

UT INTERNATIONAL ASSOCIATION

President: Siva Sarva

ssarva@utmemo.edu

Connie Burk, Advisor

cburk@utmemo.edu

448-8484

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, staff or fellow. Additional information may be obtained from the UT International Association president.

PROFESSIONAL FRATERNITIES

There are a number of professional fraternal organizations on campus, which are affiliated with the Colleges of Medicine, Dentistry and Pharmacy.

Dentistry: Psi Omega; Xi Psi Phi.

Medicine: Phi Chi.

Pharmacy: Kappa Psi; Phi Delta Chi.

Information about fraternities is available in the Office of Student Life, 800 Madison Ave., Suite 309 (SAC 309).

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, 800 Madison Ave., Suite 309 (SAC 309), 448-5610.

RELIGIOUS OPPORTUNITIES

The University is nonsectarian; however, students are encouraged to continue their church affiliations and religious activities while enrolled as students at UTHSC.

BAPTIST COLLEGIATE MINISTRY

Chaplain: Ron Hawkins

757 Court Avenue 38105

bcmuthsc@bellsouth.net

www.utmemo.edu/bcmuthsc

525-8889

Baptist Collegiate Ministry, located at the corner of Court and Manassas, provides BCM (Baptist Collegiate Ministry) activities that are open to all students of UTHSC, regardless of religious preference. Lunches (\$2.00) are served Monday through Thursday at 12:00 p.m. during the regular academic year (August-May). Social activities, retreats, conferences, intramural teams, and recreation events are also part of the BCM program. Involvement in community missions and short-term foreign and national mission projects are also featured. For more information concerning BCM activities and ministries call Baptist Collegiate Ministry, 525-8889, or visit our website at www.utmemo.edu/bcmuthsc

CHRISTIAN MEDICAL & DENTAL ASSOCIATION (CMDA)

Ken Nippert, M.Div.

2023W. Houston Way

Germantown, TN 38139

(901) 861-1003

E-Mail: cmda@midsouth.rr.com

The Christian Medical and Dental Association is an organization designed for the encouragement of all UT students. It is a national organization that exists on 85% of all medical and dental schools in the US. Its mission is to encourage, equip, and motivate students to know and serve God both in their personal and professional life. Our activities include a weekly "Doctor's Forum" meeting with a catered lunch on Wednesdays at noon, multiple small group Bible studies during the week, monthly fellowship socials, and an annual mission trip to Central America during Spring Break. As a student, you need someone to renew and refresh you weekly in the midst of your demanding training years. CMDA exists for you. For more information contact Ken Nippert, the Area Director, at 861-1003, or visit our website, www.utmemo.edu/cmda.

HILLEL OF MEMPHIS

Director: Emily Bernhardt

3581 Midland Ave.

Memphis, TN 38111

452-2453 or 452-9339 (fax)

E-Mail: hillelofmemphis@bellsouth.net

www.hillelofmemphis.org

Hillel of Memphis, a program of the Memphis Jewish Federation, is the UT Jewish student's link to Jewish life in Memphis. Through social, educational, spiritual, cultural, and service opportunities, UT Jewish students have a chance to get to know other students from the colleges and universities in the Memphis area. We have also put into place a group called Graduates & Professionals (GAP). I am sure you would be interested in their social engagements – they are growing their membership – so do send us your e-mail so we can keep you informed and you can make your own decision as to attend.

Special opportunities for UT students include the annual UT Shabbat dinner, on-campus programs and holiday tables, High Holy Day tickets to local synagogues, and meals with local families for Shabbat and holidays.

Recent additions include a Tuesday night coffee house from 7 – 9 p.m. call “Sip & Schmooze,” , computers, internet access, video games, study room and patio & picnic area. Let us by your Jewish “home away from home”. To find out what else the we offer for UT students, call us at the above number or stop by. You can also check us out on the web.

Stop in to say hello.

MUSLIM STUDENT ASSOCIATION

Hani Rashed, M.D., Faculty Advisor

448-8353

hrashed@utm.edu

The local chapter of the Muslim Students' Association (MSA) serves as an extension of the Muslim Society of Memphis (MSM). We organize Friday prayers on the UT campus, and host speakers addressing various social, political, and moral issues extending from Islam. This year, emphasis will be placed on gathering for daily prayers. Also, an e-mailing circle will be initiated as a forum for electronic discussions, and for updates on MSA/MSM activities and current events in the Muslim world.

Please contact us for more information on these and other activities. The UT community is cordially invited to explore our broad spectrum of ideas.

UNITED METHODIST CAMPUS MINISTRY

Rev. Birgitte T. French, Campus Minister

Office: Memphis First United Methodist Church

204 N. 2nd Street

Memphis, TN 38105

Phone: 901-526-8228

Email: btf4227@yahoo.com

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, matters of peace and justice, mission projects, and Bible study through weekly \$1 Monday Lunches. We meet at SAC Room 313. Spiritual guidance and direction, personal support, and counseling are also available by appointment. These services are available to students, staff, and faculty of any religious faith and are confidential.

Rev. Birgitte T. French holds a degree in Pharmacy from the Danish Royal Pharmacy Tec. School, in Hillerod, Denmark and a M. Div. from Candler School of Theology at Emory University. She is also the Director of First

Works, a non-profit organization helping children and families in poverty. Rev. French also hold the appointment of associate pastor of Memphis First UMC.

UT CATHOLIC COMMUNITY

Chaplain: Rev. Mr. Richard Griffith and Brenda Kindelan

University Catholic Center

3625 Mynders 38111

323-3051

Fax: 323-0925

E-Mail: campus.ministry@ucc.cdom.org

The UT Catholic Community provides religious, social and educational opportunities. On Wednesdays from September to April, we provide a luncheon which includes speakers, fellowship or other activities. Also included are monthly weekday Masses. To reach the chaplain or to get information on events and other activities, call the University Catholic Center, 323-3051, or the Student Life Office at 448-4860. The closest churches for Sunday Mass are Sacred Heart, 1324 Jefferson at 5 pm on Saturday and 9:30 pm on Sunday; St. Peter's, 190 Adams Ave. at 5 pm on Saturday, 8:30 and 11 am on Sunday, and St. Mary's at 257 North Third Street at 5 pm on Saturday, 8 and 10:30 am on Sunday.

College Of Allied Health Sciences

William R. Frey, Ph.D., Interim Dean

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MESSAGE FROM THE DEAN

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

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

The staff of the Dean's Office is eager to assist you in successfully completing your degree program. Please call upon us.

Sincerely,

William R. Frey, Ph.D., Interim Dean
College of Allied Health Sciences

COLLEGE STRUCTURE

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

ADMINISTRATION

William R. Frey, Ph.D.
Interim Dean and Associate Dean
930 Madison Ave., 6th Floor
(901) 448-5581

Mary C. McCain, M.P.A.
Assistant Dean
920 Madison Ave., Room 518
(901) 448-6486

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

Clinical Laboratory Sciences

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

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

Dental Hygiene

J. S. Covington, D.D.S., Chair
930 Madison Ave., 6th Floor
(901) 448-6230

Margaret B. Waring, Ed.D.
Program Director
930 Madison Ave., 6th Floor
(901) 448-6230

Health Information Management

Mary McCain, M.P.A.
Chair and Program Director
920 Madison Ave., 5th Floor
(901) 448-6486

Physical Therapy

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

Carol Likens, Ph.D.
Program Director of the
Graduate Program in Physical Therapy
930 Madison Ave., 6th Floor
(901) 448-5888

Occupational Therapy

Ann H. Nolen, Psy.D.
Chair and Program Director
930 Madison Ave., 6th Floor
(901) 448-8393

Susan S. McDonald, OTR/L
Chattanooga Campus Coordinator
615 McCallie Avenue, Dept. 3103
Chattanooga, TN 37403
(423) 425-2358

DEGREES OFFERED

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

- Bachelor of Science in Dental Hygiene
- Bachelor of Science in Health Information Management
- Bachelor of Science in Medical Technology
- Doctor of Physical Therapy (DPT)
- Master of Science in Clinical Laboratory Sciences (MSCLS)
- Master of Dental Hygiene (MDH)
- Master of Health Informatics & Information Management (MHIIM)
- Master of Science in Cytopathology Practice (MCP)
- Master of Science in Occupational Therapy (MOT)
- Post-Professional Doctor of Science in Physical Therapy (ScDPT)
- Post-Professional Master of Science in Physical Therapy (MSPT)

ACCREDITATION

All college programs are accredited by the appropriate accrediting body. The Program in Cytotechnology is accredited by the American Society of Cytopathology, Cytotechnology (Cytopathology Practice) Programs Review Committee in cooperation with the Commission on Accreditation of Allied Health Education Programs; the Program in Dental Hygiene is accredited by the Commission on Dental Accreditation; the Program in Health Information Management is accredited by the Commission on Accreditation for Health Informatics and Information Management Education; the Program in Medical Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences; The Program in Occupational Therapy is accredited by the American Council for Occupational Therapy; and the Program in Physical Therapy is accredited by the Commission on Accreditation of Physical Therapy Education. Programs in the College have a long and distinguished accreditation history, several being among the oldest of their kind in the nation. Faculty and administrators provide important volunteer service to the specialized programmatic accreditation bodies that serve various programs.

The College is an institutional member of the Association of Schools of Allied Health Professionals.

HONOR COUNCIL

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

ATTENDANCE REQUIREMENT

Because of the relative brevity (one to three years) and intensity of all College educational programs, students should not miss any planned learning experience except under the most unusual circumstances. Students are,

therefore, required to attend all planned learning experiences including lectures, laboratories, and clinical assignments. The department chairperson, program director, or appropriate faculty member in each program will inform students in writing of the consequences of failure to adhere to this general College requirement.

STUDENT IDENTIFICATION AND DRESS CODE

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

Students are expected to adhere to the dress code of the program in which they are enrolled. Dress requirements are explained during each program's orientation.

EXAMINATIONS

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

STUDENT HEALTH AND PROFESSIONAL LIABILITY INSURANCE

All allied health students are required to have health care and medical insurance while enrolled in the College. (See "Student Health Insurance Policy" in "Student Rights and Responsibilities" section for details.)

All students in the College are also required to purchase professional liability insurance through the University at a nominal cost payable at registration time.

STUDENT EMERGENCY LOAN FUND

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

STUDENT GOVERNMENT ASSOCIATION

**Lisa Emerson - President, AHSGA,
2006-07**

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

PROMOTIONS

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

1. Student Performance

a. A student must attain a minimum semester grade point average of 2.0 to progress to the subsequent semester or to graduate. Any student who earns a grade of "D" (indicates marginal progress), "F" (failing), or "I" (incomplete) is reviewed in depth by the appropriate committee. Students must demonstrate a minimal competency level, as determined by the faculty and made known to students in advance. Students not reaching minimal competency may be required by the faculty to complete additional exams and/or class assignments until they reach the required minimal competence, or final course grades are recorded. An explanation of the calculation of the final grade will be made known to students in advance.

b. A student must demonstrate satisfactory behavior in personal and professional areas deemed by faculty as being necessary for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients and work effectively with other members of the healthcare

team, dependability, judgment, integrity, initiative, and interest.

c. Students must meet the college and program technical standards to continue in the various curricula and graduate. Copies of these standards are provided to each student by their respective programs.

2. Recommended Actions - committees may recommend any of the following actions to the Dean:

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

b. Placing a student on academic probation. Academic probation may result from a student's earning a cumulative grade point average of less than 2.0 during the semester, from earning a grade of "D" in any course, or from failure to perform satisfactorily in non-academic areas associated with professional behavior or technical standards. Committee recommendations to the Dean must include delineation of specific conditions that must be met for removal of the student from academic probation, and the time by which such conditions must be met.

c. Dismissal of a student from a program. Dismissal may result from a student's earning a grade of "F" in any course, earning a grade of "D" in multiple courses, failing to meet the requirements of a course(s) as stipulated in the course syllabus, demonstrating serious deficiencies in personal or professional behavior, failing to meet technical standards; or failing to meet stipulated conditions for removal of academic probation within the designated time period.

d. Allowing a student to repeat all or part of the curriculum. This recommendation may be made only if *all* of the following conditions are present:

1) the presence of specific non-academic circumstance(s) judged by the committee as having an adverse effect on the student's academic performance.

2) committee judgment that the identified specific circumstance(s) show probability of resolution within a reasonable period of time.

committee judgment that resolution of the identified circumstance(s) will subsequently result in satisfactory performance by the student.

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

RECONSIDERATION OF PROGRESS AND PROMOTIONS COMMITTEE RECOMMENDATIONS

A student has the right to request a reconsideration before an ad hoc appeals committee in the event of a negative recommendation. Such a request must be

submitted in writing and received by the Dean of the College within five (5) working days of receipt of notification from the Dean of the intended action. The student will meet with the committee and may bring any person(s), excluding legal counsel, whom the student believes can contribute to the presentation. After a student's appeal hearing, the committee will make a final recommendation to the Dean who will notify the student of the decision made on the student's appeal.

The ad hoc appeals committee and committee chair are appointed by the Dean and composed of faculty from the College. After hearing all persons who appear on behalf of the student or in support of the action taken by the Progress and Promotions Committee, the ad hoc appeals committee makes recommendations for resolution of the appeal to the Dean. If the original negative recommendation made by the Progress and Promotions Committee is sustained by the Dean, the student has the right of appeal to the Chancellor. Such an appeal must be in writing and received by the Chancellor within five (5) calendar days of receipt of notification from the Dean.

During the appeal process, a student may continue to participate in classroom activities but will be suspended from clinical activities.

GRADUATION REQUIREMENTS

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

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

CLINICAL ACTIVITIES

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

All students should be aware that clinical sites, certification committees and state licensure boards may require criminal background checks including fingerprinting for comparison against state and federal criminal records. Information discovered in criminal background searches may delay or prevent clinical education opportunities and entry into the profession. Accordingly all students are required to obtain a clear criminal background check before enrollment. Details about the process for obtaining the check are provided in program acceptance letters. Students needing further information about criminal background searches should contact an academic advisor or the department chair.

ATTENDANCE AT GRADUATION

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

LEAVES OF ABSENCE, WITHDRAWAL, AND READMISSION

Leaves of absence with anticipated readmission may be granted by the Dean upon recommendation of the department chair or program director. Such recommendations must be based upon demonstration by the student of a compelling nonacademic reason for granting such a leave.

Readmission to any program after voluntary withdrawal or readmission after dismissal can occur only upon demonstration by the student of a compelling nonacademic reason for consideration for readmission. (See 2. d., "Progress and Promotions")

HONORS

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

GPA

3.50 - 3.69
3.70 - 3.89
3.90 - 4.00

Designation

Graduation With Honors
Graduation With High Honors
Graduation With Highest Honors

AWARDS

HONOR SOCIETY

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

Sigma-Xi

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

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

DEPARTMENTAL AWARDS

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

DEPARTMENT OF CLINICAL LABORATORY SCIENCES

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

Cyrus C. Erickson Award in Cytotechnology

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

Frances Guthrie Outstanding Student Award in Medical Technology

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

Alice Scott Hitt Faculty Award in Medical Technology

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

DEPARTMENT OF DENTAL HYGIENE

Dental Hygiene Clinical Achievement Award

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

The Faculty Award

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

Preventative Oral Health Educator Award

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

Sigma Phi Alpha Dental Hygiene Honor Society

The National Dental Hygiene Honor Society was founded in 1958. Eligibility for membership is based on scholarship, potential service to the profession, character, and leadership.

The Tennessee Dental Hygienists' Association Outstanding Student Award

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

Professional Leadership Award

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

Community Service Award

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

Golden Scaler Award

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

DEPARTMENT OF HEALTH INFORMATION MANAGEMENT

Tennessee Health Information Management Association Outstanding Student Award

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

DEPARTMENT OF OCCUPATIONAL THERAPY

Achievement Award in Occupational Therapy

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

Leadership Award in Occupational Therapy

This award is presented annually to a graduating student who demonstrates the professional characteristic of outstanding leadership in both academic and clinical settings.

DEPARTMENT OF PHYSICAL THERAPY**Outstanding Physical Therapy Student Award**

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

Physical Therapy Faculty Award

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

CYTOTECHNOLOGY (Cytopathology Practice)

ATTENDANCE REQUIREMENT

Cytotechnology (Cytopathology Practice) students are expected to attend all scheduled classes, student labs, and clinical lab assignments. If a student must be absent due to illness or emergency, he/she must notify the cytotechnology office or the clinical site to which he/she is assigned no later than 8:30 a.m. of the day missed. For any other absences, prior arrangements must be made with the specific instructor or course director involved. Appointments for health services should not be made during scheduled class time.

GRADING

Grades are based on written and practical examinations as well as performance evaluations. A student must pass the first semester's courses before he/she is allowed to progress to the next semester. The point-grade conversion scale used in the cytotechnology program is as follows:

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

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

STUDENT HEALTH REQUIREMENTS

Cytotechnology (Cytopathology Practice) students are required to have a comprehensive eye examination including a test for color vision. Imperfect color vision is not used as a basis for excluding a student from the program; however, instructors should be aware of such a defect. In addition, cytotechnology students are required to be immunized against Hepatitis B virus and are required to have skin tests for tuberculosis. Information about fulfilling these requirements is provided during orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIPS

Cytotechnology (Cytopathology Practice) students are eligible for student membership in a number of professional associations including The American Society of Cytopathology, The American Society for Cytotechnology, and The Southern Association of Cytotechnologists. Students are encouraged to apply for membership in one or more regional or national professional organizations.

CERTIFICATION EXAM

Graduates of the master of cytopathology practice degree program qualify to sit for the national certification examinations in cytotechnology and molecular pathology administered by the Board of Registry of the American Society for Clinical Pathology. The examinations are year-round in major cities throughout the United States. Graduates who successfully complete the examination are entitled to use the designation CT (ASCP) and/or MP (ASCP).

Graduates in the program seeking employment in the state of Tennessee must also obtain a license to practice from the Laboratory Licensing Board. Faculty will provide students with this information.

DENTAL HYGIENE

ATTENDANCE REQUIREMENT

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

GRADING

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

95 - 100	=	A
85 - 94	=	B
75 - 84	=	C
70 - 74	=	D
Below 70	=	F

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

95 - 100	=	A
90 - 94	=	B
80 - 89	=	C
75 - 79	=	D
Below 75	=	F

Grades of D are considered marginal. Any student who earns a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of

the dental hygiene program to determine the course of action which is best for the student and for the program. Any student who receives a grade of "D" in any course will be placed on academic probation.

*Students must pass a clinical proficiency test prior to treating patients.

STUDENT HEALTH REQUIREMENTS

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

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

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

LICENSING EXAMINATION

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

HEALTH INFORMATION MANAGEMENT

ATTENDANCE REQUIREMENT

Health information management students are expected to attend all scheduled classes, student laboratory experience, directed experience assignments, and other scheduled assigned activities. If a student must be absent due to illness or emergency, he/she should notify the health information management office no later than 8:30 a.m. on the day to be missed. For any other absences, prior arrangements must be made with the specific instructor involved. Appointments for health services should not be made during scheduled class time.

GRADING

The health information management program has a competency-based curriculum in which competencies for the entry level health information manager developed by the American Health Information Management Association are used. Graduates of the program are expected to be able to perform the functions as articulated in the competencies. Criterion referenced evaluation is used in each course and students are required to reach the minimum competency level established for the course. Grades are based on written and practical examinations, as well as on performance in directed experience. A student must pass

each semester's courses with a grade point average of 2.0 (e.g. "C" average in each course) as well as attain a minimum semester grade point average of 2.0 in order to progress to the subsequent semester or term or to graduate. Each student must pass a comprehensive examination in order to graduate.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

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

REGISTRATION EXAMINATION

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

STUDENT REQUIREMENTS

Health Information Management students are required to be immunized against the Hepatitis B virus and have an annual skin test for tuberculosis. Information about fulfilling these requirements is provided during orientation. Students are also required to have a clear criminal background check.

MEDICAL TECHNOLOGY

ATTENDANCE REQUIREMENT

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

CLINICAL AFFILIATIONS

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

GRADING

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

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

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

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

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

HEALTH REQUIREMENTS

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

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

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

CERTIFICATION EXAMINATION AND LICENSURE

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

MASTER OF SCIENCE IN CLINICAL LABORATORY SCIENCES - ADVANCED PRACTICE TRACK

The College of Allied Health Sciences offers a Master of Science degree in Clinical Laboratory Science designed for students who have earned a B.S. degree in biology or chemistry and desire to enter a career in the clinical laboratory. The program provides the necessary educational experiences for the student to qualify for certification as a medical technologist/clinical laboratory scientist by national examination and to apply for a Tennessee license to practice as a clinical laboratory

professional. The program is a full-time, 24 month advanced practice course of study which begins in September of each year.

GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS (Advanced Practice Track)

1. An earned B.S. degree in biology, chemistry, microbiology or other science from an accredited university.

2. In addition to their B.S. degree requirements, qualified students must have successfully completed with a "C" or better the specific courses required for medical technology:

3. Students must complete forty-four (44) semester hours of the undergraduate professional medical technology courses with a GPA of 3.0 or higher on a 4.0 scale before consideration for the Master of Science in CLS Program.

4. Graduate applicants will be notified by the Dean of the College of Allied Health Sciences in late April or early May advising them of their admission status. Master's level course work begins in the second fall term.

CURRICULUM (Advanced Practice Track)

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

GRADING SCALE (Advanced Practice Track)

The grading scale for CLS graduate students is as follows:

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

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

REQUIREMENTS FOR GRADUATION (Advanced Practice Track)

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

1. Satisfactory completion of 44 credit hours at the baccalaureate level and 43 credit hours of work at the master of science level.

2. Students must complete all courses and maintain a minimum GPA of 3.0.

3. Satisfactory completion of a research project and presentation are required prior to graduation.

4. Students must file an application for admission to candidacy when the conditions listed above have been fulfilled and the final draft of the master's project has been approved by the research mentor and faculty.

5. Successful graduate students will complete the program in late August and will be eligible to take national certification examinations and apply for a Tennessee license to practice in the state. Graduation will be held in early December of the second year.

6. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

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

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

The College of Allied Health Sciences offers post professional graduate study leading to the Master of Science in Clinical Laboratory Sciences degree available to certified medical technologists (MT) or cytotechnologists (CT). This program offers two tracks - specialization in laboratory management, and for medical technologists, specialization in laboratory utilization. The program provides the opportunity for laboratorians to strengthen their expertise in: 1) administration; 2) federal and state laws regulating the laboratory; 3) financial issues affecting the laboratory; 4) training student and laboratory personnel; 5) and improving communication and problem-solving skills to understand and oversee the effects of managed care without sacrificing quality. All students enroll in a common core of research, education, laboratory issues courses.

This Graduate Program is designed primarily for the part-time student, although a student can complete the program in two years if they choose to attend full time. Students must have a written plan for completion of the program requirements approved by the Graduate Program Director. All degree requirements for the Master of Science in Clinical Laboratory Sciences must be completed within five years of the date of initial enrollment.

For further information about the areas of concentration available and the curriculum patterns, contact the Graduate Program Director.

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

1. National certification as a medical technologist or cytotechnologist; Tennessee State licensure will be required for any person responsible for performing laboratory testing on human samples during the course of their studies;

2. Entry level degree from an accredited program in clinical laboratory science (official transcript must accompany application);

3. Completion of a minimum of two years of clinical practice in a clinical laboratory prior to matriculation into the program;

4. Minimum GPA 3.00 on a 4.0 scale;

5. Minimum score of 1000 on the verbal and quantitative scales of the Graduate Record Examination;

6. Three letters of reference from previous college level instructors or immediate supervisors;

7. Personal interview with members of the faculty;

8. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550 and;

9. Additionally, applicants will be required to complete application forms for admission. Included in the application will be a required essay stating the applicant's goals for graduate study. Students may transfer no more than 8 semester hours of credit from other colleges or universities.

GRADING

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

REQUIREMENTS FOR GRADUATION

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

1. Satisfactory completion of 36 semester credit hours of work, which must include 22 hours of Core Courses, 9-12 hours in specialty concentration courses, and 2-6 hours of Electives;

2. Students must complete all courses with a "B" average. A grade of "B" or above is required in specialization track courses.

3. Satisfactory completion of a practicum and thesis presentation with a final oral examination are required prior to graduation.

4. Admission to candidacy for the Master's degree. Students file an application for admission to candidacy when conditions above have been fulfilled and the final draft of the thesis has been approved by the Committee.

5. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

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

OCCUPATIONAL THERAPY

ATTENDANCE REQUIREMENT

Occupational therapy students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the occupational therapy office or

the clinical instructor of the affiliation site no later than 8:30 a.m. of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services should not be made during scheduled class time.

GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. No credit for any course is awarded until the end of the semester. Students who withdraw from the college before the end of the semester are assigned WP (withdraw passing) in any course that has been concluded successfully early in the semester. The point-grade conversion scale used by the occupational therapy program is as follows:

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

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

FIELDWORK PLACEMENTS

Sequence of the three fieldwork placements will vary according to availability and choice, but each student will have two placements in the fifth semester and one in the sixth semester. Actual scheduled time for each placement is 40 hours per week for 12 weeks. The nine months of Level II fieldwork must be fulfilled within 24 months of coursework completion. Students are responsible for living arrangements and all expenses incurred during fieldwork.

HEALTH REQUIREMENTS

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

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

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

CERTIFICATION EXAM

Graduates of the occupational therapy program are able to sit for the national certification examination for the

occupational therapist administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of this examination, the individual will be an Occupational Therapist, Registered (OTR). Many states, including Tennessee, require a license or other state credential in order to practice; however, such credentials usually are based on the results of the NBCOT Certification Examination. Program faculty will provide information on cost and schedule for the examination.

PHYSICAL THERAPY

ATTENDANCE REQUIREMENT

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

GRADING SCALE

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

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

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

HEALTH REQUIREMENTS

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

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

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

LICENSING EXAMINATION

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

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

The College of Allied Health Sciences offers post professional graduate study leading to either the Master of Science in Physical Therapy (MSPT) and the Doctor of Science in Physical Therapy (ScDPT) degree available to licensed physical therapists. The program(s) provide the opportunity to: 1) elect an area of specialized study in physical therapy; 2) develop an advanced level of clinical competence for leadership in practice; 3) develop a research base for the analysis of the physical therapy profession's scientific body of knowledge and clinically oriented research techniques; and 4) develop skill in teaching in classroom, clinical, continuing, and public education programs. All students are enrolled in a common core of physical therapy theory, education, and research courses. Each student selects a clinical area of concentration; courses of study are offered in musculoskeletal and neurological physical therapy.

These Graduate Program(s) are designed for the part-time or full-time student. Students must have a written plan for completion of the program requirements approved by the graduate program director. All degree requirements for the Master of Science in Physical Therapy degree must be completed within five years of the date of initial enrollment. All degree requirements for the Doctor of Science in Physical Therapy must be completed within seven years of the date of initial enrollment.

For specific information about areas of concentration available and the curriculum patterns, contact the graduate program director.

GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS

1. Current licensure in the U.S. as a physical therapist;
2. Entry level degree from an accredited program in Physical Therapy (official transcript must accompany application);
3. Completion of a minimum of two years of clinical practice in physical therapy prior to matriculation into the program;
4. Minimum GPA 3.00 on a 4.0 scale in entry-level program;
5. For applicants to the MSPT, a minimum score of 1000 on the Verbal and Quantitative scales of the Graduate Record Examination; for applicants to the ScDPT, a Score of at least 500 on each portion (Verbal, Quantitative, Analytical).

6. Three letters of reference from previous college level instructors or immediate supervisors;
7. Personal interview with members of the faculty; and
8. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550.

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

REQUIREMENTS FOR GRADUATION

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

1. Satisfactory completion of 36 semester credit hours of work, which must include 17 hours of core courses, 13-14 hours in a clinical concentration and 5-6 hours of electives.
2. Students must complete all course work with a "B" average. Grades of "B" or above in core and clinical concentration courses and "C" or above in other courses required.
3. Satisfactory completion ("Pass") of PT862-Practicum (minimum of 3 credit hours) and either PT863-Thesis (minimum of 4 semester credit \ hours) or completion of a research project and submission of a publishable manuscript to an appropriate peer-reviewed publication.
4. Admission to candidacy for the master's degree. Students file an application for admission to candidacy when conditions above have been fulfilled and the final draft of the thesis has been approved by the committee.
5. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

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

1. Satisfactory completion of 92 Semester Hours (SH) which must include 48 SH of Core Courses, 13-14 SH of Advanced Clinical Practice and 30-31 SH of Electives.
2. Students may transfer up to 34 graduate SH if a post-professional graduate degree has been completed.
3. Students may transfer up to 6 credit hours from graduate work at other universities or colleges if a graduate degree has not been completed.
4. Students must complete all courses with a "B" or above in core and clinical concentration courses, and "C" or above in other course.
5. Satisfactory completion of a research project and submission of a publishable manuscript to an appropriate peer-reviewed publication.
6. All students must have a written plan for completion of the program approved by the program director.

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

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

College Of Dentistry

Russell O. Gilpatrick, D.D.S., Dean

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MESSAGE FROM THE DEAN

Welcome to the profession of dentistry. Dentistry is now in the most exciting time in its history, offering a challenging and exciting future for you. The dental curriculum is demanding, and will require your total commitment. Our highly qualified faculty and staff are dedicated to providing you with the best education possible, both in our didactic and clinical programs. The administration of this college is here to support and provide assistance to you.

Please feel free to contact the Dean's Office should you need assistance in any way.

Russell O. Gilpatrick, D.D.S.
Dean, College of Dentistry

HISTORY

The College of Dentistry was founded in Nashville in 1878. It is the oldest dental college in the South, and the third oldest public college of dentistry in the United States. The college was located in Nashville until 1911, when the Board of Trustees of The University of Tennessee moved it to Memphis to secure larger facilities.

In that year, authorities of the University of Memphis transferred all of its equipment and the good will of its Dental Department to the Board of Trustees of The University of Tennessee. Through this union, the facilities and equipment of the two institutions were merged into one college.

PLAN OF INSTRUCTION

The Board of Trustees of The University of Tennessee has approved a four-year academic program to prepare men and women for the practice of general dentistry. Class enrollment is limited to 80 students admitted in the Summer/Fall semester of each year. Early in the curriculum, students are introduced to basic sciences and preclinical dental sciences, which develop an understanding of the human organism in health and disease. These courses offer the foundation for advancement into clinical practice, which is achieved largely in the last two years of the curriculum. Basic science instruction is provided by faculty from the College of Medicine. Dental course instruction is offered by faculty of the College of Dentistry, with assistance from faculty of other colleges of the Health Science Center campus.

The predoctoral dental curriculum is designed to offer those entering the general practice of dentistry a sound foundation of academic and clinical preparation. Those completing the course of study and receiving the D.D.S. degree are qualified to apply for licensure in all fifty states, as well as to apply for dental specialty programs and positions in governmental agencies that require these credentials.

The entire curriculum is organized and approved by the Curriculum Committee, which is composed of faculty of the Colleges of Dentistry and Medicine, as well as appointed student representatives. Students seeking advice or assistance relative to the academic programs should

contact the Office of Academic Affairs, Room S103, Dunn Dental Building.

PROGRAM COMMITMENT

The objective of the professional program in dentistry is to graduate competent general dentists with the skills required to serve the oral health needs of the public.

The achievement of this objective requires a commitment on the part of both faculty and students.

Historically, the University of Tennessee, College of Dentistry has been recognized as one of the leaders in the education and training of dental practitioners. Graduates have distinguished themselves and the college by significant contributions, both as professionals and as citizens.

The college continues to offer quality professional training through a curriculum that meets the needs of the contemporary dentist. Students are guided in taking full advantage of the educational opportunities available through this program.

PHYSICAL FACILITIES

The College of Dentistry is fortunate to have excellent facilities for classroom, laboratory, and clinical instruction. The Humphreys General Education Building, built in 1977 and shared with other colleges on campus, provides 146,250 square feet of space for lecture, laboratory and self-study. It houses the lecture rooms and laboratories for all preclinical courses, except the gross anatomy laboratory which is located in the Wittenborg Anatomy Building, immediately adjacent to the Humphreys Building. The Humphreys building also houses a computer laboratory which is utilized by both faculty and students.

The Winfield Dunn Dental Clinical Building, which was completed and occupied in September 1977, is one of the finest clinical dentistry facilities in the United States. This building contains 96,500 net square feet in five floors, providing 322 patient treatment chair units, administration and faculty offices, students' lounge, dental maintenance shop, dental clinical support laboratories, conference rooms, student laboratories, central sterilizing area, and other essential housekeeping and support activities necessary for the normal activities of a dental education facility.

2006-2007 CURRICULUM CALENDAR

The four-year curriculum consists of eight semesters. The Summer/Fall Semester begins July 1 and ends December 31. The Winter/Spring Semester begins January 1 and ends June 30. Specific course dates are published annually by the college. First-year (D-1) students begin the academic year in early-August (18 week Fall semester). Second-year (D-2) students begin the academic year the middle of July (18 week Summer/Fall semester). Third- (D-3) and fourth-year (D-4) students begin the academic year in early July (22 week Summer/Fall semester). All students have a 19 week Winter/Spring semester that begins in early January. Third and fourth year students have a Fall break in

mid-August. All students have a Spring break in mid-March.

CURRICULUM

The first and second years of the curriculum are devoted primarily to basic sciences, preclinical dental sciences, and related laboratories. The third and fourth years focus on the application of acquired knowledge and skills in the practice of clinical dentistry.

A comprehensive listing of all course offerings can be found in the current catalog.

ELECTIVE COURSES

The Electives Program offers students the opportunity to explore specific subject areas by enrolling in courses not required in the predoctoral curriculum. Participation in the program is voluntary. Most elective courses are designed for fourth year students; however, second and third year students may participate in research and other selected courses.

A comprehensive listing of all elective courses can be found in the current catalog.

The specific policy and procedures regarding the eligibility of students to participate in extra-curricular and other elective activities is available in the Office of Academic Affairs.

EXTRAMURAL PROGRAMS

Extramural clinical rotations are available to a limited number of third year students through a summer externship in the VA Hospital in Mountain Home, TN.

TEXTBOOKS, INSTRUMENTS, AND MATERIALS

The textbooks, instruments, and materials that must be utilized in the educational program and furnished by the student are stipulated annually by the faculty following a comprehensive needs analysis. At the beginning of each academic year, instrument kits are purchased from the UT Health Science Center Dental and Medical Instrument Store.

Additionally, each course director may designate required textbooks. The Curriculum Committee reviews and approves all textbook requests. Required textbooks are available in the bookstore but may be procured from any source. Supplementary textbooks are included on the textbook list; however, they are optional and not required for the course.

The estimated expense for textbooks, instruments, and materials may be obtained from the UT Dental and Medical Instrument Store.

Students must procure a laptop computer that meets the published specifications of the College upon entry into the first year curriculum. This computer will be extensively used for virtual microscopy during the first year Dental Histology course and will be used in other courses as well.

Students are expected to comply with the requirements concerning equipment and textbook purchases as a condition for admission and continued enrollment.

Leased Dental Instruments

Dental students are required to participate in the Dental Instrument Lease Program. Required hand instruments will be furnished in sterilization cassettes. Instruments and materials not furnished through the Lease Program must be purchased through the UT Medical and Instrument Store utilizing the official College of Dentistry Instrument and Materials lists.

GENERAL ATTENDANCE POLICY

The College of Dentistry adheres to the University of Tennessee Health Science Center policy concerning student attendance, i.e., "It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college in which they are enrolled. Colleges may consider attendance mandatory for certain educational experiences. Students will be informed, in writing, where college policy requires class attendance." Where this policy conflicts with University-wide policies, those University-wide policies will take precedence.

In the College of Dentistry, attendance is required for all laboratories and clinical rotations. Course directors have the discretion of requiring attendance for lectures and will inform students at the beginning of the course, in writing, of any attendance requirements and consequences of lack of attendance. Students are responsible for all assigned work in all courses in which they are enrolled, regardless of any attendance requirements.

STUDENT POLICY REGARDING ABSENCES

1. Excused Absences

Occasionally, students may be absent from required activities for justifiable reasons. In such cases, students are entitled to an excused absence from attendance and the opportunity to complete those activities without academic penalty. Justifiable reasons include, but are not limited to, complications related to pregnancy; serious medical problems; death in the family; automobile accident; jury duty and other judicial matters; military service; recognized religious holy days; and official representation of the University, or College of Dentistry.

Students unable to attend class **must** call the Office of Academic Affairs (448-5114) **before 8:00 AM** the day of the class. A voice mail system will be available at this number that automatically records the date and time of the message. Students should clearly state their name, class and reason they are calling. All messages will be checked at 8:30 each morning. Any student who misses a scheduled course, must provide documentation, including medical, jury duty, etc. to the Office of Student Affairs within five working days of the resumption of matriculation in order to obtain an excused absence. Medical documentation must be obtained from the Student Health Center, or your health care provider. Please note that an excused absence from the Office of Student Affairs does not excuse a student from assigned clinical blocks. It is the student's professional responsibility to obtain a replacement for any assigned block rotation, and notify the departmental block coordinator of the change.

Students who cannot provide proper documentation may not be afforded an opportunity to make-up missed examinations, quizzes or other assignments. For these students, course directors have the discretion of requiring alternative assignments or examinations to ensure competency. All decisions regarding the feasibility of providing required educational experiences, in an alternative manner or form, will be made by the course director, with input from the departmental chair.

Unfortunate circumstances, such as automobile problems, traffic congestion, over sleeping and other issues of a similar nature are not considered justifiable reasons for an excused absence from required attendance. Students will not be given excused absences for such things as vacations, weddings or trips not authorized by the Office of Student Affairs. Students not eligible for excused absences are still bound by the attendance requirements of the course(s) for which they were absent.

2. Administrative Exemptions

An Administrative exemption may be given to students planning to take time from the curriculum for reasons other than those outlined such as interviews and other extenuating circumstances. Administrative exemption from required attendance will be granted by the Office of Student Affairs upon receipt of sufficient justification. Students are required to request exemption and provide justification to the Office of Student Affairs in advance of anticipated absences from the college. The Office of Student Affairs will then inform the course directors of anticipated absences. In cases where an anticipated absence involves a scheduled examination, the student is required to work with the course director to determine a date and time for re-scheduling. When advance notification is not possible, a request for administrative exemption and justification must be received within five working days of the resumption of matriculation. Unless there is an emergency, **administrative exemptions will not be granted after the fact.** Fourth-year students that have required interviews for residency programs or for other career opportunities will be afforded the opportunity to obtain administrative exemptions, but it requires that the Office of Student Affairs receive **advanced notice** prior to leaving the dental school.

Students who do not have an administrative exemption from attendance may not be afforded an opportunity to take missed examinations, quizzes or other assignments. Course directors have the discretion of requiring alternative assignments or examinations to ensure competency, as dictated by individual circumstances for students with unexcused absences. All decisions regarding the feasibility of providing required educational experiences, in an alternative manner or form, will be made by the course director, with input from the departmental chair.

3. Examination Policy

Students are expected to be present for all scheduled examinations. Students unable to be present for an examination **must** call the Office of Academic Affairs (448-5114) before 8:00 AM the day of the examination in order not to incur a penalty for the missed examination.

All students returning from an absence will be required to take missed examinations as soon as possible after they return, but no later than two business days after their return to class. Students must present their documentation to the Office of Student Affairs to receive an excused absence and then must contact the course director to arrange a time and place to take the missed examination. **Students who do not call and/or can not provide proper medical documentation will incur a one-letter grade reduction in their grade for that examination.**

4. Contacting Course Director upon Return to School

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

5. Missing Clinical Block Assignments

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

6. Sustained Illness

Sustained illnesses, medical complications and pregnancy and/or delivery may present unique problems in terms of administrative exemption from required attendance. In these cases, an administrative exemption from required attendance may be granted by the Office of Student Affairs, depending upon the circumstances of each case and alternative arrangements considered by the departments working in conjunction with the Office of Academic Affairs. The administration of the College of Dentistry will make every effort to work with students in these cases. However, because of the unique nature of the curriculum, e.g., required attendance for all laboratories and clinical rotations, exposure to dental materials, the necessity of sequential course scheduling, and patient care responsibilities, prolong absences may preclude uninterrupted matriculation. Limited institutional resources and sound pedagogy may preclude the offering of specific courses, or portions of courses, in an alternative manner or form, for which any student is justifiably absent. However, the college will attempt to make necessary and appropriate accommodations for such students.

In the event that an alternative educational program is necessary and can be devised, the student will be required to perform the same fundamental and essential elements of the curriculum at the same level as his or her peers. No

additional consideration will be given beyond the construction of an alternative curriculum. All students will be evaluated for promotion and graduation using the same basic criteria.

7. Personal Problems

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

CLINICAL ATTENDANCE POLICY

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

1. Standard D-3 and D-4 Student Doctor Clinical Attendance Policy

This clinical attendance policy pertains only to scheduled clinic time, not scheduled didactic time where attendance requirements are specified in the General Attendance Policy of the College of Dentistry.

Student Doctors are expected to provide continuous patient care for all of the patients assigned to them. All students remain responsible for attendance of all block assignments and must be present for these assignments or receive permission from the Department to switch with a classmate. They are expected to obtain a set number of clinical points in each discipline and to finish established point totals and tests of clinical competency to graduate on time by the end of May of their D-4 year.

Student doctors who demonstrate the ability to keep up with the discipline-specific expectations will not have a mandated clinical attendance policy. Because emergencies do arise, and since the student doctor has the ultimate responsibility of providing care for their assigned patients, it is imperative that the Coordinating Assistants be able to contact each student doctor. It is the responsibility of each student doctor, by way of cell phones or home telephones, to be available to answer any call during regular clinic hours. If a student doctor is leaving town, they must have prior approval from the Office of Student Affairs and notify their Coordinating Assistant of a number where they may be reached.

Those student doctors who can not maintain an acceptable level of clinical requirements in individual disciplines may be placed in a mandatory clinic attendance

program until such time that they meet the expectations set by each discipline. As part of this attendance program, student doctors may receive individualized help with the management of their time and patients.

2. Extended D-4 Student Doctors

Those D-4 student doctors, who do not graduate in May of their fourth year, may be placed with a special Group Coordinator. Student doctors so identified will remain on this clinical attendance program until they have been deemed competent to graduate by the faculty.

3. Seniors Honors Program

The Senior Honors Program is designed to reward those student doctors who have demonstrated a level of competency in their ability to manage their patients and complete their other clinical responsibilities. This program allows the student doctor to design their clinical schedule, selecting activities in which they wish to participate. These may include assignments for financial compensation as teaching assistants, clinical interns or externs, extramural assignments, clinical research, or developing their own special patient needs program. These student doctors are required to complete their requirements for graduation.

Upon acceptance into the Honor's Program, should those student doctors desire to participate in special activities, they will be asked to set up an individualized Honor's Program with the Associate Dean for Academic Affairs.

Enrollment in this program is based on the following criteria.

1. The student doctor must be a D-4 student in good academic standing.
2. Enrollment will be determined at the end of the D-4 Summer/Fall semester based on individual accomplishments in each discipline.
3. Meet with the Associate Dean for Academic Affairs to establish an individualized Honor's Program.

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

1. Meet the expectations set out in their individualized Honor's Program.
2. Maintain clinical activity and meet their patient care responsibilities for all assigned patients. This expectation must be addressed by the student doctor when establishing their individual Honor's Program.
3. Maintain eligibility to remain enrolled in the Honors Program. Failure to maintain eligibility means the student doctor may no longer participate in the Honor's Program.
4. Pass Part II of the National Board Examination. Any student doctor in the Honor's Program who fails Part II of the National Boards will be removed from the Program.

PROFESSIONAL DECORUM

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

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

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

A. First and Second-year Students (GEB, Preclinical Attire and during tests)

All students must dress professionally at all times.

1. Males: The male student will wear a collared shirt (golf type, sport shirt, dress shirt) and dress slacks (no jeans or colored denims). An undershirt may be worn under the collared shirt. All shirts are to be tucked in or if a ribbed golf shirt, may be worn outside falling slightly below the belt line. No logo T-shirts may be worn. No open-toed shoes or brightly colored athletic type shoes (including Keds) will be worn. Socks are to be worn at all times and must cover the ankles. Hair will be trimmed, neat, well groomed and cut above the collar or worn pulled back and fastened at the nape of the neck. Hair must not fall forward toward a simulator, laboratory equipment or patient when bending down. Facial hair is acceptable but must not be long enough to prevent the effective use of masks and other barrier devices. Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes.

2. Females: The female student will wear a sleeved blouse or shirt with no plunging necklines, midriff or navels showing. Dress slacks will be worn that are not tight fitting, and jeans or colored denims are not acceptable. An undershirt may be worn under the blouse or shirt. No logo T-shirts may be worn. Although most shoes are acceptable, socks that come above the ankle are to be worn at all times. No bare skin can be visible. No open-toed shoes or brightly colored athletic type shoes (including Keds) will be worn. Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes. Hair will be trimmed, neat and well groomed. Long hair will be worn up on the top of the head or pulled back at the nape of the neck and securely fastened to prevent it from falling forward toward a simulator, laboratory equipment or patient when bending down.

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

B. Third and Fourth-year Students (GEB, Clinical Attire and during tests)

All students must dress professionally at all times.

Female/Male: students will wear a set of color scrubs designated for their class. Five sets of scrubs will be

purchased in the third year. One pair should be kept at school in the event that the one being worn becomes soiled or contaminated during patient care. These scrubs will be the accepted attire for all D-3 and D-4 dental students in all class settings, during examinations and when working in the clinic. A short sleeved, white undershirt (crew cut type, no V-neck will be allowed) must be worn underneath the scrub top. This white undershirt must be neat without tears or holes and without logos or lettering. Both the scrub top and pants must be kept neat and clean and not wrinkled so as to appear unlaundered. Scrub pants must be hemmed to dress pant length to enhance professional appearance. Scrub tops should be neatly tucked into the scrub pants and scrub pants should be tied at waist level. Students will be directed to change undershirts or scrubs with the alternate set should the faculty deem the ones being worn unsuitable for patient care. Student doctors may have their name stitched above the left pocket using a block format with a black font. Monograms are not required but may be purchased through Landau's Uniform. Clinic shoes must be purchased by the student and will consist of one of the following types: (1) AnyWears (Brown open-heeled clinical shoes); (2) Birkenstock's (Black or Brown closed-heeled, clinical shoes); (3) Black Walking Shoe (Dressy All Black Tennis Shoe); and, (4) Solid gray running or all-purpose shoe with no other colors. Shoes must be clean and in good condition. They are to be worn at all times with socks which come above the ankle, so that no bare skin is visible. One of these types of clinic shoes must be worn while working in the Dunn Dental Clinics. [Changes in the market place may require changes in type and/or brands of shoes. When this occurs the class should present the proposed change to the Associate Dean of Clinical Affairs who will then present proposed changes to the Administrative Council of the College]. Tennis shoes, also with socks which come above the ankle, so that no bare skin is visible, may be worn to and from the dental school and while attending classes, however students must change into their clinic shoes when treating patients in the Dunn Dental Building. Those students with a medical reason requiring a special shoe will be accommodated.

While outside the Dunn Dental Building, student doctors will wear a White Clinical Coat with their scrubs. This White Coat will be provided at the Commencement to Clinical Practice Ceremony. It is the student doctor's responsibility to launder their coat so their appearance is neat and clean.

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

No headwear will be worn, including ball caps, even in the classroom and during examinations, without permission from the Office of Clinical Affairs.

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

D. White Coats. While outside the Dunn Dental Building, student doctors will wear a White Clinical Coat with their scrubs. This White Coat will be provided at the Commencement to Clinical Practice Ceremony. Student doctors may have their name stitched above the left pocket using a block format with a black font. Monograms are not required but can be purchased through Landau's Uniform.

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

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

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

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

For all classes, any problems associated with dress code regulations:

1. The student(s) will be dismissed from class or the clinic; or,

2. During testing, will result in an automatic one-letter grade reduction on the examination for the involved student(s).

NAME BADGES

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

TUTORING SERVICES

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

PATIENT TREATMENT

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

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

EDUCATIONAL PHILOSOPHY and PLAN FOR THE CLINICAL TEACHING PROGRAM

The purpose of this component of the curriculum is to prepare dental students for the practice of general dentistry. The clinical teaching program prepares graduates to diagnose, treatment plan, manage and treat patients, at first with faculty assistance and ultimately with a large degree of independent initiative and confidence. This involves the development of basic knowledge, sound clinical judgment, good interpersonal relations, efficient management of time and resources and an acceptable level of technical proficiency. This approach is predicated on the concept that learning accompanies doing and, therefore, applied clinic practice is essential to acquire the various skills that are necessary for practice. Concurrently, application of knowledge offers opportunities for objective evaluation of the learning process.

The Clinical Patient Care Program is dedicated to the achievement of two (2) major objectives: the pursuit of a philosophy of total patient care and the attainment of an optimal level of quantitative and qualitative clinical

competence. It will be the dual responsibility of the student and faculty to fashion the clinical experience in such a manner that both objectives are met. Each student will be aided by a Clinical Practice Group Coordinator, the Coordinator of Patient Care and the Clinical Director.

The benefits of an applied philosophy of total patient care are realized concurrent with the attainment of clinical requirement goals. It is the policy of the College of Dentistry to provide comprehensive care for its dental patients whenever possible. Comprehensive care is defined as the treatment needed to restore the patient's stomatognathic system to optimal health, appearance and function. It is expected that under-graduate clinic students will provide their portion of a patient's care in the school's clinics and arrange the assignment of their patients to the school's graduate clinics as needed. Any treatments that school clinics cannot provide are to be referred to private dental practice and students are expected to track the patient's treatment progress so any follow-up care by the College can be accomplished in a timely manner. Patients not desiring referral care are to be offered alternative care whenever possible.

PROGRAM DESCRIPTION

Entering students (clinical) are expected to demonstrate a high level of interest and commitment to learning. This is evidenced by a positive attitude toward assigned tasks, concern for the patient's interests and well being, time commitment to clinical care of patients, receptivity to instruction, and willingness to do more than is demanded. All clinical performance related to patient care must be rated clinically acceptable (C or better grade).

Students should realize the need to seek advice or help in situations where they do not have the knowledge or experience. Faculty have the responsibility to be aware of students' progress and needs and at times will intervene in patient care without being asked, when patient safety may become an issue.

Student progress in the development of diagnostic, treatment planning and treatment skills is based upon demonstrated effectiveness in the successful management and treatment of assigned clinical patients and the successful completion of clinical competency tests. These assessments require independent problem solving and clinical judgment.

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

Students who do not progress satisfactorily as measured by these criteria may be delayed in their promotion

and a remedial program implemented. This remedial program will be designed to offer specific help in areas of deficiency and may not be automatic repetition of the year unless indicated.

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

For Graduation, Students must exhibit:

- (1) Proof of clinical competency per the College's Competency Document as determined by the Faculty;
- (2) Acceptable overall academic experience as determined by the Faculty;
- (3) A reasonable quantity of clinical experiences in specific procedures as determined by the Faculty
- (4) A grade point average that documents acceptable quality performance.

INTERVENTION STRATEGY

CLINICAL -

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

NON-CLINICAL -

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

FEEES FOR SERVICES

Patients of the College of Dentistry normally pay for their treatment procedures prior to the actual performance of the service. Exceptions to this policy are allowed only if approved by the Associate Dean of Clinical Affairs or the Clinic Director. It is against college policy for any student to loan money to or to make payment on behalf of any patient being treated in the College of Dentistry.

PROFESSIONAL STANDARDS

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

Compliance with these standards is the moral obligation of all dental faculty and all dental students:

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

STUDENT PROGRESS

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

EVALUATION

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

GRADING SYSTEM

The grading/quality point system is:

- A = 4.0
- B+ = 3.5
- B = 3.0
- C+ = 2.5
- C = 2.0
- D = 1.0
- F = 0

Interim grades of "I" may be given for performance which is of acceptable quality, but is of insufficient quantity.

Interim grades of G may be given for performance which is of marginal quality, regardless of quantity, when more time is needed for evaluation. The interim grade of G may only be replaced with a final grade of a D or F.

Non-credit courses offer grades of "P" pass or "F" fail, based upon pre-established course criteria.

STUDENT STATUS COMMITTEE

Policy Governing Student Standing

I. PROMOTION AND GRADUATION:

GENERAL POLICY

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

II. THE STUDENT STATUS COMMITTEE:

CHARGE AND STRUCTURE

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

III. THE STUDENT STATUS COMMITTEE:

GENERAL OPERATION

Although passing grades are required, they are not the sole criterion used in determining whether or not a student is recommended for continuation, promotion or graduation. Other factors, including personal and professional conduct, are also considered. Each student is evaluated individually; extenuating circumstances affecting student performance may suggest modification of the usual actions of the Committee. Information bearing on student progress may be provided by the Office of Academic Affairs, Office of Clinical Affairs, Office of Student Affairs, department chairpersons, course directors, student advisors, students, and other sources. Faculty not appointed to the Committee may be invited to attend the meetings of the Student Status Committee; even though they may not vote, they may be asked for input regarding student progress.

If, in its deliberations, the Committee determines that the available information is insufficient to make a recommendation, the Committee may request that the student appear before the Committee. If called before the

Student Status Committee, the student must be prepared to submit additional information that will reflect on his/her status. The student may be asked to bring other persons who may be able to contribute to the Committee meeting; however, neither the student nor Committee may have legal counsel present.

The Committee meets at the end of the first semester during the academic year, to determine whether student progress merits a recommendation for continuation and at the end of the academic year to determine whether student progress merits a recommendation for promotion or graduation. The Committee may meet at other times as necessary to conduct the business of the Committee.

The following criteria serve to guide the Committee in its deliberations; the Committee is not, however, literally bound to the criteria that follow and may make alternate recommendations as situations warrant.

IV. CRITERIA FOR CONTINUATION OR PROMOTION

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

1. Course Performance

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

a. Students who receive "G" or "I" grades during the first semester of an academic year may be allowed to continue into the second semester, but will be informed of the specific date when those grades must be replaced with a permanent grade.

b. At the end of the academic year, students with "G" or "I" grades will not be recommended for promotion until those grades are replaced with a permanent grade.

c. Students who receive multiple "D" grades in any academic year will be carefully reviewed by the Student Status Committee. A recommendation will be made for either continuation of the student, repetition of courses, repetition of the academic year, or dismissal from the College.

d. Students who receive any "D" grades in combination with one or more "F" grades in any

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

e. Students who receive a single "F" grade with no other grades below a "C" during the first semester of an academic year may be allowed to continue into the second semester, but will be placed on scholastic probation and required to repeat the course by a specified date.

f. Students with a single "F" grade with no other grades below a "C" during the second semester will be placed on scholastic probation, required to repeat the course by a specified date and not recommended for promotion until that course is successfully repeated.

g. Students with multiple "F" grades in one semester or in consecutive semesters during an academic year will not be recommended for continuation or promotion. The student will either be required to repeat the academic year or be dismissed. If required to repeat the year, the student will be placed on scholastic probation..

2. National Board Performance

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

a. Part I of the National Board Examination must be taken in December of the second (D-2) year unless exceptional personal circumstances prevent the student from taking the examination (e.g. death in the immediate family, severe illness or serious accident, etc). Students must notify the Office of Student Affairs as soon as reasonably possible if the student cannot take the examination. Students, who do not take the examination in December of the D-2 year, must take the examination on computer at a Prometric Test Center no later than June 30.

b. Students who took the Part I of the National Board Examination in December and did not pass will be placed on academic probation and must retake the examination on computer at a Prometric Test Center no later than June 30.

c. Students who took the examination in December and have either complete or partial failures can be conditionally promoted to the D3 year, pending receipt of the results of the next administration of that examination. In the interim, the students with partial failures will be allowed to participate in all clinical activities. Students with complete failures will not be allowed to engage in any patient care activities that require a patient portfolio.

d. If the student has not passed Part I by the end of July, the student will be dismissed from the College. Such dismissal cannot be appealed.

e. Students dismissed from the College for failure to pass Part I of the National Board Examination may petition the Dean for special permission to retake Part I at the next regularly

scheduled testing date (December). If the student passes Part I of the National Board Examination, he/she may petition the Dean for re-admission into the D-3 year effective at the beginning of the next academic year.

3. Scholastic Probation and Minimum Grade Point Average

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

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

4. Repetition of a Course or an Academic Year

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

- a. If a student fails a repeated course, the student will either repeat an academic year or be dismissed from the College.
- b. A student who is required to repeat an academic year must repeat all courses associated with that academic year. The Committee, however, may make recommendations regarding the modification of the course of study.
- c. When a student is repeating an academic year, an adjusted GPA, based on the grades obtained in the repeated courses, will be used by the Committee to evaluate student progress. However, the student is still held to the overall requirement of a minimum GPA of 2.00 required for graduation, calculated on the basis of all course work (i.e., original and repeated courses are used in the calculation).
- d. If a student fails a course or courses while repeating an academic year, the student will be considered for dismissal from the College.
- e. If a student fails a preclinical laboratory course while passing the complementary lecture course, the Committee can require the student to repeat both the laboratory course and the complementary lecture course if so recommended by the course director(s).

V. CRITERIA FOR GRADUATION

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

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

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

1. Course Performance

As described in IV. Criteria for Continuation and Promotion

2. Scholastic Probation and Minimum Grade Point Average

No student will be recommended for graduation if he/she is on scholastic probation and/or has a failing grade in a required course. An overall grade point average (GPA) of 2.00 for all course work is required for graduation

3. Repetition of a Course or an Academic Year

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

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

VI. CRITERIA FOR GRADUATION WITH HONORS

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

- a. The student whose overall GPA is the highest in the graduating class is recommended to receive the DENTAL FACULTY AWARD.
- b. Those students whose overall GPA is equal to or above 3.75 are recommended for graduation with "highest honors."
- c. Those students whose overall GPA is equal to or above 3.50 are recommended for graduation with "high honors."
- d. Those students whose overall GPA is equal to or above 3.25 are recommended for graduation with "honors."

VII. RECOMMENDATIONS TO THE DEAN

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

- a. Graduate with an honorable distinction
- b. Graduate
- c. Promote in good standing
- d. Promote on scholastic probation
- e. Defer promotion or graduation pending satisfactory removal of I or G grades and/or repetition of courses with F grades
- f. Repetition of an academic year with or without exemptions
- g. Scholastic probation.
- h. Disciplinary reprimand or probation.
- i. Dismissal from the College

VIII. COLLEGE APPEALS PROCESS

The student has the right to appeal the action taken by the Dean regarding continuation, promotion, disciplinary, and graduation decisions, (except in the case of dismissal due to failure to pass Part I of the National Board Examination, which can not be appealed as described in section IV, 4, d). The student may initiate an appeal by submitting to the Dean a written request for reconsideration. The written request must state the basis of the appeal and must be received by the Dean within five (5) working days after the student receives notification of the Dean's original decision. When a written appeal is received, the Dean will determine whether or not the appeal will be heard. Failure to provide a concrete basis for an appeal will result in rejection of the appeal request.

IX. APPEALS HEARD BY AN APPEALS COMMITTEE

Typically, the Dean decides whether an appeal will be heard by the Appeals Committee. The Appeals Committee

is a standing committee which is appointed yearly by the Dean and includes the Chair of the Student Status Committee as an ex-officio member among others. The student will meet with the Appeals Committee, provide information pertinent to the situation, and may be accompanied by individuals who can contribute to the presentation. However, neither the student nor the Appeals Committee may have legal counsel present. After the Appeals Committee has heard the appeal, the Appeals Committee may move to recommend to the Dean that the original action be upheld or modified. After the Dean has considered the recommendation of all committees, the student will be notified of the decision. The student may appeal the decision of the Dean to the Chancellor and ultimately to the President of the University. In doing so, the student must follow University procedures.

X. PROFESSIONAL AND PERSONAL CONDUCT

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

NATIONAL BOARD EXAMINATIONS

The National Board Dental Examination developed and administered by the American Dental Association's Council on National Board Examinations is given in two parts. The first examination (Part I) tests knowledge of basic sciences and dental anatomy which are taught in the first two years of the dental curriculum. Part I is normally administered to all students in December of their second year. Part II of the examination, covering clinical sciences, is normally administered to senior students in December of the year prior to their graduation. Students must take and pass Part I in order to be eligible to enter the clinic.

Subjects of the Board examinations are as follows:

Part I - Anatomic Sciences, Biochemistry, Physiology, Microbiology, Pathology, Dental Anatomy.

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

Although written examinations may be developed and utilized at the state or regional level, most dental licensing boards accept National Board Dental Examinations results in lieu of an additional written examination. Currently, all

53 United States licensing jurisdictions recognize National Board Dental Examination results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States.

National Board Dental Examinations are intended to fulfill, in whole or in part the written examination requirements of individual licensing boards; however, acceptance of National Board scores is completely at the discretion of the individual licensing boards. A state may place any limit on acceptance on National Board scores that it deems appropriate. For example, some states accept National Board Dental Examination scores only if earned within a specified period of time, e.g. within the last 10 years.

STATE BOARD EXAMINATIONS

The practice of dentistry in the United States, like the practice of other health professions, is subject to the laws of the state, district, or dependency. Responsibility and authority for evaluating qualifications of those seeking to enter dental practice, is vested in the dental licensing board of the state, district or dependency. To meet this responsibility, licensing boards may administer, or cause to be administered, written and/or clinical examinations, to evaluate candidates' knowledge and understanding of the sciences related to dentistry, and the principles of dental practice.

Students will be contacted during the senior year by the Office of Clinical Affairs relative to application procedures and other details concerning the Southern regional Testing Agency licensing examination.

E-MAIL POLICY

The University of Tennessee Health Science Center provides every student with an e-mail account that enables the administration, faculty and staff of the College of Dentistry to send official electronic correspondence to students. Students are responsible for checking and maintaining their e-mail account, as it is where they will receive official College communications. Students must delete messages from their Inbox to avoid exceeding their e-mail quota. If a student is "over-quota," all e-mail sent to the student is returned to the sender. When official e-mail from University faculty is returned due to an "over-quota" situation, the students may be subject to administrative disciplinary action. Students should check their e-mail for new messages no less than once every 24 hours when the College is in session. Should a student desire, he/she can forward e-mail from his/her official University e-mail address to any e-mail account they choose. Please note, however, that if a student elects to forward e-mail and that process fails, he/she will still be held accountable for reading and responding in a timely fashion to any official information sent to the official University e-mail address.

STUDENT AFFAIRS

The Office of Student Affairs, Room S102, Dunn Dental Building, is concerned with the overall growth, development, and progress of dental students. This office is committed to seeking ways to enhance students' non-

academic experiences with the goal of assuring that problems are addressed before they have an adverse affect on student performance. Students with various concerns, whether personal, financial, or academic, should not hesitate to contact this office.

WITHDRAWAL

Any student that is unable to continue in the regular curriculum for any reason must contact the Dental College's Office of Student Affairs, room S-102 Dunn Building, to obtain a 'change in student status form'. The student must obtain clearance from various campus areas and then take the completed form to the Office of Enrollment Services, room 119 Randolph Hall, for final processing.

NAME OR ADDRESS CHANGE

Students must notify the Dean's Office of the College of Dentistry, and/or the Office of Enrollment Services, in writing as soon as possible after any change of name or address occurs in order that student records may be updated.

STUDENT EMPLOYMENT

The academic requirements of the dental curriculum make it exceedingly difficult for a student to pursue a full-time academic schedule, while continuing to work as a means of financial support. Employment, even of a part-time nature, is inadvisable, especially during the first two years of the curriculum.

EMERGENCY LOANS

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

PROFESSIONAL LIABILITY INSURANCE

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

INFECTION CONTROL

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

The College of Dentistry adheres to the infection control procedures from the Centers of Disease Control and Bloodborne Pathogen Standards from the Tennessee

Occupational Safety and Health Administration. Infection control is based on the use of universal precautions, i.e. every patient treated is considered to be infectious.

Certain infectious diseases, such as hepatitis B, may potentially present a greater risk to those in the dental health care setting due to potential contact with blood and saliva. Barrier methods, such as the use of masks and gloves, can minimize infection risk, and their use is required for students and faculty engaged in patient contact. Nevertheless, the best way to prevent hepatitis B is active immunization. Such immunization is safe, effective, and is required of all dental students. A series of three immunization shots are required and are available at the Student Health Services Clinic located at 910 Madison Ave., Suite 922, 448-5630. The cost is approximately \$100 for the series, depending on the type of vaccine used.

STUDENT ORGANIZATIONS

Class Organizational Structure

The rules and regulations governing the organization and structure for each class are the sole responsibilities of the College of Dentistry Student Government Association and each respective class, subject to collegiate, campus, and university policies.

Each class elects a slate of officers to formally represent them on all matters concerning their class. The initial election of the freshman class officers is held during the second week of the Summer/Fall term. These officers serve for one term. When the class so chooses, a second election may be held in the Winter/Spring term, after students have become better acquainted. After the initial elections of the freshman year, elections for officers for the coming year are held at the end of every academic year. These elections are conducted by the presiding officers. At any time during the year, a recall petition signed by at least 25 percent of the class constitutes grounds for a new election.

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

Class officers serve in designated roles to support class functions.

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

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

Current Class Presidents

Class of 2007 - David Baker

Class of 2008 – Bradley Coleman

Class of 2009 – Michael Patterson

Class of 2010 – To be Elected

COLLEGE OF DENTISTRY STUDENT GOVERNMENT ASSOCIATION

N516 Dunn Dental Building

Objectives

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

1. 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.

2. Represent the dental college's student body to the administration and faculty of the University, to the dental profession and to the Memphis community.

3. Represent all students in the college of dentistry addressing academic, financial, social and other issues affecting the students' overall learning experience.

4. To provide the means whereby the students of each dental class may come together in a mutual endeavor for the betterment of the College of Dentistry.

5. To stimulate interclass relationships and provide a common format for individual dental student's voice and expression.

6. To assist the Dean in implementing favorable changes in student policies and curriculum.

7. To maintain and promote favorable relationships and communication between the students and faculty and to serve as a liaison between the two.

8. To sponsor various projects as determined by tradition, initiative or the need for betterment of the organization, the dental school, the dental profession or our community.

9. To provide such educational, cultural, intellectual and social activities as deemed appropriate by the individual dental student members and their elected officers and representatives.

10. To educate, inform and involve the dental student body in the activities of the CoDSGA.

11. To provide an opportunity for the development of leadership qualities in the students, and to promote and foster knowledge of the structure of the dental profession in general.

Membership

Membership in the CoDSGA is mandatory for all registered dental students. The responsibility for the administration and management of all CoDSGA programs and activities is vested in the CoDSGA Executive Council. The elected officers of the CoDSGA are the President, President-Elect, Secretary, Treasurer and Editor. The elected representatives of the CoDSGA are two (2) Representatives per class, each dental class President, the fraternity President(s), the Honor Council President and Presidents of other recognized dental college organizations.

The CoDSGA Executive Council shall meet on a regular basis with the Dean of the College of Dentistry and/or his/her representatives.

Membership Dues

Membership dues shall be paid by each dental student at the commencement of each semester and collected by the Cashier's Office along with regular registration fees. Local dues are evaluated and set by the CoDSGA Executive Council on a yearly basis, with the approval of the Dean of the College of Dentistry.

There shall be no refund of any dues, or any part thereof, to any individual(s) for any reason after the regular registration deadline for each semester.

2006-2007 Executive Officers for CoDSGA

President – Ryan Hanry
 President Elect – John Overton
 Treasurer – Hunter McCord
 Secretary – Brandi Hodge
 Editor – Matthew Carlisle
 Faculty Advisor - Dr. Tony Wicks

**STUDENT GOVERNMENT ASSOCIATION
EXECUTIVE COUNCIL**

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

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

2006-2007 SGAEC Representative

Ryan Hanry

**AMERICAN STUDENT DENTAL
ASSOCIATION**

The University of Tennessee College of Dentistry chapter of the American Student Dental Association is recognized as the student governing body of the College. It is a part of the national organization, which is associated with the American Dental Association. Dental students may join the American Student Dental Association and receive the ADA journal, as well as be eligible for the association's insurance programs and other benefits. The membership fee is \$50 per year for students.

In addition to maintaining an excellent liaison with the faculty and administration, the organization encourages active participation of each student to work for the highest ideals of the profession.

2006-2007 ASDA Officers

President – Lacey Winford
 President Elect – Beth Flanagan
 Secretary – Jason White
 Treasurer - Doug Holiday
 Editor - Chandini Hudson
 Legislative Liaison – Matt Sharp

**STUDENT NATIONAL DENTAL
ASSOCIATION (SNDA)**

The Student National Dental Association (SNDA) strives to promote and encourage an increase in minority enrollment in all dental schools. The SNDA is committed to the improvement of the delivery of dental health to all people, with an emphasis on minorities and the underserved. This organization assists those programs within the greater community which require some measure of dental expertise, by educating and involving its members in the social, moral, and ethical obligations of the profession of dentistry and promoting a viable academic and social environment which is conducive to the mental health of minority students.

2006-2007 SNDA Officers:

President – Joel Collins
 President-Elect – Tammara Bell
 Treasurer – Melissa Smith
 Secretary – Linda Oniah
 Editor – Kori Robinson
 Faculty Advisor - Dr. Waletha Wasson

FRATERNITIES

On the UT Health Science Center campus are chapters of two national dental fraternities: Psi Omega and Xi Psi Phi.

The Interfraternity Council aids in the formulation of policies relating to the activities of the fraternities. Through the help of the Council, each fraternity has a program which augments that of the College of Dentistry in preparing dental graduates for successful lives in the dental profession.

2006-2007 Presidents

Psi Omega – K. C. Dyer
 Xi Psi Phi – Shaun Thompson

**AMERICAN ASSOCIATION OF WOMEN
DENTISTS**

The American Association of Women Dentists, University of Tennessee Chapter was reestablished in January 2003. The mission of the UT Chapter is to promote the advancement of women in dentistry by providing education and support to its members through the fellowship of students, faculty, and women dentists in the Memphis community and by encouraging the personal and professional growth and well being of chapter members. The chapter has already had great success in its community service work. The chapter teamed with Crest for "Give Kids a Smile" Day, and members visited the Hope House Daycare Center. The children were very excited about learning how to brush their teeth. The chapter had such a great time, they decided to work with Hope House again in its annual Ice Cream Social benefit where the members have the opportunity to share their knowledge with approximately 500 children from all over the Memphis area. The chapter will kick off each school year with an annual Wine and Cheese Event for its membership drive and will hold monthly lunch meetings on the first Tuesday of every month, presenting representatives from dental companies and local professional women dentists.

2006-2007 AAWD Officers

President - Naomi Lee
 Vice-President – Elizabeth Evans
 Secretary – Tesa Harris
 Treasurer - Lacey Winford
 Historian – Katherine Toole & Nina Verstrat
 Community Service – Jessica Holt
 Faculty Advisor - Dr. Janet Harrison

CHEMICAL DEPENDENCY HELP PROGRAM (CDHP)

Chemical dependency, due to alcohol or substance abuse, has been increasingly recognized as a significant problem nationwide. Research suggests that 12-14% of all practicing dentists are or will become chemically-dependent during their careers. Of critical importance to us, a significant percentage of these chemically-dependent dentists report that their chemical dependency or its foundations began during their matriculation in dental school. The purpose of the Chemical Dependency Help Program is to reduce the number of chemically-dependent dentists by identifying, treating, and preventing chemical dependencies that may begin during dental school.

The serious stresses of professional education due to academic and clinical workload, financial pressures, and changes in lifestyle normally elicit the development of healthy coping mechanism by the dental student. Occasionally, however, a student may be unable to successfully adapt to these stresses and engages in potentially harmful coping mechanisms such as alcohol or drug use/abuse. When these maladaptive coping techniques are relied upon inappropriately, a student may become chemically-dependent.

In an effort to prevent chemically-dependent dentists through early intervention in the development of dependency, the CDHP program was established. The Chemical Dependency Help Program in the College of Dentistry is administered by the Chemically Dependent Student Program Council, which is made up of 8 students and 6 faculty. The goal of the Chemical Dependency Help Program is to be an advocate for the student with a very treatable disease.

Two students from each class are selected by the Chemically Dependent Student Program Council and their peers in the Summer/Fall semester of their first year. Elected representatives are chosen for their maturity, integrity and discretion. Once elected, these students remain as their class representatives for four years, unless specifically replaced by class vote. The six faculty members of the Chemical Dependency Help Program are chosen by the Dean of the College of Dentistry. Their selection is based upon their expertise in dealing with problems of chemical dependency, as well as their concern for the welfare of dental students. The Chemical Dependency Help Program is co-chaired by one faculty member and one student member, both being elected by the membership of the Council.

The success of the CDHP program is dependent on three critical principles:

(1) CDHP must be perceived by the students and the faculty as a positive, student-oriented program designed to assist the chemical dependent student in graduating and becoming a highly professional dentist.

(2) Confidentiality must be maintained at all costs, in order to protect the chemical dependent student.

(3) CDHP must function autonomously and separately from the campus and collegiate administration.

STUDENT HONOR COUNCIL

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

Please refer to the Honor Code Section IV, Addendum B, of the Student Judicial System section of this handbook (page 63), for the special provisions of the UT Health Science Center Honor Code that pertain to the College of Dentistry.

2006-2007 Student Honor Council Officers

President – Doug Holliday
 Vice President – Jason Blair
 Secretary – Lacey Winford
 Faculty Advisor - Dr. Marc Levitan
 Faculty Advisor - Dr. Janet Harrison

PROGRAM MODIFICATION STATEMENT

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

College Of Graduate Health Sciences

Richard D. Peppler, Ph.D., Dean

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MESSAGE FROM THE DEAN

Welcome to The University of Tennessee Health Science Center College of Graduate Health Sciences (CGHS). Your choice for graduate study places you at the forefront of exciting developments in our dynamic Health Science Center. You are now a part of this environment and are one of over 300 students enrolled in our seven programs, and shortly you will become one of over 1100 graduates from the college. I know you will continue the excellent tradition of being a leader in academia or industry as our graduates are. Staff and faculty alike are ready to provide support and guidance throughout your tenure at UTHSC.

Richard D. Peppler, Ph.D.
Dean, College of Graduate Health Sciences

COLLEGE HISTORY

The College of Graduate Health Sciences at UTHSC was organized as the Graduate School under the leadership of Dr. T. P. Nash, Jr., in 1923. The presentation of a master's thesis by Ben King Harned marked the formal beginning of the Graduate School in 1925 when the Graduate Committee at Knoxville accepted Harned's thesis for the M.S. with a major in Pharmacology. Subsequently, the graduate program leading to the Doctor of Philosophy degree was approved for presentation in the School of Biological Sciences in 1928. Dr. E. Foster Williams was the first to complete the program and was awarded the Doctor of Philosophy degree in Biochemistry in 1932. This was the first doctorate of philosophy awarded at any of the campuses of The University of Tennessee.

Until 1960, the Graduate School in Memphis operated as a division of the Graduate School in Knoxville with Dr. R. H. Alden as Associate Dean of the Graduate School.

The Graduate School of Medical Sciences was then established as a separate entity with its own Graduate Council and bylaws. Dr. Alden was named the first dean. Graduate training was offered in Anatomy, Biochemistry, Microbiology, Pharmacology, Physiology and Biophysics, and Pathology. Later, programs in the Pharmaceutical Sciences were organized and included the academic disciplines of Medicinal Chemistry, Pharmaceuticals, and Health Science Administration. In 2004, the Integrated Program in Biomedical Sciences was created by combining the programs in Anatomy and Neurobiology, Molecular Sciences, Pathology, Pharmacology, and Physiology. Master's and doctorate training in Biomedical Engineering, master's programs in Epidemiology and Dental Sciences, and an academic doctorate in Nursing complete the present day graduate offerings. The Graduate School became the College of Graduate Health Sciences in October 1987.

OVERVIEW OF COURSE OF STUDY

The course of study leading to the Doctor of Philosophy degree is usually completed in a four- or five-year period. The exact sequence will vary from program to program. Generally, the first two years are spent taking various required courses and seminars and choosing a

Research Advisor. Subsequently, other faculty are selected to participate on the student's Faculty Committee.

The student is admitted to candidacy for the degree after successful completion of an oral and/or written examination. The last two or three years are spent in actual research on a specific problem, taking other elective or specialty courses, and writing and defending the dissertation.

ADMISSION

Graduates of The University of Tennessee and of other accredited institutions are eligible to apply for admission to the College of Graduate Health Sciences. Equal educational opportunity is offered to all persons without regard to race, religion, sex, age, creed, color, national origin, or physical handicap.

Full information regarding applications and admission to the College of Graduate Health Sciences will be found in the UTHSC catalog, Admission Requirements Booklets, and on the UTHSC Home Page (<http://utm.edu>).

CATEGORIES OF STUDENT ADMISSIONS

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

AUDITORS

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

REGISTRATION

Registration must be accomplished no later than the first day of classes each semester. The academic calendar indicating these dates is on our web site. Each student should consult with his/her Research Advisor and/or the program director to devise a course schedule for each semester. Each student must ascertain that his/her status is correct and is correctly noted on the registration card; amounts for tuition and fees will be determined at the Cashier's Office using this information.

CONTINUOUS REGISTRATION

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

CHANGES IN REGISTRATION

At the discretion of, and with the permission of the student's Research Advisor, courses may be dropped, added, or changed from credit to audit (or vice versa) within fifteen calendar days after the beginning of the course. The course instructor's permission is not required. After this time, course changes require approval of the student's Research Advisor, the course director, and the program director. Such course changes will be approved only under extreme circumstances and only through the end of August in the Fall Semester (September for courses beginning in August) and end of February in the Spring Semester. After that time, no changes will be approved.

GRADUATE STUDENT FINANCIAL AID

General information on financial aid may be found in the UTHSC Catalog and in the Student Handbook. Specifically, several sources of funds are available to graduate students. Most commonly, students are appointed as Graduate Teaching Assistants. Currently this carries a stipend plus waiver of tuition, and requires that the holder work a minimum of six hours per week for two semesters per year, providing educational assistance in teaching and research programs. These awards are competitive, supported by university funds, and must be applied for in each program.

In addition, a limited number of fellowships and scholarships are awarded to outstanding students. The Alma and Hal Reagan Fellowship in cancer research provides a stipend and tuition waiver. This highly competitive fellowship is granted on the basis of outstanding achievement and promise. Inquire at the college office.

OUTSIDE EMPLOYMENT

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

COMBINED DEGREE PROGRAMS

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

These programs prepare exceptionally well qualified students for careers in the academic and research aspects of dentistry, medicine, nursing practice, pharmacy, and the biomedical sciences, utilizing an integrated format which

allows the attainment of both the professional degree and the Ph.D.

Combined degree programs are available in the Colleges of Dentistry (D.D.S./Ph.D. degree), Medicine (M.D./Ph.D.), Nursing (D.N.P./Ph.D.), and Pharmacy (Pharm.D./Ph.D. degree). Students interested in any of these combined degree programs should consult the Dean's offices in the professional college and in the College of Graduate Health Sciences.

PROGRAM COURSES

The UTHSC Catalog contains descriptions for each program's courses, including course numbers and credit hours. A schedule that lists times and places where all courses will be taught during the year is available on the College's web site.

Generally, each program presents a number of courses to fulfill degree requirements (see the Catalog for more details).

COURSE STRUCTURE

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

GRADING SYSTEM

The grading system is:

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

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

APPEAL OF GRADES

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

Committee of faculty to review the appeal and make a recommendation to the Dean for his/her decision.

PROGRAM DIRECTOR

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

RESEARCH ADVISOR

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

STUDENT'S FACULTY COMMITTEE

Once a Research Advisor and an appropriate research project have been selected, four additional graduate faculty members are chosen to participate on the Faculty Committee (two if seeking a master's degree). The Faculty Committee for the doctoral degree is composed of at least five members, including the Research Advisor. At least one member must come from outside the program/track. One outside member may be from another institution. For the masters's degree, the committee must be made up of at least three members from the Graduate Faculty, one of whom must be from a program/track other than the student's major program/track. In most instances, the chair of the committee is the student's Research Advisor. The members of the Faculty Committee are chosen by mutual agreement and should be chosen with the intent that they will be familiar with the type of research project being conducted. The purpose of the Faculty Committee is to assist the student. One or more of the members of a student's Faculty Committee may request that additional courses be taken.

The student keeps the Faculty Committee up to date on the progress of the research by written reports and/or oral presentations. These mechanisms allow the Faculty Committee to provide suggestions that might improve or help solve the research problem. In most programs, the Faculty Committee has the responsibility for administering the oral and written comprehensive examination. These are graded on a pass/fail system. Comprehensive examinations are given to all Ph.D. students. Once the student has successfully completed the examination, an application is filed by the student in the Dean's office, which officially admits the student to candidacy for the degree. Comprehensive examinations may be failed one time. A second failure may mean dismissal from the college or a suggestion to pursue the master's degree only. Students pursuing the master's degree may not be required to take comprehensive examinations.

ADMISSION TO CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE

Each student is responsible for filing an application for admission to candidacy (which must be signed by the chair of the program and members of the Faculty Committee) after the conditions indicated below have been met. Application forms may be obtained in the program or college office and from the web. The student will be notified when admission has been approved.

Admission to candidacy for the Ph.D. degree must be granted at least two semesters prior to the date on which the dissertation is to be submitted to the college. Admission to candidacy for the degree is dependent upon the student (1) passing the required preliminary examination, (2) demonstrating research potential and accomplishment at least equivalent to that for completion of the master's thesis, (3) certification by the student's Faculty Committee and the program director, and (4) approval by the Dean.

ACADEMIC DUE PROCESS

If a student is denied admission to candidacy or timely continuation in a program, the student has a right to a hearing at the program level before the Graduate Studies Committee or any other appeals committee that the program director deems appropriate. The student must be informed in writing of the reason for termination from the program and of the right to appeal. A written request by the student to the program director for such a hearing must be filed within five working days after receipt of the written notification of the original action. The hearing should be scheduled by the director promptly, but should allow sufficient time for the student and the program to prepare. At the appeals hearing, both the student and the program should present pertinent written and oral documentation, which may include statements by, and examination of, witnesses. Confidential records will be kept of all proceedings. The student may bring with him/her any person(s), excluding legal counsel, whom the student feels can contribute to his/her presentation. Committee consideration is conducted without the presence of legal counsel. The result of this hearing will be communicated in writing to the student within five working days of the hearing excluding holidays and administrative closings.

If the student is not satisfied with the outcome of this hearing, the student has the right to appeal this recommendation before an ad hoc appeals committee appointed by the Dean of the College of Graduate Health Sciences. A written request for such an appeal must be filed with the Dean of CGHS within five days of the notification of the results of the program hearing. If the student does not file such an appeal within this time, the Dean of the CGHS will inform the student in writing of the dismissal from the program.

The Ad Hoc Appeals Committee will be formed from the graduate faculty of the University and may include a student member. This committee has the right to examine witnesses initially appearing before the Graduate Studies Committee of the program in support of the student or in support of the action taken by the program. The appeals

committee will make a recommendation to the Dean of the CGHS or his/her designee who will then make a decision and communicate this decision in writing to the student within 10 working days.

During the period in which appeals are scheduled at the program or college level, the student will continue to receive a stipend. However, if the student is then dismissed by the Dean, or his/her designee, stipend support will cease.

Students not satisfied with the result of this second-level hearing have the right for further appeal to the Chancellor.

THESIS AND DISSERTATION

The thesis (for the master's degree) or dissertation (for the doctoral degree) is written after completion of experiments or other graduate studies designed to answer the questions posed by the statement of the problem. The format and essential information needed to prepare the thesis or dissertation are contained in the UTHSC *Guide to the Preparation of Theses and Dissertations*. Any questions that arise should be directed to the Associate Dean for Academic Affairs for clarification.

Shortly after the beginning of each semester, a workshop is offered for students expecting to graduate that semester. At this workshop, the dissertation manual, timetable, and other issues are discussed. Students also have the option, with permission from their faculty advisor, to prepare an electronic thesis or dissertation. Final copies of the dissertation are due in the Dean's office at noon on May 1 (for May graduation) or November 1 (for December graduation).

Students in the community medicine track of the Epidemiology Program or in the Joint Program in Biomedical Engineering may elect to graduate with a master of science through either a thesis or a project option. Curriculum requirements for the project option are described in the University Catalog under each program.

ORAL DEFENSE

The chair of the student's Faculty Committee, with the approval of the program director, will establish the date for the oral defense. The oral defense is publicized and invitations extended to program faculty. The student's Faculty Committee will judge the performance of the student after the oral defense.

ATTENDANCE AT GRADUATION

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

GRADUATE STUDENT EXECUTIVE COMMITTEE

REBECCA GLATT
President, GSA, 2006-07

The Graduate Student Executive Committee (GSEC) represents the students of the College of Graduate Health Sciences. Each program of the College elects student representatives to sit on the GSEC for one year. Officers are elected, and the president of the GSEC is a member of the Student Government Association Executive Council (SGAEC) along with student presidents from other colleges. The president of GSEC nominates or appoints representatives to various University committees: Student Health Committee, Parking Authority, Parking Appeals, Entertainment Committee, Student/Faculty Disciplinary Appeals Board, Campus Recreation Committee, and Intramural Rules Committee.

The GSEC representatives are responsible for disseminating information to the students of their respective programs, and for presenting suggestions from the students to the GSEC. The SGAEC determines how a portion of the activities fee is apportioned for student programs and services, such as entertainment and cultural programs. Suggestions for expenditures are welcomed by your representatives.

HONOR COUNCIL

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

ACADEMIC CALENDAR

The academic calendar can be found on the UTHSC website: www.utm.edu/grad/.

College Of Medicine

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

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MESSAGE FROM THE DEAN

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

Steven J. Schwab, M.D.
Executive Dean, College of Medicine

HISTORY

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

GENERAL INFORMATION

ACADEMIC & FACULTY AFFAIRS

The Office of Academic and Faculty Affairs is responsible for the curriculum; academic standards affecting the M.D. degree program in the College of Medicine; and the process of faculty appointments, promotions and tenure. This office is involved with faculty

in curriculum design and coordination and the allocation of educational resources. It also works with faculty in the development and implementation of policies and procedures affecting the academic progress, promotion and graduation of medical students.

STUDENT AFFAIRS

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

- Freshman Orientation
- White Coat Ceremony
- Faculty Mentor Program
- Parents Recognition Day
- Peer Counseling Program
- Student Publications
- Residency placement assistance:
 - Medical Student Performance Evaluation (Deans' Letters)
 - Career Counseling
 - National Residency Match Program
- Student organization support
- Counseling: personal, social
- Student/Faculty award selection
- Caduceus Ball
- Graduation Activities
- Liaison with Honor Council

The Office of Student Affairs, College of Medicine, is intimately involved in seeking ways to enhance students' non-academic experiences with a goal of assuring that problems are addressed before they have an adverse affect on students. Students with various concerns, whether personal, financial, or social, should not hesitate to contact this office.

ORGANIZATIONAL STRUCTURE

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

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

The standing committees for the College of Medicine and the various subcommittees are listed below. An asterisk (*) indicates the committees on which there are voting student members, nominated by the Medical Student Executive Council (MSEC) and appointed by the Executive Dean.

- *Committee on Undergraduate Medical Education (CUME)
- *Clinical Sciences Subcommittee (CSS)
- *Biomedical Sciences Subcommittee (BSS)
- Committee on Academic Appointments and Promotion (CAAP)
- *Committee on Admissions
- Committee on Continuing Medical Education
- *Committee on Graduate Medical Education Progress and Promotions Committee for each class (P&P)
- Committee on Recognition and Awards

COLLEGE OF MEDICINE ACADEMIC CALENDAR

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

A master calendar for the years 2005-2010, calendars which detail daily schedules in M1 and M2 courses, and a calendar of important clerkship dates can be found at this website.

ACADEMIC PROGRAM

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

The following table outlines the four-year program:

Freshman (M-1)

Doctoring: Recognizing Signs and Symptoms (DRS)

- Gross Anatomy
- Interprofessional Health Practice**
- Molecular Basis of Disease (MBOD)
- Physiology
- Prevention, Community and Culture (PCC)

Sophomore (M-2)

Doctoring: Recognizing Signs and Symptoms (DRS)

- Interprofessional Health Practice**
- Microbiology
- Neurosciences
- Pathology
- Pathophysiology
- Pharmacology
- Prevention, Community and Culture (PCC)

Step 1 - U.S. Medical Licensing Exam

(USMLE)

Junior (M-3) (Core Clerkships)

- PCC/DRS (2 weeks)
- Interprofessional Health Practice**
- Family Medicine (8 weeks)
- Medicine (8 weeks)
- Obstetrics & Gynecology (8 weeks)
- Pediatrics (8 weeks)
- Psychiatry/Neurology (8 weeks)
- Surgery (8 weeks)

Senior (M-4) (Clerkships Selectives & Electives)

- PCC/DRS (1 week)
- Interprofessional Health Practice**
- Ambulatory Medicine (4 weeks)
- Jl- Any (4 weeks)
- Jl - Medicine (4 weeks)
- Patient Safety/Quality Improvement Clerkship (4 weeks)
- Surgery Specialties (4 weeks)
- Specialty Clerkship (4 weeks)
- Electives (16 weeks)
- Optional Blocks (12 weeks)

Step 2 CK - USMLE Clinical Knowledge Exam

Step 2 CS - USMLE Clinical Skills Exam

**Beginning with the Class of 2009. Course is being reorganized for subsequent classes.

CLASS ATTENDANCE

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

Scheduling M-3 Clerkships

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

Student Workload

The educational experiences in the clinical clerkships of the UTHSC College of Medicine are presented in various formats which include: patient experiences either in a hospital or physician's office, procedural workshops, skills laboratories, reading assignments, tutorials and didactic lectures. These clerkships provide a breadth of clinical experiences whereby students, under supervision by residents and faculty as well as other health professionals in the teaching hospitals, assist in the care of patients in order to master clinical knowledge, skills and attitudes. In these clinical experiences, students observe the patient, the illness, the effects of procedures and treatment over an adequate span of time in order to learn the natural history of the diseases and the specific effects of interventions to include treatment and/or prevention. This often is best done by being present and working with the patient over a relatively long period of time as the

expression of the illness unfolds. Accomplishing this requires that students be assigned continuous patient care and in-house call for prolonged periods on some specific rotations.

The director for each clerkship will be responsible for scheduling student work hours, monitoring the intensity of each rotation, assuring that undue stress and fatigue among students is avoided, and arranging adequate resident and faculty supervision. This supervision by the attending faculty member ensures that students are assigned only patient care responsibilities for which they are qualified and that students are required only to perform functions appropriate to their educational program. The clerkship director also will be responsible for ensuring that the students' acquisition of knowledge, skills and attitude necessary to progress are documented. The Office of Academic and Faculty Affairs will be responsible for reviewing each clerkship's compliance with this policy on a periodic basis.

Students may appeal the workload in a particular clerkship if they feel that it is inappropriate. The appeal is directed initially to the clerkship director and then to the department chair. If resolution of the issue is not made at the department level then the concerns of the students should be presented in writing to the Office of Academic and Faculty Affairs.

Taking USMLE Step 2 Exams during the required clerkships. All students must take the United States Medical Licensing Examinations, Step 2CK and 2CS, and pass at the national standard in order to be certified for graduation. The Step 2CK exam should be taken no later than December 31 of the year of graduation. USMLE Step 2CS also must be taken before December 31.

Students must declare, in writing to the appropriate clerkship director, if they have registered to take the USMLE Step 2 exams during a required clerkship. Students are not permitted to schedule the USMLE Step 2 exams at times conflicting with the scheduled administration of any end-of-clerkship examinations.

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

Training sites for required fourth-year clerkships. All required rotations must be taken at an institution within the University of Tennessee System. There may be extenuating circumstances exempting selected students from this policy. A student who wishes to be granted an exemption must present his/her case to the Office of Academic and Faculty Affairs for review.

Dropping/adding rotations. All rotations -- i.e., the required clerkships, selectives and electives -- may be dropped/added if the process is 30 days prior to the beginning of the Block. Routine changes are effected by accessing the computer program for scheduling the rotations.

BOOK, COMPUTER AND EQUIPMENT EXPENSES

Outside of certain college expenses where cost is "fixed," the most expensive single item that students face is the purchase of books - required or recommended.

Here are guidelines which you may wish to follow as you purchase textbooks:

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

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

All students in the College of Medicine are *required* to have a computer and access to the Internet. The College of Medicine provides students with access to campus-based computer labs, but due to the limited number of workstations available and increasing utilization, it is necessary for students to have their own computers. Students also are expected to possess at least minimal computer literacy. Students are required to purchase a Personal Digital Assistant (PDA) prior to beginning the clinical portion of the curriculum.

DRESS AND IDENTIFICATION

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

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

Medical student name badges are to be worn at all times. Badges will be provided during orientation. Replacements are available in the GEB, for a fee. Students interested in access to various buildings after business

hours are required to present identification badges for access and to display them while on the premises.

FACULTY MENTOR SYSTEM

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

The essential ingredient for the success of the Mentor System is the degree of responsibility assumed by mentors and students. Faculty Mentors are responsible for being accessible, caring, and equipped with accurate information. Students are responsible for availing themselves of the opportunity to meet with their mentors on a regular basis.

For further information, contact the Office of Student Affairs.

HOUSING

OFF CAMPUS - CHATTANOOGA, KNOXVILLE, AND NASHVILLE

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

1. Ms. Liz McGhee, Medical Education Office, UT College of Medicine-Chattanooga, 960 East Third St., Suite 104, Chattanooga, Tennessee 37403. Phone: (423) 778-7442.
2. Ms. Missy Maples, Office of Student Affairs, Graduate School of Medicine at UTMCK, 1924 Alcoa Highway, Third Floor GSM Building, Room 327, Knoxville, Tennessee 37920. Phone: (865) 544-9618.
3. Ms. Jeanne Stoker, Baptist Dept. of Internal Medicine, University of Tennessee, Nashville, 2000 Church St. Nashville, TN 37236. Phone: (615) 284-3353.

FRATERNITY HOUSING

Phi Chi is the nation's largest medical fraternity with more than 45,000 members in all parts of the world. There are over 350 Phi Chi alumni in Memphis alone, many of whom are active in the Alumni Association.

The Phi Chi Fraternity houses 28 persons and is two blocks from the Wassell Randolph Student-Alumni Center. The house is completely furnished with central heat and air, washer, dryer, color TV, table tennis, and a kitchen where students may prepare meals and snacks. Nonmembers are welcomed.

Phi Chi invites any medical student interested in additional information to write to "House Manager," Phi Chi Fraternity.

Phi Chi
687 Jefferson Avenue
Memphis, Tennessee 38105

LEAVE OF ABSENCE/WITHDRAWAL

Any student who feels that he/she cannot continue in the regular curriculum is expected to contact the Office of Academic Affairs. A "Change in Student Status Form" is submitted electronically by Academic Affairs in order that appropriate administrative offices are notified of the leave or withdrawal from student rolls.

LOANS

Emergency loans are available to medical students through the Office of Financial Aid. Students may borrow up to \$300 from the Cooksey-Callison and Hand Loan Funds. Interest is six percent per annum and repayment is within thirty days. Loans are based on need and availability of funds.

Students experiencing financial difficulty are also encouraged to contact the Office of Financial Aid Services, 910 Madison Avenue #520, 448-5568.

PUBLICATIONS

A number of publications of particular interest to medical students are generated periodically. A partial list includes the following:

THE RECORD

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

CLERKSHIP, SELECTIVES AND ELECTIVES CATALOG

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

This is a description of clinical programs. It also includes academic regulations and policies. The complete catalog can be found at the Academic Affairs web site.

MSEC MINUTES

Minutes of the weekly meetings of the Medical Student Executive Council (MSEC) are posted on class bulletin boards and the lobby of the Cecil C. Humphreys General Education Building (GEB), and the lobby of the Student Alumni Center. A copy of the minutes is emailed to students via the student listservs. A permanent record is kept on file in the Office of Student Affairs.

STUDENT RECORDS

Student records are maintained in the Office of the Registrar (academic and personal); University Health Service (student health); Student Mental Health Service (counseling); UTHSC Student Affairs Office (disciplinary action and misconduct); and with course directors and/or departmental offices.

Students do not have the right of access to financial records of parents, or personal memory notes being maintained by any university official or faculty members. Students do have the right of access to their academic records in the College's Student Affairs Office. Students have access to individual transcripts online via the Student Information System (SIS).

TUTORING SERVICES

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

GRADING SYSTEM

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

Grade	Performance Level	Quality Pts.
A	Consistently outstanding	4
B	Exceeds expectations	3
C	Satisfactory	2
D	Marginal	1
F	Failure	0
R	Retake	0
W	Withdrawn	0
WP	Withdrawn, Passing	0
WF	Withdrawn, Failing	0
I	Incomplete	0

The cumulative grade point average recorded on the transcript from the Registrar is used by the Progress and Promotions Committees (P&P), in part, to make recommendations about the promotion and continuation of students in the curriculum.

When a student must repeat either courses or clerkships to correct academic deficiencies, the cumulative grade point average (GPA) is calculated by averaging the final grades attained in all courses or clerkships in which he/she has been enrolled for academic credit. This includes those courses or clerkships repeated at UTHSC and those courses approved by the P&P to be taken at other AAMC institutions.

A student withdrawing from courses/clerkships will receive either a "W", "WP" or "WF" on his/her official transcript to indicate pass or failure in those instances in which a student withdraws before completing the work. When a student does not complete a required course/clerkship at UTHSC, he/she must repeat the course/clerkship at UTHSC in the next academic year.

The P&P has the option of recommending that a student who fails first- or second-year courses, or a student who has "D" grades with a cumulative GPA less than 2.0 at the end of the first or second academic years, may correct the academic deficiency or unacceptable cumulative GPA requirement by successfully completing either courses taken at other institutions, courses repeated at UTHSC, or both. Any student earning the grade of "D" in two or more courses in any of the first two academic years, irrespective of cumulative GPA, will have his/her academic record reviewed by the P&P. The Committee may make one of the following recommendations concerning this student: a) re-evaluation in specified course(s); b) repeat part or all of the particular academic year; and c) no recommendation.

The designation of "I" (incomplete) will be used when a student is unable to complete the course required at the regular time because of a reason acceptable to the course director. In such cases, arrangements will be made by the course director for the student to complete the course requirements, and the "I" will then be replaced by whatever grade the course director considers the student to have earned. It is the responsibility of the student to work with the course director in determining when and under what circumstances the "I" grade can be changed.

The designation of "R" (Retake) will be recorded in those instances in which a student completes all requirements in a clerkship and passes the clinical portion but fails the written exam. The retake must be done by the end of Block 8 prior to the year of graduation. The student will retake the written exam and the appropriate grade will be assigned by the clerkship director. A second failing score on the exam, or failure to retake the exam on time, will result in the assignment of a failing grade for the clerkship.

The P&P will review the overall academic record of any student who fails more than one (1) written examination in the third-year clerkships. Each student may have no more than one Retake ("R") grade simultaneously posted in the required third-year clerkships.

An alteration of the student's schedule that provides a period of time when the student is taken out of the core clerkships and scheduled into one or more option blocks may be recommended. During these option blocks, the student would prepare to retake one or more written examinations that had been failed on the first attempt on a schedule specified by the P&P.

STUDENT EVALUATION

Biomedical Sciences:

Examinations are given at periodic intervals during this portion of the curriculum. The content and time of each examination is established by the course directors responsible for instruction during the period each examination covers. The questions are generally multiple choice and computer graded.

It is the responsibility of each course director to establish the criteria for the awarding of course grades, the role of examinations in the determination of those grades and communicating this information as of the first day of each course. Any concerns relative to individual

examination questions, criteria for course evaluation or final grades should be directed to the appropriate course director. Laboratory performance, participation in small group activities, special projects, etc., may also influence the final grade in each course.

Students are expected to take examinations as scheduled. Students unable to take an examination as scheduled because of an emergency situation (hospitalization or death in the family) must notify the Office of Academic and Faculty Affairs and the course director prior to the examination.

All students must take the United States Medical Licensing Examination (USMLE), Step 1 examination and pass at the national standard in order to be officially promoted to the Clinical Sciences portion of the curriculum. This examination is usually taken by all students in April following their second year, unless specifically deferred by the Office of Academic and Faculty Affairs.

Clinical Sciences:

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

- fund of information
- interest in learning
- history taking and physical examination skills
- technical skills
- organization of data/formulation of hypothesis
- ability to relate to patients
- professionalism.

The methods of evaluation are established by each clerkship director and communicated to students during clerkship orientations. Student evaluation reports are filed in the Office of Student Affairs and are available for review by the student. Student evaluations are also maintained by departmental offices.

A student unable to take a clerkship examination due to illness or other emergency situation must notify the director of that clerkship at the earliest possible time.

Concerns affecting individual examination questions or other forms of evaluation, as well as final grades, should be directed to the appropriate clerkship director. This must be done within one block of notification of the award of the final course grade.

Evaluation of students in selectives and electives does not normally include a written examination. The evaluation method is established by the course director and available to the student on the first day of the rotation.

GENERAL GUIDELINES FOR PROFESSIONAL BEHAVIOR

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

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

1. Professional and Ethical Conduct

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

2. Punctuality, Responsibility and Reliability

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

3. Getting Along with Other Members of The Medical Team

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

4. Getting Along with Staff

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

5. Getting Along with Peers

Students are expected to have pleasant working relationships with their fellow students. This includes an equitable sharing of the workload, and helping and supporting each other.

If clerkship directors receive consistent complaints about a student in any of these areas, the student's grade may be affected. Serious documented problems with

unprofessional or unethical behavior, in the judgment of the clerkship director, may result in a failing grade even if the student has passed the written or oral examinations and has an otherwise satisfactory clinical rating. Also, consistent or serious complaints about unprofessional or unethical behavior may be reflected in the Medical Student Performance Evaluation (MSPE).

There may be times when any student has a personal or a personality conflict that impairs his or her ability to function properly on the clerkship. It is the student's responsibility to promptly notify the clerkship director at the first occurrence, not after the fact.

APPEAL OF GRADES

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

PROGRESS & PROMOTIONS

The following are the minimum standards for student promotion to the next year of the curriculum and for graduation as set by the College. No student may be promoted to the next year of the curriculum or certified for graduation without having met all of these standards, unless a recommendation for an exception is justified in writing by the appropriate Progress and Promotions Committee (P&P) and accepted by the Dean. An exception to any minimum standard is made only under extremely extenuating circumstances. The statements following the minimum standards are potential recommendations for the disposition of marginal or failing performance regarding that minimum standard.

Any student not having met the minimum standards may be allowed to repeat the curriculum in lieu of regular progress only under extremely extenuating circumstances. The P&P should recommend that a student repeat the curriculum in lieu of regular progress only in those situations in which the following three (3) criteria are met:

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

The cumulative grade point average recorded on the transcript from the Registrar is used by the P&P, in part, to

make recommendations about the promotion and continuation of students in the curriculum.

For students who must retake either courses or clerkships to remove academic deficiencies, the cumulative grade point average is calculated by averaging the final grades attained in all programs in which they have been enrolled for academic credit, including those repeated at UTHSC and those taken in approved summer programs.

FIRST YEAR:

1. Each student must obtain a passing grade in each course.

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

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

2. Each Student must achieve a grade point average (GPA) of 2.0 (on a 4.0 scale).

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

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

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

SECOND YEAR:

1. Each student must obtain a passing grade in each course.

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

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

2. Each student must achieve an overall GPA of 2.0.

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

- a. Re-evaluation in specified courses.
- b. Repeat part or all of the second year.
- c. Academic dismissal from the College.

3. Any student earning a grade of “D” in two or more courses in any of the first two years will have his/her academic record reviewed as previously described under grading system.

4. Each student must obtain a passing score at the national standard on the United States Medical Licensing Examination (USMLE), Step 1.

a. All students must take the USMLE, Step 1 examination and pass at the national standard in order to be officially promoted to the Clinical Sciences portion of the curriculum. This examination must be taken by all students in April following their second year unless deferred by the Office of Academic and Faculty Affairs. Students who are approved for deferment will not begin clerkships until a passing score is submitted.

b. The P&P will review the total academic performance to date of any student failing to achieve a passing score on the USMLE, Step 1 examination.

c. Any student failing to submit a passing score on the first attempt will be withdrawn from the Clinical Sciences portion of the curriculum and will not be scheduled for clerkships until a passing score is submitted.

d. For students who fail the exam a second time, the P&P will review the student’s academic record and recommend a program for the student to follow while preparing to take the examination for a third time.

e. Any student failing to submit a passing score after three attempts will be academically dismissed from the College.

f. Any recommendation for an exception to the College of Medicine NBME policy concerning the USMLE, Step 1 examination will be justified in writing to the Dean by the Progress and Promotions Committee.

THIRD YEAR:

1. Each student must obtain a “C” or better grade in each core clerkship.

The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student grades of “F” in a clerkship within the junior year:

a. Re-evaluation in the clerkship in which an “F” was made.

b. Repeat the clerkship in which an “F” was made and obtain a grade of “C” or better.

c. Repeat all of the core clerkships.

d. Academic dismissal from the College.

FOURTH YEAR:

1. Each student must obtain a “C” or better grade, or a “P,” in each clerkship, selective or elective program.

The Progress and Promotions Committee (P&P), after consideration of all available information including

academic performance to date, may make one of the following recommendations concerning student grades of “F” in a clerkship, selective or elective:

a. Re-evaluation in the program in which an “F” was made.

b. Repeat the program in which an “F” was made and obtain a grade of “C” or better.

c. Academic dismissal from the College.

2. Each student must obtain a passing score at the national standard on the United States Medical Licensing Examinations, Step 2CK (Clinical Knowledge) and Step 2CS (Clinical Skills).

a. All students must take the USMLE, Step 2CK and Step 2 CS examinations and pass at the national standard in order to be certified for graduation. Students should take the Step 2 CK and the Step 2 CS examinations no later than December 31st.

b. Any student failing to submit a passing score on the first attempt will be sponsored as a candidate to retake the exam.

c. Any student failing to submit a passing score on the second attempt may be sponsored as a candidate to retake it again.

d. Any student failing to submit a passing score after three attempts will be academically dismissed from the College.

e. Any student sponsored for a second or third attempt may be required to remain enrolled until the examination has been retaken, regardless of whether or not all other academic requirements have been met.

f. Any recommendation for an exception to the College of Medicine NBME policy concerning the USMLE, Step 2CK and Step 2CS examinations will be justified in writing to the Dean by the P&P.

PROGRESS AND PROMOTIONS COMMITTEE (P&P)

The Progress and Promotions Committee is charged by the Dean of the College of Medicine with monitoring and making recommendations concerning the results of student performance in each academic year and certification of students for graduation. A committee is appointed for each academic class.

Each Committee is composed of faculty members, including a voting chair. All members, including the chair, are appointed by the Dean of the College of Medicine. The Office of Academic and Faculty Affairs and the Office of Student Affairs appoint ex-officio non-voting members to the Committee. The Office of Academic and Faculty Affairs and/or the Office of Student Affairs provides each Committee with all pertinent information available from the Registrar’s Office and College of Medicine student records for those students under consideration.

The deliberations of a Committee are confidential. A recommendation by the P&P to the Dean requires a majority vote of the members present. The meetings are called by the Office of Academic and Faculty Affairs or the Committee chair as necessary. The Committee maintains written records of the recommendations made to the Dean.

Summaries of Committee proceedings are on file in the Office of Academic and Faculty Affairs.

ROLE OF COURSE DIRECTORS CONCERNING PROGRESS AND PROMOTIONS

Each Course Director is responsible for the evaluation of students and the assignment of student grades in the course(s) for which he/she is responsible, and for presenting to the appropriate Committee all pertinent data collected on any student during a course in which a student earned a "D" (marginal), "F" (failing), or "I" (incomplete) grade. In addition, each Course Director reports to the Committee the method, if any exists, by which any grade can be modified or changed.

RECONSIDERATION OF PROGRESS AND PROMOTIONS COMMITTEE RECOMMENDATIONS

In the case of an adverse recommendation, the student has the right to reconsideration by the Progress and Promotions Committee (P&P) making the original recommendation. The student must make a request to the Office of Academic and Faculty Affairs within five (5) working days of receipt of written notification of the P&P recommendation. The student will meet with the P&P and have the opportunity to bring with him/her any person(s), excluding legal counsel, whom the student feels can contribute to his/her presentation to the P&P. Committee reconsideration is conducted without the presence of legal counsel. Should the original adverse recommendations be sustained by the P&P, the student may then appeal to the Office of Academic and Faculty Affairs and subsequently to the Dean of the College of Medicine.

ROLE OF THE STUDENT IN RECONSIDERATION OF COMMITTEE RECOMMENDATIONS

It is the responsibility of the student requesting reconsideration by a Progress and Promotions Committee (P&P) to obtain and submit any information or documentation to support an alternative recommendation prior to P&P reconsideration. This includes any academic, psychiatric, personal, financial or physical information the student wishes to release to the P&P and the Associate and Assistant Deans. The Office of Academic and Faculty Affairs and the Office of Student Affairs are responsible for assisting the student in obtaining this information.

ROLE OF THE OFFICE OF ACADEMIC AFFAIRS CONCERNING STUDENT PROGRESS AND PROMOTIONS

The Office of Academic and Faculty Affairs reviews all recommendations made by the Progress and Promotions Committee (P&P) and, after all Committee considerations have taken place, submits these to the Dean for consideration and decision. At that time, the Office of Academic and Faculty Affairs either concurs in the recommendation(s) of the P&P or makes alternative recommendation(s) to the Dean. The recommendation(s) of the P&P, as well as the position of the Office of Academic

and Faculty Affairs, are communicated to the student in writing by the Office of Academic and Faculty Affairs. The position of the Office of Academic and Faculty Affairs and the decision of the Dean will be reported to the P&P by the Office of Academic and Faculty Affairs.

ROLE OF THE EXECUTIVE DEAN CONCERNING STUDENT PROGRESS AND PROMOTIONS

The Executive Dean may receive recommendations from the Progress and Promotions Committee, the Office of Academic and Faculty Affairs and other sources concerning the result(s) of individual student performance in the curriculum. Within the College, only the Dean makes decisions concerning the result(s) of individual student academic performance.

Any student wishing to appeal to the Executive Dean concerning recommendation(s) made in his/her case must make a written request to meet with the Executive Dean within five (5) working days of receipt of written notification of the recommendation(s) concerning his/her case from the Office of Academic and Faculty Affairs.

LICENSURE EXAMINATIONS

Step 1 and 2 examinations are administered by the National Board of Medical Examiners for all eligible examinees. Further information can be obtained from the National Board of Medical Examiners at <http://www.usmle.org>. The Step 3 examination is administered by licensing authorities for the State of Tennessee. Further information can be obtained from the Tennessee State Board of Medical Examiners, Public Health State Office Building, 283 Park Boulevard, Nashville, Tennessee 37219.

GRADUATION ACTIVITIES

The College of Medicine has instituted a Dean's Convocation in honor of the graduating class and their families. This ceremony includes an address by the Executive Dean of the College of Medicine, recognition of honors and award recipients, administration of the Oath of Hippocrates, and addresses by faculty and student representatives.

UTHSC commencement activities are held in May and December of each year. The UTHSC Office of Student Affairs provides information concerning commencement activities.

Attendance at graduation is required of all students. Graduation in absentia may be permitted by the Executive Dean after a petition for graduation in absentia is submitted to the College of Medicine's Office of Student Affairs at least two months before graduation. Students should contact the Office of Student Affairs for further information.

HONORS & RECOGNITION

Outstanding students are recognized for their achievement during the College of Medicine Dean's Convocation each year. These awards are given in recognition of academic excellence, achievement in clinical medicine, research,

leadership and service to the community and to the institution. The Committee on Recognition and Awards, with the support of the Office of Student Affairs, considers all candidates for these awards and makes the final selection of the recipient.

FACULTY MEDAL FOR ACADEMIC ACHIEVEMENT

This award is presented by the College of Medicine faculty to the graduating senior who has the highest academic standing in the class. Determination is based on all academic programs taken through Block 3 of the fourth year.

WITH HONORS

The College of Medicine acknowledges the superior academic achievement of students by the designations of "With Highest Honors" (top 5%) and "With High Honors" (next 10%) on their transcripts. All academic programs taken through Block 3 of the fourth year are counted for the determination.

ALUMNI ACHIEVEMENT AWARD IN CLINICAL MEDICINE

This award is presented to an outstanding senior who has exemplified the highest ideals of the practice of medicine. The recipient has displayed the best qualities of personal honesty, character, compassion for patients, and dedication to the highest ethical and professional standards. A plaque and stipend are provided by the College of Medicine Alumni Association for the continued pursuit of excellence in medical arts and skills. The recipient is chosen by the Committee on Recognition and Awards.

ALUMNI ACHIEVEMENT AWARD IN RESEARCH

This award is given to a graduating senior in recognition of outstanding achievement in biomedical research while a student in the College of Medicine. A stipend is provided by the College of Medicine Alumni Association for continuation of research pursuits. The recipient is chosen by the Committee on Recognition and Awards.

ALPHA OMEGA ALPHA DISTINGUISHED GRADUATE AWARD

An engraved plaque is presented to the graduating senior who, in the opinion of the Committee on Recognition and Awards, will make the most significant contribution to the medical profession. The award is presented by the University of Tennessee College of Medicine chapter of Alpha Omega Alpha National Honor Medical Society.

ROBERT L. SUMMITT, M.D. DISTINGUISHED STUDENT ACHIEVEMENT AWARD

The Committee on Recognition and Awards selects a graduating senior who has shown distinction in scholarship, leadership, service, and character during his or her medical studies. An engraved plaque and stipend is awarded by the College of Medicine.

DEPARTMENT AWARDS

Family Medicine - Medicine - Neurology - Obstetrics and Gynecology - Pediatrics - Psychiatry - Surgery.

Each of the above departments presents an award to the graduating senior, respectively, who has shown outstanding abilities.

CHARLES C. VERSTANDIG AWARD

This award is presented to a member of the graduating class of the College of Medicine who surmounts the greatest difficulty in obtaining a medical education. The recipient is selected by the graduating class.

ANTHONY S. FICALORA AWARD

The individual selected to receive this award shall have shown unusual sensitivity to and respect for patients and shall be one who by example and attitude teaches others. The recipient is chosen by the Committee on Recognition and Awards.

DISTINGUISHED STUDENT SERVICE AWARD

An engraved plaque is given by the College of Medicine to a graduating senior for outstanding service to the student body and to the College of Medicine. The recipient is selected by the Medical Student Executive Council.

UTHSC STUDENT AFFAIRS SERVICE AWARD

Presented by the Department of Student Affairs to a member of the Student Government Association Executive Council in recognition and appreciation of outstanding leadership and service.

OUTSTANDING COMMUNITY SERVICE AWARD

An engraved plaque is given to a graduating senior for outstanding service to the community and the medical profession while a student of medicine. The recipient is selected by the Medical Student Executive Council.

OUTSTANDING STUDENT IN FAMILY PRACTICE AWARD

A plaque and a stipend are provided by the Tennessee Academy of Family Physicians to a graduating senior. The recipient is selected by the TAFP.

ALPHA OMEGA ALPHA

Alpha Omega Alpha National Honor Medical Society student membership is based entirely upon scholarship, personal honesty, and potential leadership. Students are elected to the chapter during their third and fourth years of medical school. The UT chapter of AOA makes all selections.

RESEARCH OPPORTUNITIES

MEDICAL STUDENT RESEARCH FELLOWSHIP PROGRAM

http://www.utm.edu/research/edu_training/MSRF/home.htm

The Medical Student Research Fellowship Program was established in 1978 to provide medical students with opportunities to engage in biomedical research. Since the inception of this program, over 600 medical students have received grants on a competitive basis and have conducted a wide range of projects during option periods.

These research projects have generated numerous papers and abstracts in the scientific literature. A number of student researchers have also presented their research findings at national and regional conferences. By introducing students to the possibility of a career in research, the goal of the program is to ease a serious shortage of young physicians entering research fields.

A grant from the National Institutes of Health provides stipend awards for 24 medical students to spend from 2-3 months in research under the supervision of College of Medicine faculty members who are established biomedical investigators. M-1 students may participate during the summer. The M-2, M-3, and M-4 students may apply for support during their option blocks. All participants are expected to devote full-time effort to their projects.

The Medical Student Research Fellowships are available on a competitive basis to all students in the College of Medicine who are in good academic standing. Students are asked to contact the College of Medicine Research Office to discuss potential faculty preceptors. All applications are reviewed for their scientific merit and perceived value as a research training experience. Selection is based on evaluation of proposals submitted jointly by students and their preceptors, the student's academic record, and the preceptor's curriculum vitae.

Students are encouraged to submit their applications as soon as possible. The deadlines are: Summer Period-March 31. Other Option Blocks-two months before the start of the requested research block.

Every effort will be made to provide notification of awards as soon as possible. For further information and application instructions regarding this program, contact the College of Medicine Research Office, Room 408, Hyman Building, 448-5528 or stom@utm.edu. The COM also offers students other research opportunities. Additional program information can be found at http://www.utm.edu/research/edu_training/.

GRADUATE TRAINING

The National Resident Matching Program (NRMP)

A. How It Works

1. The NRMP Match is a mechanism by which appointments to residency programs are made at a uniform time. It provides an impartial venue for matching applicants' preferences for residency

positions with program directors' preferences for applicants. Each year approximately 16,000 U.S. allopathic medical school seniors compete for residency positions through the Match.

2. In the Match, all steps of the admissions process are carried out (by computer) at uniform times. ERAS is the Electronic Residency Application Service developed by the Association of American Medical Colleges to transmit via the Internet residency applications, personal statements, recommendation letters, deans' letters, transcripts, and other supporting credentials from medical schools to residency program directors. Program directors decide on the order in which they will offer positions to candidates, and transmit their Rank Order List to the NRMP via the internet. Applicants decide on the order in which they will accept offers from programs, and transmit their Rank Order Lists to the NRMP via the internet also.

3. The Match obviates what can be possibly premature decisions and less-than-comfortable direct interchanges between program directors and applicants in the offering and acceptance or rejection of positions.

4. In the Match, applicants and program directors obtain their highest possible choices as determined by their Rank Order Lists. A position is "offered" to an applicant whenever his/her name appears within the quota of positions offered by a program. An applicant "accepts" (is matched to) a position in the program highest on his Rank Order List that "offers" him/her a position.

5. In the Match, the Confidential Rank Order Lists are the sole determinants of offers and acceptances of residency positions. The only reason an applicant does not "accept" an offer from a particular program director is that the applicant preferred (ranked higher) another program from which he/she also received an offer. The only reason an applicant does not "obtain" (match to) a position in a particular program is that the program director preferred (ranked higher) other applicants.

6. Top choices on Rank Order Lists can be made by applicants and program directors in the order of desirability - they should ignore probability of acceptance. When an applicant is "offered" his/her first choice position, the match is final. His/her name is removed from the lists of all other programs, and their Rank Order Lists are adjusted as necessary, to maintain their quotas by including the next person down the list. If an applicant matches to a lower-ranked program, the match is tentative. His/her name is removed from the lists of all programs ranked lower but is maintained on the lists of his/her higher-ranked programs. If his/her name should subsequently be included within the quota of a program he/she has ranked higher, he/she will be moved to the higher-choice position. No matter how many top-ranked applicants "decline" offers from a given program, lower-ranked applicants who rank that program first will be matched to it as long as they are included in the program's unfilled quota.

7. For the Match to work optimally, applicants must list (rank) all acceptable programs to which they have applied and program directors must offer positions to (rank) all acceptable applicants. Applicants must, as in any admissions process, rank a range of programs on their Rank Order Lists including lower choices of less desired but satisfactory programs. Applicants who do not match tend to be those with shorter Rank Order Lists and those who list only highly competitive programs. Program directors who rank only a few more of their applicants than they have positions or concern themselves about “how far down” their Rank Order List they go do not understand the Match. If, on the average, each applicant were to apply to five programs, the average program director would have an acceptance from only one out of every five applicants to whom he/she offered (ranked) a position!

B. NRMP Special Cases

1. **Public Health Services Programs:** Students on these scholarship programs are also required to participate in the NRMP.

2. **Armed Forces:** Students on these scholarship programs are required to participate in the Armed Forces Residency Matching Program. This is conducted at an earlier time to allow students who are unmatched through the Armed Forces to secure a civilian position. Therefore, all students on Armed Forces scholarships are encouraged to enroll in NRMP as a backup.

3. **Couples:** Married/engaged/etc. couples may go through NRMP as a single unit through a special procedure or make arrangements outside NRMP.

4. **Students whose academic progress has been altered** such that they will not complete all requirements for the M.D. degree on schedule may need to make special arrangements with the Office of Student Affairs.

C. NRMP approximate dates.

Spring, Junior Year - initial information regarding NRMP distributed.

August, Senior Year - students sign up with NRMP and send in registration fee.

July, Senior Year - letters of recommendation with individual faculty members arranged; appointment made with Office of Student Affairs for writing the Medical Student Performance Evaluation (Dean's Letter); and applications made to programs of your choice with interviewing appointments made.

February - receipt of Applicant and Hospital Confidential Rank Order List by NRMP.

March - results of “The Match.”

D. Letters of Recommendation

It is suggested that students not seek letters of recommendation for residency training until the end of the third year. Every residency will require letters of recommendation from the chair of the department of the specialty you wish to enter and, generally, from two additional faculty members as well. Each student will be

required to have a Medical Student Performance Evaluation, which is prepared in the Office of Student Affairs.

AID TO THE IMPAIRED MEDICAL STUDENT (AIMS)

The pressure and stress of a medical education can tax the coping skills of a student at times. Often this is a healthy means of developing the maturity and responsibility necessary for the profession; however, if a student cannot successfully adjust or employs inappropriate adaptive measures, such as the use of alcohol or other substances, he or she may become psychologically and professionally impaired, seriously jeopardizing his/her well-being and possibly that of others.

In an effort to prevent impairment by early intervention, the Aid to Impaired Medical Students (AIMS) program was established in 1982 and was the first program of its kind among medical schools in the U.S. The AIMS program is administered by a council composed of eight students (two elected by each class) and eight physicians/staff. The functional aspects of the AIMS program include detecting and reporting the existence of an impaired student to a member of the council, confronting the affected student in an appropriate and effective manner, evaluation of the extent of the student's impairment, and most importantly, treatment and monitoring of the student's progress.

The success of the AIMS program depends on three critical principles:

(1) AIMS must be perceived by the students and the faculty as a positive, student-oriented program designed to assist the impaired student, while ensuring the development of highly professional young physicians;

(2) Confidentiality must be maintained at all costs in order to protect the impaired student;

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

HONOR COUNCIL

The UTHSC College of Medicine's Honor Code was established in 1960 and is one of the oldest codes among U.S. medical schools. Please refer to the Honor Code Section IV, Addendum D, of the Student Judicial System section of this handbook, for the special provisions of the UTHSC Honor Code that pertain to the College of Medicine.

CODE OF PROFESSIONAL CONDUCT

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

from students as well as faculty and administration. The document addresses those responsibilities to patients, colleagues, family, community as well as to the individuals themselves. Following discussion with incoming students it is assumed that all will subscribe to this code as part of their commitment to the profession of medicine.

The University of Tennessee medical community believes that professionals gain their credibility by their commitment to society. As a professional group, we recognize our obligation to our patients, colleagues, community, families, and ourselves. Realizing that it is a privilege and an honor to be a medical professional, we the students, residents, fellows, and faculty of the UTHSC College of Medicine embrace the following ideals:

Patient welfare is our primary concern, for only by commitment do we justify the trust placed in us by patients and the community at large. Although we hold the acquisition of knowledge and the development of technical skills essential to patient care, we shall strive to balance the science with the art of medicine by maintaining respect and compassion for the dignity of all patients. Each patient shall receive our best efforts regardless of personal feelings or biases. Desires for social or economic gain shall not affect the honesty and integrity with which we deal with patients. Nor shall the pressures placed upon the members of our profession compromise the quality of care we provide.

Relationships with our colleagues are an exceedingly important part of professional conduct. Our interactions with colleagues provide us a sense of support, trust, and sharing. As members of a professional community, we shall be aware that our personal conduct reflects upon others of that community. We shall be willing to share our knowledge and expertise with colleagues and remain open to their advice and criticism. We shall fulfill our own responsibility and, in the spirit of professional cooperation, accommodate a colleague if our assistance is requested. We shall be sensitive to the physical and emotional weaknesses of a colleague and shall lend support in time of need. Further, our responsibility to patient care implies identification of colleagues whose ability to provide care is impaired. This must be followed by our full support toward the rehabilitation of those colleagues, and their reintegration into the professional community.

Integrating personal growth into our professional development is essential to our commitment to medicine. To this end, we shall be attentive to our needs for physical, spiritual, and emotional well being. We shall allow time for personal and family relations which enrich our lives and promote self knowledge. Attention to personal maturation, family commitments and professional growth represent a continuing challenge throughout our career.

As medical professionals, we realize that we share with all citizens certain civic duties. We shall strive to be responsible citizens. Our professional status shall not be used as a means to power and control. Rather, we seek to offer informed and compassionate leadership.

STUDENT MISTREATMENT

The policy on student mistreatment has three main components: a statement of College of Medicine standards of behavior with regard to mistreatment; a description of methods used in the ongoing education of the college community concerning the standards of behavior and the process by which they are upheld; and a description of the College of Medicine process for responding to allegations of mistreatment.

The statement of College of Medicine standards of behavior with regard to mistreatment is as follows:

The University of Tennessee College of Medicine has a responsibility to foster in medical students, postgraduate trainees, faculty, and other staff the development of professional and collegial attitudes needed to provide caring and compassionate health care. To nurture these attitudes and promote an effective learning environment, an atmosphere of mutual respect and collegiality among teachers and students is essential. While such an environment is extremely important to the educational mission of the College of Medicine, the diversity of members of the academic community, combined with the intensity of interactions that occur in the health care setting may lead to incidents of inappropriate behavior or mistreatment. The victims and perpetrators of such behavior might include students, preclinical and clinical faculty, fellows, residents, nurses, and other staff. Examples of mistreatment include: sexual harassment; discrimination based on race, gender, religion, ethnic background, sexual orientation, handicapped condition, or age; and purposeful humiliation, verbal abuse, threats, or other psychological punishment. Such actions are contrary to the spirit of learning, violate the trust between teacher and learner, and will not be tolerated by the College of Medicine.

To promote an environment respectful of all individuals, the College of Medicine will provide ongoing education to students, residents, fellows, faculty, and other staff emphasizing the importance of professional and collegial attitudes and behavior. Also, the college will make available a readily accessible neutral party (called a mediator) whom students may approach if they believe they have been mistreated. A process has been established to seek reconciliation between the parties in cases of alleged mistreatment. This process seeks to protect the accuser from retaliation and to protect the rights of all parties involved in a complaint. Through these efforts the college will maintain an atmosphere essential to its educational mission in the training of physicians.

To mistreat is to treat in a harmful, injurious, or offensive way. For example:

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

Accusations of racial or gender discrimination or harassment are referred to the UTHSC Affirmative Affairs

Director. Disputes over grades are handled in accordance with College of Medicine academic policies.

Additional information regarding the Mistreatment Policy and procedures can be found on the Office of Student Affairs web site –

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

CLASS STRUCTURE

Rules and regulations governing the organization and structure for each class are the sole responsibility of the Medical Student Executive Council (MSEC) and each respective class.

Each class elects a slate of officers to formally represent them on all matters concerning their class. The initial election for the freshman class is held during the first month of school and is conducted by the MSEC. Officers elected serve for an interim period. After a period of the freshman year and at the end of every academic year, elections are held to elect officers for the coming year. These elections are conducted by the MSEC or by any officer running unopposed. At any time during the year, a recall petition signed by at least 25% of the class is grounds for a new election.

The class president is the official liaison between the class and the administration and faculty. The president is also a voting member of the MSEC. Currently, each class elects vice-presidents, a secretary and a treasurer.

Each class elects three representatives to the MSEC, three representatives to the Honor Council, two representatives to the AIMS Council, and two representatives to the Professionalism Committee. These representatives support the class' interest in their respective organizations and report the actions of their group to the class. Students are urged to contact their class representatives to voice any concerns regarding the areas of the students organizations' responsibilities.

Additionally, each class has a social committee of two or three students who plan class social events, and athletic directors to coordinate involvement in intramurals.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL (SGAEC)

The Student Government Association Executive Council provides representation for all students at the UTHSC campus. The presidents of each college within the UTHSC system form this student government body. The president of the Medical Student Executive Council is the College of Medicine student representative on the SGAEC. The SGAEC studies matters of importance to students and submits recommendations expressing student views and concerns to the administration and faculty of the University.

MEDICAL STUDENT EXECUTIVE COUNCIL

Tiffany Baldi
President, MSEC, 2006-07

The Medical Student Executive Council is the governing council of the student body of the University of Tennessee College of Medicine, representing the students to the administration and faculty of the University, and the Memphis community. The Council is headed by a President and Vice President, elected annually. Other members include:

1. Each class president (4)
2. Four class representatives (16)
3. American Medical Association-Medical Student Section (1)
4. American Medical Student Association (1)
5. Family Practice Student Association (1)
6. Organization of Student Representatives to American Association of Medical Colleges (AAMC) (2)
7. Phi Chi Medical Fraternity (1)
8. Student National Medical Association (1)
9. CIAO representative (1)
10. Honor Council representative
11. BSS representatives (2)
12. CSS representatives (2)
13. CUME representatives (2).

The Council serves to represent all students in the College of Medicine, addressing academic, financial, social, and other issues affecting the students' overall learning experience. MSEC Meetings are held Thursdays at noon in the Student Alumni Center and are open to all students in the College of Medicine. Meetings are periodically visited by the Dean of the College of Medicine, Associate Dean of Academic and Faculty Affairs, and Associate Dean of Admissions and Student Affairs. Many of the changes in the curriculum are a direct result of MSEC action and support, either from the Council itself or its representatives on the Committee on Undergraduate Medical Education, Clinical Sciences Subcommittee, and Biomedical Sciences Subcommittee. These representatives report directly to the MSEC, as do the various other committee representatives. The effectiveness of the Council is related directly to its leadership and participation.

AMERICAN MEDICAL STUDENT ASSOCIATION

The American Medical Student Association (AMSA) is a national organization which offers students an opportunity to become involved in community outreach projects through locally organized chapters. AMSA is well known for its commitment to facilitating student impact on medical education and practice by developing networks that would increase physicians' awareness and sensitivity to their patients and communities. As a national organization, AMSA offers many opportunities, such as preceptorships in a variety of specialties across the country, participation in the International Medical Student

Association, and access to experiences of other AMSA chapters. AMSA chapters receive support from AMSA national staff and task forces. AMSA task forces publish newsletters and hold seminars on areas of interest other than those already covered by our curriculum. These task forces include: Nutrition and Preventive Medicine, Death and Dying, Women in Medicine, Law and Medicine, and many others. Involvement with AMSA also affords students the opportunity to meet and work with students attending other medical schools via regional and national conferences.

Activities of the UT AMSA chapter have included discussion of clinics by M-3s and M-4s, ongoing M-1 support group, blood pressure screenings in the community with the Memphis High Blood Pressure Coalition and CPR training sessions. The UT AMSA chapter is a forum for student concerns, both personal and professional. Please come and share your interests and ideas.

THE STUDENT NATIONAL MEDICAL ASSOCIATION (SNMA)

The 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:

- (1) leadership development by augmenting and enhancing individual efforts as well as providing collective group development of minority medical students,
- (2) social awareness through student interaction with minority consumers and other health professional groups to keep abreast of social changes and their implications for the minority communities, and
- (3) service to humanity through a commitment to professional excellence which will ultimately benefit others in their chapters and in the community. The SNMA supports the concept of a well-rounded, thoroughly-trained physician - one who can treat people, not just disease - and who can communicate with and understand the health needs of all Americans.

AMERICAN MEDICAL ASSOCIATION Medical Student Section

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. UTHSC has a long tradition of producing national leaders for the AMA-MSS.

As a member of the AMA-MSS, students are full members of the AMA and as such receive all the benefits that are available to physician members of the AMA including subscriptions to JAMA, AMNews - a weekly update on issues facing medicine, and Members Matters - a newsletter published by the AMA with more immediate concerns facing medicine. Members receive a free copy of the Drug Evaluation textbook, a helpful resource during Pharmacology.

UTHSC members also receive the Journal of the TMA and other publications from the Tennessee Medical Association. On a local level, members receive Memphis

Health Care News and updates both from our local chapter and the Memphis-Shelby County Medical Society.

Members also receive special banking and insurance benefits through the AMA, as well as having the full resources of the AMA to call upon whenever needed for researching issues to finding information of externships and residencies.

Our local chapter also conducts a physician match program which matches M1 and M2 students with local physicians for a day to shadow them to learn more about the actuality of practicing medicine. UT's AMA-MSS chapter also conduct several seminars each year that offer students educational opportunities outside the traditional curriculum.

COUNCIL FOR INTERNATIONAL AND AREA OUTREACH (CIAO)

The College of Medicine fosters student commitment to local and international public service and understanding. This commitment is consistent with our Code of Professionalism which describes the responsibilities of physicians to patients, colleagues, families and community. It prepares medical students for global, cultural, educational, and medical interactions. The council is composed of at least two members from each of the four medical classes chosen for their interest and commitment to public service. Faculty members on the committee have been identified because of their expertise as well as commitment to local and international service. The council manages a fund which is used to assist with expenses for local and international service projects. The group also keeps current data on fourth year international elective opportunities on the College of Medicine web page. CIAO strongly encourages medical students to become involved in a wide variety of local community service programs.

ORGANIZATION OF STUDENT REPRESENTATIVES (OSR)

The Organization of Student Representatives provides student input into the Association of American Medical Colleges (AAMC). The AAMC is a group with membership from American, Puerto Rican and Canadian Medical Schools, over 400 teaching hospitals, and 60 major academic societies.

The OSR has both national and regional meetings once a year. During these meetings, the student members discuss the status and trends in medical education nationwide, pass resolutions, and elect officers who meet during the year to act upon those resolutions. For the College of Medicine, representatives are chosen by the Medical Student Executive Council. OSR representatives have information concerning issues at other medical schools and at the national level in medical education.

HONOR SOCIETY

ALPHA OMEGA ALPHA

Alpha Omega Alpha (AOA) is an honorary medical society whose purpose is to perpetuate excellence in medicine. In selecting members, the UT chapter considers both an applicant's academic performance and

demonstration of other attributes exemplary of a physician. In addition, faculty and alumni are also elected as members. It should be noted that many members are in non-university settings. AOA, in its effort to increase medical excellence, has two major activities each year. AOA sponsors a visiting professor annually. In addition to giving a formal lecture, the visiting professor meets with students in less formal settings, often including rounds. AOA Day, held in the spring of each year, includes a visiting professor and the presentation of student research papers, including those papers which have already received AOA awards for research.

STUDENT INTEREST GROUPS

ADOLPH MEYER SOCIETY

Adolph Meyer Society is an organization of medical students who are interested in psychiatric aspects of medicine. The monthly meetings are held at the home of a faculty member and consist of informal discussions with faculty members. Meetings are open to all medical students and spouses.

EMERGENCY MEDICINE INTEREST GROUP

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.

Dates and Location: Meetings are monthly; location varies.

Membership Criteria: Membership is open to anyone with an interest in emergency medicine. No dues are required.

FAMILY PRACTICE STUDENT ASSOCIATION

Faculty Advisor: Frank Williams

Purpose: Introduce family practice residents and physicians to hands on training, educational opportunities and speakers.

Dates and Location: Scheduled monthly on Tuesday evenings at the HealthPlex.

Membership Criteria: Ten dollars per year membership fee which entitles members to receive monthly and quarterly journals.

SPECIAL INTEREST GROUP IN NEUROLOGY (SIGN)

Faculty Advisor: Daniel L. Menkes, M.D.

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.

Dates and Location: Meetings are semiannual; location varies

Membership Criteria: Open to anyone with an interest in Neurology. No dues are required.

Additional benefits: Scholarship funds are often available to those students who wish to attend the annual meeting of the American Academy of Neurology.

OB/GYN STUDENT INTEREST GROUP

Faculty Advisor: Owen Phillips, M.D.;

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.

Dates and Location: Meetings bi-monthly; location varies

Membership Criteria: Open to any faculty and students.

PEDIATRIC ISSUES STUDENT ASSOCIATION (PISA)

Faculty Advisor: Valerie Jameson, M.D.

Purpose: PISA was founded in 1997 by a group of students interested in providing young physicians with additional information and exposure to pediatrics. PISA arranges guests to speak on topics such as residency programs, childhood development, child abuse, and community service projects. The goal of this organization is to help students with difficult career decisions. PISA also serves to assist students interested in pediatrics with finding mentors, applying for residencies and making important class decisions.

Dates and Location: This group meets three times a semester at the Le Bonheur auditorium.

Membership Criteria: Open to any student or faculty member sharing an interest or love for children.

STUDENT SURGICAL SOCIETY

Faculty Advisor: Gayle Minard, M.D.

Purpose: Provide career counseling, fellowship and professional mentoring opportunities to medical students interested in pursuing professions in general surgery and the surgical subspecialties.

Dates and Location: Meetings are monthly, usually held in Groner Auditorium at Baptist Memorial Hospital.

Membership Criteria: Medical students enrolled at the University of Tennessee Health Science Center College of Medicine.

College Of Nursing

Donna Hathaway, PhD, FAAN, Dean

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MESSAGE FROM THE DEAN

The College of Nursing at the University of Tennessee Health Science Center is dedicated to the preparation of nurse leaders for excellence today and tomorrow. This mission is accomplished through the preparation of individuals for leadership through the exemplary provision of direct patient care, direction of care for aggregate populations, and generation of knowledge for practice through research and clinical inquiry.

Our focus on the preparation of nurse leaders is operationalized through our degree programs, faculty research and practice, and community outreach activities. Degree options include the Bachelor of Science in Nursing (BSN), which prepares entry-level professional nurses; Master of Science in Nursing (MSN), which prepares advanced practice nurses; Doctor of Nursing Practice (DNP), which prepares expert clinicians for practice leadership; and Doctor of Philosophy (PhD), which prepares research scientists.

The educational programs in the College of Nursing make extensive use of emerging technology to foster and enhance the preparation of nurse leaders through avenues that are meaningful as well as convenient and timely for students. Student experiences are also enhanced by faculty members' active involvement in research and practice, which involves the spectrum of nursing from acute to primary care and from neonatal to gerontology. The uniting framework that transcends all of the college's programs centers around our dedication to the clinical dimension of nursing practice and enhancement of the health and well-being of clients served by nurses.

We welcome the opportunity to share more information about our college and encourage you to peruse our web site (www.utm.edu/nursing). If you have additional questions about any of our programs, please feel free to contact me, or any of our faculty or staff.

Donna Hathaway, PhD, FAAN
Dean, College of Nursing

ADMINISTRATION

OFFICE OF THE DEAN

Donna Hathaway, PhD, Dean
Susan Jacob, PhD, Executive Associate Dean
Beth Kirby, Assistant Dean

ACADEMIC PROGRAMS

Office of Academic Affairs
Cheryl Stegbauer, PhD, Associate Dean for Academic Affairs & Director MSN/DNP
Tommie Norris, DNS, Director Professional Entry Program
Marsha Chorce, Assistant Director Graduate Program
Christi Shelton, Assistant Director Undergraduate Program

STUDENT AFFAIRS

James Pruett, PhD, Assistant Dean of Student Affairs
Ron Patterson, MAEd, Assistant Director of Student Affairs

COLLEGE OF NURSING MISSION STATEMENT

To prepare nurse leaders for excellence today and tomorrow.

COLLEGE OF NURSING VISION

Transforming health care through innovative preparation of nurse leaders

COLLEGE OF NURSING VALUES

The College of Nursing core values are:

1. *Innovation* and *excellence* in educational programs, clinical research, and advanced practice;
2. *Diversity* of students, faculty, staff, and clients; and
3. *Partnership* with students, health care professionals, and the larger community.

COLLEGE OF NURSING GOALS

1. Provide educational programs that are responsive to the current and projected workforce needs of our constituents
2. Prepare graduates who can practice effectively as part of an interdisciplinary team in a highly technical and complex health care delivery system
3. Establish and cultivate model sites for interdisciplinary practice, teaching, and research
4. Provide leadership in initiatives that address the nursing shortage, models of advanced nursing practice, and health policy related to nursing

COLLEGE OF NURSING PHILOSOPHY

The philosophy of the College of Nursing is consistent with the goals and mission of UTHSC. The College philosophy focuses upon the nature of the PERSON, ENVIRONMENT, HEALTH, and NURSING.

The faculty believes that the PERSON is a unique integrated being that is continuously evolving. Each person has the right to participate in making decisions that affect his/her health and to accept or refuse health care within the context of safety to society.

The faculty views ENVIRONMENT as all conditions influencing the life and development of the person. The health of individuals, families, and communities is affected by these conditions.

HEALTH is viewed as a dynamic state arising from a process of continuous change in the person and environment. The faculty views the promotion, maintenance, and restoration of health as a complex phenomenon involving the shared responsibility of the person, health care providers, and society. Faculty view nursing as stated in the second edition of Nursing's Social Policy Statement (ANA, 2003), "NURSING is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human

response and advocacy in the care of individuals, families, communities, and populations” (p. 6). Nursing must provide leadership in influencing the organizational, social, economic, legal, and political factors within the healthcare system and society. “These and other factors affect the cost, access to, and quality of health care and the vitality of the nursing profession” (p. 6).

Professional nursing is a science and an art. The science of nursing requires that nurses study, explore, and research nursing and related knowledge areas. From these areas nurses develop and test nursing theories for the improvement of nursing practice and health care. The art of nursing requires that nurses use knowledge gained from the humanities, arts, and sciences as the foundation for acceptance and appreciation of clients’ values. Nursing care requires sensitivity as well as critical, logical, and analytical thinking to effect changes in clients and the health care system.

Education for professional nursing practice includes a sound theoretical knowledge base to support experiential learning. The faculty believes that the educational process facilitates continuing personal and professional growth. The intent of the educational programs is to focus on the learner with active participation of the student in the learning process. Education is a life long process with the commitment of the learner to establish patterns of continued inquiry.

2006-07 ACADEMIC CALENDAR

SUMMER/FALL TERM 2006

JULY

3 - Mail in registration/fee payment DEADLINE for all BSN, MSN, DNSc/DNP and Ph.D. student (EXCEPTION: NEW PhD)

5 - Academic year and classes begin for all RETURNING BSN students

5 - Academic year and classes begin for all RETURNING MSN, DNSc/DNP students

5 - Academic year begins for all RETURNING PhD students

14 - On campus session begins - NEW Anesthesia students

17 - New student orientation - University and College of Nursing (MSN/DNP students)

17-21 - New BSN students - ORIENTATION to the program

17-21 - On campus session - All MSN/DNP/PhD students (EXCEPTIONS: Entering PhD students and DNSc/DNP December graduates)

17 - Academic year/classes begin for all NEW MSN/DNP students

17-21 - Reed Distinguished Visiting Professor (DVP) - Day and Time TBD

24 - Last day to drop/add classes - RETURNING STUDENTS

24 - Classes begin for all NEW BSN students

AUGUST

3 - Last day to drop/add classes - (NEW MSN/DNP students)

10 - Last day to drop/add classes - (NEW BSN students)

17 - New Student Orientation and Registration - College of Graduate Health Sciences - (NEW PhD Students)

21 - Academic year begins for NEW PhD students

29 - Deadline for new course proposals for Spring semester - (PhD students)

SEPTEMBER

1 - Application deadline for Nurse Anesthesia Option

4 - Labor Day Holiday

OCTOBER

1 - Credentials Committee Deadline (PhD students)

NOVEMBER

1 - *Deadline for final defense of dissertation (DNSc students)

1 - Dissertation deadline (PhD students)

3 - Cashdollar Distinguished Visiting Professor (DVP) - 9 a.m. to Noon

15 - Deadline for dissertation to the Dean (DNSc students)

22 - Classes end for all graduating BSN students

23-24 - Thanksgiving Holiday Break

Nov. 27-Dec. 1 - On campus session - ALL

BSN/MSN/DNP/PhD Students

30 - Classes end, final exams completed, and grades posted for all MSN/DNSc/DNP graduating students

30 - Completion date for all graduating MSN/DNSc/DNP students

DECEMBER

1 - Graduation (Attendance is mandatory)

1 - Classes end (for students NOT graduating - (MSN/DNP)

6 - Grades due (for students NOT graduating - MSN/DNP)

8 - Classes end (for students NOT graduating - (BSN)

8 - COPIES of MSN/DNSc/DNP and PhD grade sheets due to Office of Academic Programs

13 - Grades due (for students NOT graduating - BSN)

20 - Graduate Progression Committee Meeting - TENTATIVE

21 - Undergraduate Progression Committee Meeting - TENTATIVE

22 - End of Fall Term (PhD Students)

Dec. 23-Jan. 2 - University closed - Holiday Break (SUBJECT TO CHANGE)

WINTER/SPRING TERM 2007

JANUARY

2 - Mail In Registration/Fee Payment Deadline for ALL Students

2 - Academic year begins for all BSN/MSN/DNSc/DNP Students

3 - Academic year begins for all PhD students

15 - Application deadline for BSN Program
 15 - Martin Luther King Jr. Holiday - University
 Closed
 19 - Last day to add/drop classes
 22-26 - On campus session for all
 BSN/MSN/DNP/PhD Students
 22-26 - Bowns Distinguished Visiting Professor
 (DVP) - Day and Time TBD

FEBRUARY

1 - Application deadline for MSN/DNP/PhD students
 (EXCEPTION: Nurse Anesthesia applicants)

MARCH

1 - Credentials Committee deadline - (PhD Students)
 Date TBD - DNP applicant interviews
 Date TBD - MSN applicant interviews
 Date TBD - PhD applicant interviews
 19-23 - Spring Break (ALL STUDENTS)
 31 - Deadline for new course proposals for Fall
 Semester (PhD Students)

APRIL

6 - Good Friday Holiday - University Closed
 16-20 - All BSN/MSN/DNP/PhD students on campus
 16-20 - Morris Distinguished Visiting Professor
 (DVP) - Day and Time TBD (in conjunction with Alumni
 Day)

MAY

18 - Classes End (For all graduating MSN/DNP/PhD
 students)
 23 - Grades Due (For all graduating MSN/DNP/PhD
 students)
 24 - Completion Date (For all graduating
 MSN/DNP/PhD students)
 25 - Graduation (Attendance is mandatory)
 25 - Classes End (For all BSN/MSN/DNP students
 NOT graduating)
 30 - Grades Due (For all BSN/MSN/DNP students
 NOT graduating)

JUNE

1 - COPIES of BSN/MSN/DNSc/DNP grade sheets
 due to Office of Academic Programs
 12 - Undergraduate Progression Committee Meeting –
 TENTATIVE
 13 - Graduate Progression Committee Meeting -
 TENTATIVE
 22 - Academic year ends for non-graduating PhD
 students

*Third year DNSc student would arrange time on
 campus with their advisor for final defense.

LEAVE OF ABSENCE, WITHDRAWAL, AND DROP TO PART-TIME STUDY

Students wishing to withdraw from enrollment
 must notify, in writing, the Academic Dean of the College

of Nursing. A change of status form will be completed by
 the Office of Academic Affairs for students who withdraw,
 or take a leave of absence. This form qualifies them for
 withdrawal in good standing and is utilized in prorating the
 refund of tuition and fees. Please see “Refund Policy,” in
 the “Academic Process” section of this handbook for
 university policy regarding student fee refunds. Students
 with Title IV Funding may not exceed 180 days leave from
 the University. For further clarification students may
 contact the office of Financial Aid (901) 448-5568
<http://www.utmem.edu/finaid/>.

CONTINUOUS REGISTRATION

Students are expected to register for course work each
 term once they have been admitted. Any student who is
 unable to register for a term must obtain a leave of absence
 form from the Office of Academic Affairs. Any student
 who cannot maintain continuous enrollment must seek
 readmission. Requests for readmission should be made in
 writing to the Dean of the College of Nursing

INSURANCE & CPR CERTIFICATION

All clinical agencies that provide clinical laboratories
 for the College of Nursing students require professional
 liability insurance and current certification in
 cardiopulmonary resuscitation. Therefore, enrolled College
 of Nursing students must be charged for insurance coverage
 and provide proof of current CPR certification according to
 standards of the American Heart Association or the
 American Red Cross. Students must obtain liability
 insurance coverage at the time of registration. Some
 clinical agencies may require criminal background checks
 for students.

GRADING

The following grade ranges are utilized in the College
 of Nursing:

92 - 100	=	A
83 - 91	=	B
75 - 82	=	C
70 - 74	=	D
0 - 69	=	F

When for an acceptable reason a student does not
 complete all required course work, the grade may be
 recorded as incomplete (I) provided all work in the course
 is satisfactory. The student must remove the “I” within one
 term. Failure to remove the “I” within the allowed time will
 result in a grade of “F” being recorded as the permanent
 grade.

POLICIES & PROCEDURES APPEAL PROCESS

The following policies for appeals apply to all
 students:

1. In those instances in which a student elects
 to appeal any academic action, he/she has the right to
 request a hearing before the Progression Committee.

Such a request must be filed, in writing, with the chair of the Committee within five (5) calendar days after the original action. At this hearing the student may present evidence and witnesses on his/her behalf, excluding legal counsel.

2. When a student requests a hearing, he/she must appear in person before the Progression Committee. Faculty of the course(s) at issue will be consulted to determine the nature of the student's difficulty. Each student shall be considered individually by the Committee.

3. Should the student be dissatisfied with the recommendation of the Progression Committee, he/she may appeal to the Dean by filing a written appeal with the Dean's office within five (5) calendar days of receipt of notice of the recommendation. Action of the Dean may be appealed by filing a written appeal with the Chancellor within five days of receipt of the Dean's action.

RETESTING POLICY

No student will be given the opportunity to take a retest in a course to improve his/her grade after the final grade has been assigned. Any re-evaluation process must occur before the granting of the final course grade.

DISMISSAL

In addition to dismissal for academic failure, the faculty and administration of the college reserve the right to dismiss any student for unethical or illegal conduct. All students are expected to adhere to the principles of the American Nurses Association's Code for Nurses with Interpretative Statements and the Honor Code for the University of Tennessee Health Science Center.

Students who withdraw or are dismissed from the College may request readmission. Request for readmission must be made in writing and should be addressed to the Dean of the College of Nursing. Request for readmission is acted upon by the Dean in consultation with appropriate administrators and faculty committees. If readmission is granted, the level of placement in the program and remaining requirements will be specified.

LEAVE OF ABSENCE

A change of status form to request a leave of absence must be completed through the College of Nursing Office of Academic Affairs. A request for leave of absence is subject to the approval of the Dean. The student should be aware that requests for leave of absence may be denied, requiring the student to seek readmission.

GRADUATION*

To be recommended for a degree in Nursing, a candidate must have completed satisfactorily the prescribed curriculum with a grade point average of 3.0 or above for a graduate degree in nursing or a 2.0 or above for a baccalaureate degree in nursing and must have discharged all financial obligations to the university.

Students in the BSN program are required to take nationally normed tests throughout the curriculum and to make a satisfactory score on these tests as a requirement for progression in the program. During the last term of the

BSN program, students are required to take a comprehensive exit examination and to make a satisfactory score on this examination prior to graduation. Individuals who do not make a satisfactory score will be remediated and retested prior to the end of the term. A satisfactory score on the examination is a requirement for graduation and to be able to take the national NCLEX examination for Registered Nurse (RN) licensure.

***Attendance at graduation is mandatory for all College of Nursing graduates.**

CLASS ATTENDANCE

The educational programs at UTHSC have been developed by the faculty and staff of these colleges to provide students with the information and experience necessary to become practicing professionals. All students are expected to attend the various educational opportunities provided for them by the college or school in which they are enrolled. Attendance is required at some of the educational experiences such as laboratories and related instruction, clinical activities, and small group conferences. In the College of Nursing, attendance is mandatory for all laboratories and clinical experiences.

SPECIAL STUDENTS POLICIES & PROCEDURES FOR NON- DEGREE GRADUATE STUDENT CLASSIFICATION

The College of Nursing has a non-degree graduate student classification for those individuals who are not candidates for a degree but who wish to take courses for credit.

The non-degree classification is tailored to meet the needs of a variety of individuals including:

1. Individuals whose regular applications are pending or accepted but whose admission is not until the next term.
2. Individuals enrolled at other institutions who take courses at the College of Nursing for credit acceptable to the home institution.
3. Individuals who are registered nurses seeking to continue their development.
4. Individuals who wish to pursue a post-masters or post-doctoral non-degree course of study that leads to eligibility to sit for a certification examination.
5. There is no non-degree classification for the undergraduate program.

NON-DEGREE INDIVIDUALS NOT SEEKING CERTIFICATION PREPARATION

Individuals who wish to enroll under the non-degree student classification will complete an abbreviated application form that is available from the College of Nursing, Office of Academic Affairs. Individuals desiring to take graduate courses must hold a baccalaureate or higher degree, meet course prerequisites, and declare this on the application. No test scores, letters of evaluation, or admission committee approval will be required.

Applications will be sent to the College of Nursing who will process the forms through the Registrar's Office. The student must register and pay fees to the Cashier on the official date of registration for that term.

Only selected courses will be available to non-degree individuals and enrollment is limited to a space available basis. **Non-degree students are required to fulfill the same course requirements as regular students and are subject to all academic rules and regulations as outlined in the UTHSC CenterScope. Any coursework taken as a non-degree student will be on the student's UT transcript, and is considered during the admission process and is included in the Graduate GPA.**

At the time of admission to non-degree student status, no commitment is stated or implied concerning subsequent admission to the graduate nursing programs. If admission to a degree program is desired at a later time, a non-degree student must make separate application and satisfy the admission requirements of the degree program to which admission is sought.

A maximum of 18 credit hours as a special student in the College of Nursing may be applied to the MSN/DNP/DNSc degree, subject to approval by the Associate Dean for Academic Affairs.

PROCEDURE FOR PROCESSING NON-DEGREE STUDENT ENROLLMENTS

1. The Associate Dean for Academic Affairs will determine courses that are appropriate for non-degree students.
2. The Associate Dean for Academic Programs will compile and distribute a list of the course offerings that have been approved to interested applicants, along with an abbreviated application form with a deadline for application submission.
3. The applicant will return the application form to the Office of Academic Affairs.
4. Application will be sent to the Registrar by the Office of Academic Affairs. Applicants will be contacted by the Office of Academic Affairs if space is not available.
5. Applicants will complete the regular registration process and pay fees at the established times.

NON-DEGREE INDIVIDUALS SEEKING CERTIFICATION

Post Graduate Preparation in Advanced Practice Option

This option offers an opportunity for nurses holding a master's (MS or MSN) or doctoral degree in nursing to gain additional education that can lead to national certification in an advanced practice specialty. Nurses may apply to the following specialty areas of post-masters/post-doctoral study leading to preparation for national certification:

Primary Care Specialty Areas

Family Nurse Practitioner

Critical Care Specialty Areas

Acute Care Nurse Practitioner

Neonatal Nurse Practitioner

Nurse Anesthesia

Requirements for national certification are determined by the specific certifying agency. Generally, there are classroom and clinical instruction requirements, and some certifying agencies have additional practice requirements. Faculty members strive to assure that all the educational requirements are met, but since these are subject to change, the applicant should consult the certifying agency. Each applicant's materials are individually evaluated and a specific plan of study developed.

Academic Standards

The admissions requirements are consistent with the criteria for admission to the professional colleges of UTHSC. Academic standards include admission process, admission requirements, and all policies governing the progression of students.

Admission Procedures

An application packet for post-masters/post doctoral study can be obtained from the:

**The University of Tennessee Health Science Center
College of Nursing, Office of Academic Affairs
877 Madison Avenue, Suite 635
Memphis, TN 38163
(901) 448-6125
Website: www.utmem.edu/nursing**

The completed application packet along with transcripts from each college or university attended should be returned to the above address.

Admission will vary depending on the number of positions available in each specialty area. Priority for admission to any specialty area may be given to degree-seeking students.

LOANS & SCHOLARSHIPS

Students in the College of Nursing are eligible for loans and scholarship awards from various sources. Traineeships are available to full-time graduate students through the Professional Nurses Traineeship Program. A limited number of scholarships sponsored by local philanthropic organizations are awarded on an annual basis. Scholarship applicants are expected to complete the Free Application for Federal Student Aid (FAFSA) annually; no other application is required. A Student Emergency Loan to pay tuition and fees or to help address other types of emergencies is available through the Office of Student Affairs. Interest on the loan begins to accrue at 6% per annum on the date the loan is made. For more information on financial aid refer to the section on Financial Aid in this handbook.

HONOR SOCIETY

Membership in the University of Tennessee Health Science Center College of Nursing Beta Theta Chapter at large of Sigma Theta Tau International is an honor conferred on students in the undergraduate or graduate programs who demonstrate academic and clinical excellence in their nursing courses. Nurses in the community who have a minimum of an earned baccalaureate degree are also eligible by demonstration of

marked achievement in nursing education, practice, research, or publications.

Membership is available by invitation from the chapter. Student eligibility is based upon grade point averages and faculty evaluations. Eligible undergraduate and RN-BSN students must have completed one-half of their nursing curriculum, have a minimum 3.0 GPA, rank in the upper 35 percentile of the graduating class, and meet the expectation of academic integrity. Eligible graduate students have completed at least one-half of their curriculum, have a minimum 3.5 GPA, and meet the expectation of academic integrity. Nurses working in the community may be nominated by a current member and must furnish supporting references. The faculty counselor from Sigma Theta Tau meets with the graduate class during the school year to explain application procedures.

HONOR COUNCIL

Please refer to the Honor Code Section IV, Addendum E, of the Student Judicial System section of this handbook (page 64), for the special provisions of the UTHSC Honor Code that pertain to the College of Nursing.

STUDENT GOVERNMENT ASSOCIATION

Functions of the College of Nursing Student Government Association include acting as intermediary between the nursing students and the College of Nursing faculty, planning social functions and, in general, addressing the needs of the College of Nursing community. The College of Nursing President is also a member of the Student Government Association Executive Council (SGAEC) and represents the Nursing College within the university level student governance system.

The elected officers for the student body of the College of Nursing are known as the Nursing Student Government Association (NSGA) and this council consists of the following positions: President, Vice President, Secretary, Treasurer, Social Chair, Individual Option Representatives, Archivist, Honor Council President, and NSAP Council/Chairperson.

2006-2007 Student Government Association Officers

NSGA President – Patricia Keene
 Vice President – Stefanie Gadd
 Secretary/Treasurer – Elizabeth Sykes
 Social Chairs – Megan Scearce and Erica Wyatt
 Honor Council President – Erin Carner
 Honor Council Representative – BSN – Carmen Timbes
 Honor Council Representative – MSN – To be determined
 Honor Council Representative – DNP – Tracy Saddler
 National Student Assistance Program Chair – Natalie Howton
 BSN Representative – Marie Anderson and Julie Douglass
 FNP Representative – Quitah Haille
 ACNP Representative – Kimberly Poole
 NNP Representative – To be determined
 CRNA Representative – To be determined
 DNP Representative – Kathryn Cooper
 Government Affairs Committee – To be determined

NURSING STUDENT ASSISTANCE PROGRAM (NSAP) PURPOSE

1. To identify, support, and refer for treatment and rehabilitate students enrolled in the College of Nursing who are impaired as a result of family and/or social stress, alcohol and/or drug abuse and/or other psychiatric problems.

2. To sensitize and educate College of Nursing faculty and students regarding the impaired student professional.

3. To develop programs and procedures for professional nurses which support the Tennessee Board of Nursing.

4. To establish liaison and a referral system to the Tennessee Nurses Professional Assistance Program and the Tennessee Board of Nursing.

5. To develop a model which may be utilized by other professional nursing educational programs.

COMPONENTS:

1. NSAP Coordinating Council

Composed of one representative from each graduate option and appointed professionals.

a. Professionals will be appointed by the Dean to include clinical nursing faculty, those who have been impaired and are successful in rehabilitation, and others who are knowledgeable about drug, alcohol, psychiatric and psychological treatment.

b. Council members who may provide confidential information and consultation to the impaired or at-risk student.

c. The council members will develop guidelines which will be approved by the Dean.

d. The council will implement and function within the parameters of the approved guidelines.

e. The council will select and recommend evaluation, treatment, and monitoring resources.

2. College Administration

The administration will be responsible for any disciplinary action which might be necessary. This will occur only after previously established intervention techniques have failed and/or if the behavior of the impaired student flagrantly violates the ethical and professional standards of the profession and the university requiring immediate action.

3. College of Nursing Students

Effective and acceptable self and colleague monitoring behaviors are required from all student professionals. It is expected students will understand that providing assistance to impaired or at-risk colleagues at the student level is no different from behavior expected of the nursing professional.

4. Impaired or At-Risk Nursing Students

The impaired or at-risk student professional is one whose behavior violates the rules, regulations, traditions, and ethics of UTHSC and the accepted standards of the nursing profession as established by the Tennessee Board of Nursing. It is expected that in the majority of cases, impairment will result from one or a combination of:

a. inability to cope with the stress of professional education

- b. alcohol and/or drug abuse, misuse or dependence
- c. incapacitating psychological or psychiatric disorder
- d. familial and social stressors

5a. Evaluation Resources

The council will select and recommend evaluation resources which can be both university and non-university based.

5b. Treatment Resources

The council will select and recommend treatment resources which can be both university and non-university based.

5c. Monitoring Process

The Chairperson of the council (non-student) will assume the monitoring responsibilities.

NURSING ALUMNI ASSOCIATION

The University of Tennessee Health Science Center College of Nursing Alumni Association represents more than 3,600 graduates from the Health Science Center campus and is an integral part of the university's National Alumni Association. Upholding the university tradition of recognizing outstanding students, the Nursing Alumni Association annually recognizes students through the Alumni Awards given to a graduating senior and master's student for outstanding clinical performance.

With the total endorsement of the Dean, alumni are now being selected to serve on several college committees where alumni representation is appropriate and advantageous to the future of the College of Nursing.

DEGREES OFFERED

The College of Nursing offers programs which lead to the Bachelor of Science in Nursing (BSN) degree, Master of Science in Nursing (MSN) degree, Doctor of Nursing Practice (DNP), and the Doctor of Nursing Science (DNSc) degree. The PhD in Nursing is offered as a part of the College of Graduate Health Sciences.

The master's degree program in the UTHSC College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. The MSN Nurse Anesthesia program is also accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 222 S Prospect Ave., Park Ridge, IL 60068. The baccalaureate degree program has been evaluated by the Commission on Collegiate Nursing Education and is currently in the review process. Accreditation decision will be made in October 2006. The baccalaureate and master's degree programs are approved by the Tennessee Board of Nursing.

BACHELOR'S PROGRAM

The undergraduate program in nursing at the UTHSC culminates in a Bachelor of Science in Nursing (BSN) degree. Students enroll on a full-time basis. The College of Nursing offers three options that lead to a student earning a Bachelor of Science Degree in Nursing.

The options are:

1. Traditional BSN Option – a 16-month, Web-enhanced program of study for individuals who have not earned a bachelor's degree in any field.
2. Second Degree BSN Option – a 16-month, Web-enhanced program of study for individuals who have an earned bachelor's degree or higher in a field other than nursing and who have completed the specified prerequisite courses for the Second Degree BSN Option.
3. RN-to-BSN Option – 16-month program of study for registered nurses (RN) who have earned a diploma or associate degree in nursing, who have completed 60 or more semester hours of bachelor's coursework at other colleges/universities, and who have completed the specified prerequisite courses for the RN-to-BSN option.

BSN PROGRAM

The baccalaureate degree is the first professional degree in nursing. It provides the basis for beginning professional practice as a generalist and the foundation for graduate preparation in nursing. Learning in the undergraduate nursing program is directed toward the study of scientific rationale underlying nursing care and the development of critical thinking skills.

BSN ADMISSION PROCESS

The Traditional Option is for individuals who do not have an earned bachelor's degree in any field and are not graduates of a diploma or associate degree nursing program.

Applications must be completed online. Complete the online application by going to: www.utmem.edu/nursing, then "Future Students," then select "Apply Online Now".

The applicant must:

1. Have official copies of transcripts for all college and university work sent directly to the UTHSC Office of Enrollment Services, 910 Madison Avenue, Suite 525, Memphis, TN 38163.
2. Have successfully completed a minimum of 60 semester hours of college credit including the following prerequisite courses: General Chemistry with lab – 4 hours; Human Anatomy and Physiology with lab – 8 hours; Microbiology with lab – minimum 3 hours; English Composition – 6 hours; Electives – 8 hours; Lifespan Development Psychology – 3 hours; Humanities/The Arts – 6 hours; Mathematics – 3 hours; Nutrition – 3 hours; Psychology – 3 hours; Sociology or Anthropology – 3 hours; Statistics – 3 hours; Historical Studies – 6 hours (American History is required at either the high school or college level).
3. Have a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Computation of the cumulative GPA is based all collegiate work. Applicants with cumulative GPAs less than 3.0 generally are not competitive for admission but may submit additional documents for special consideration that include American College Test (ACT), Scholastic Aptitude Test (SAT), or Graduate Record Exam (GRE) scores and/or evidence of outstanding professional leadership.

4. Have three (3) Recommendation Forms for admission (references) submitted to the UTHSC Office of Enrollment Services. At least one Recommendation Form should be completed by a faculty member or individual who can address the applicant's academic ability.

5. Provide current and relevant documentation of physical, learning, psychological, or other disabilities. Documentation guidelines are available in the Student Academic Support Services (SASS) Office, GEB, room BB9. Students should call (901) 448-7746 to schedule an appointment to discuss the accommodation needs as soon as possible to facilitate timely acquisition of appropriate services.

6. Submit a three-page essay describing why you chose nursing as a career. The purpose of the essay is to provide the Admissions Committee insight into the professional goals and expectations of the applicant and to demonstrate written communication skills.

7. Provide a copy of a current certification in cardiopulmonary resuscitation (CPR) or advanced life support prior to matriculation. In addition, students enrolled in the BSN program are expected to maintain current certification throughout their enrollment in the program.

8. Have ready access to a Web-connected personal computer. Computer literacy and adequate computer skills are required.

9. Present evidence of proficiency in English (if foreign) by submitting verification of a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) paper version (or 213 on the computer version) earned within two years prior to application.

10. Complete a successful criminal background check prior to matriculation; background checks may be repeated during the student's program of study.

The Second Degree Option is for individuals who have a minimum of an earned bachelor's degree or higher in any field.

Applications must be completed online. Complete the online application by going to: www.utmem.edu/nursing, then "Future Students," then select "Apply Online Now". Preference is given to residents of Tennessee, but out-of-state applications are also welcomed and given full consideration.

The applicant must:

1. Have official copies of transcripts for all college and university work sent directly to the UTHSC Office of Enrollment Services, 910 Madison Avenue, Suite 525, Memphis, TN 38163.

2. Have an earned bachelor's degree or higher in any field.

3. Have successfully completed prescribed prerequisite science courses: Human Anatomy and Physiology with lab – 8 hours; Microbiology with lab – minimum 3 hours.

4. Have a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Cumulative GPAs are based on all collegiate work. Applicants

with cumulative GPAs less than 3.0 generally are not competitive for admission but may submit additional documents for special consideration that include American College Test (ACT), Scholastic Aptitude Test (SAT), or Graduate Record Exam (GRE) scores and/or evidence of outstanding professional leadership.

5. Have references submit three (3) Recommendation Forms to the Office of Enrollment Services. At least one Recommendation Form should be completed by a faculty member or individual who can address the applicant's academic ability.

6. Provide current and relevant documentation of physical, learning, psychological, or other disabilities. Documentation guidelines are available in the Student Academic Support Services (SASS) Office, GEB, room BB9. Students should call (901) 448-7746 to schedule an appointment to discuss the accommodation needs as soon as possible to facilitate timely acquisition of appropriate services.

7. Submit a three-page essay describing why you chose nursing as a career. The purpose of the essay is to provide the Admissions Committee insight into the professional goals and expectations of the applicant and to demonstrate written communication skills.

8. Provide a copy of a current certification in cardiopulmonary resuscitation (CPR) or advanced life support prior to matriculation. In addition, students enrolled in the BSN program are expected to maintain current certification throughout their enrollment in the program.

9. Have ready access to a Web-connected personal computer. Computer literacy and adequate computer skills are required.

10. Present evidence of proficiency in English (if foreign) by submitting verification of a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) paper version (or 213 on the computer version) earned within two years prior to application.

11. Complete a successful criminal background check prior to matriculation; background checks may be repeated during the student's program of study.

The RN-to-BSN Option is for registered nurses who have a Diploma or an Associate Degree in Nursing from a state approved school.

Applications must be completed online (www.utmem.edu/nursing then "Future Students" then "Apply Online Now"). Preference is given to residents of Tennessee, but out-of-state applications are also welcomed and given full consideration.

The applicant must:

1. Have official copies of transcripts for all college and university work sent directly to the UTHSC Office of Enrollment Services, 910 Madison Avenue, Suite 525, Memphis, TN 38163..

2. Have an earned degree from a state approved Associate Degree in Nursing (ADN) program or a diploma from a diploma nursing program.

3. Hold an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multistate privilege.

4. Have successfully completed a minimum of 60 semester hours of college credit with the prescribed prerequisite science courses: Human Anatomy and Physiology with lab – 8 hours; Microbiology with lab – minimum 3 hours.

5. Have a minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale based on all collegiate work. Applicants with cumulative GPAs less than 2.5 generally are not competitive for admission but may submit additional documents for special consideration that include American College Test (ACT), Scholastic Aptitude Test (SAT), or Graduate Record Exam (GRE) scores and/or evidence of outstanding professional leadership.

6. Provide current and relevant documentation of physical, learning, psychological, or other disabilities. Documentation guidelines are available in the Student Academic Support Services (SASS) Office, GEB, room BB9. Students should call (901) 448-7746 to schedule an appointment to discuss the accommodation needs as soon as possible to facilitate timely acquisition of appropriate services.

7. Have references submit three (3) Recommendation Forms to the Office of Enrollment Services. At least one Recommendation Form should be completed by a faculty member or individual who can address the applicant's academic ability.

8. Submit a three-page essay describing how a BSN will assist you in achieving your professional goals. The purpose of the essay is to provide the Admissions Committee insight into the professional goals and expectations of the applicant and to demonstrate written communication skills.

9. Provide a copy of a current certification in cardiopulmonary resuscitation (CPR) or advanced life support prior to matriculation. In addition, students enrolled in the BSN program are expected to maintain current certification throughout their enrollment in the program.

10. Have ready access to a Web-connected personal computer. Computer literacy and adequate computer skills are required.

11. Present evidence of proficiency in English (if foreign) by submitting verification of a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) paper version (or 213 on the computer version) earned within two years prior to application

12. Complete a successful criminal background check prior to matriculation; background checks may be repeated during the student's program of study.

BSN Promotion, Retention and Progression Requirements

These policies govern the progression of students in the Bachelor's Program.

1. Promotion and graduation require recommendation of the Progressions Committee and endorsement by the Dean.

2. Consistent with other professional degrees on campus, promotion requirements are as follows: All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.

3. To be considered in good academic standing, a student must maintain a cumulative GPA of 2.0 or better. A student whose GPA falls below 2.0 may be dismissed.

4. A student must maintain a minimum semester and cumulative GPA of 2.0 in order to progress to the subsequent term or to graduate.

5. A student must earn a minimum grade of "C" in every nursing course. A student who earns a "D" in any nursing course must repeat that course and earn the grade of "C" or better.

6. Dismissal from the program will result from a student earning a grade of "F" or more than one "D" in nursing courses or from serious deficiencies in personal or professional behavior.

7. Students who wish to withdraw from a course must notify the Associate Dean for Academic Programs of the College of Nursing in writing and meet with their advisor. A change of status form must be completed as required by the University.

8. Students in the BSN program are required to take nationally-normed tests throughout the curriculum and to make a satisfactory score on these tests as a requirement for progression in the program. During the last term of the BSN program, students are required to take a comprehensive exit examination and to make a satisfactory score on this examination prior to graduation. Individuals who do not make a satisfactory score will be remediated and retested prior to the end of the term. A satisfactory score on the examination is a requirement for graduation and to be able to take the national NCLEX examination for Registered Nurse (RN) licensure.

CORE PERFORMANCE STANDARDS

Minimum Performance Standards for BSN Students

All students admitted to the BSN nursing program must meet the following core performance standards for admission and progression:

1. Critical thinking sufficient for clinical judgment.

2. Interpersonal abilities sufficient to interact with individuals, families, groups, and populations from a variety of social, emotional, cultural, and intellectual backgrounds.

3. Communication abilities sufficient for verbal and written interaction with others.

4. Physical abilities sufficient to walk from room to room and in hallways, maneuver in small spaces and the strength necessary to lift patients as needed.

5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory ability sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in nursing care.
8. Tactile ability sufficient for physical assessment and to provide nursing intervention.

MASTER'S PROGRAM

The Master of Science in Nursing (MSN) Program offers preparation for advanced levels of clinical practice and for advanced study at the doctoral level.

The program provides the opportunity to: 1) select an area of clinical specialization (i.e., option); 2) develop an advanced level of clinical competence for leadership in practice that provides consumers with primary, secondary and/or tertiary categories of health care; 3) develop a research base for systematic review, testing and evaluation of nursing care actions, their effects and outcomes; and 4) acquire the foundation for doctoral study.

MSN ADMISSION PROCESS

Applications must be completed online. Complete the online application by going to: www.utmem.edu/nursing, then "Future Students," then select "Apply Online Now". Preference is given to residents of Tennessee, but out-of-state applications are also welcomed and given full consideration.

The applicant must:

1. Have official copies of transcripts for all college and university work sent directly to the UTHSC Office of Enrollment Services, 910 Madison Avenue, Suite 525, Memphis, TN 38163.
2. Submit a copy of an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multistate privilege at the time of application.
3. Have earned a minimum of a baccalaureate degree from a regionally accredited college or university. If the baccalaureate degree is in Nursing, it must be from a program accredited by a national organization (NLNAC or CCNE) responsible for nursing accreditation. If the baccalaureate degree is not in nursing, the applicant may be admitted but with the requirement of successful completion of all prerequisite courses in the College of Nursing prior to enrolling in the MSN courses.
4. Have a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale based on all collegiate and university work. Applicants with cumulative GPAs less than 3.0 generally are not competitive for admission but may submit additional documents for special consideration that include Graduate Record Exam (GRE) score and/or evidence of outstanding professional leadership.
5. Provide current and relevant documentation of physical, learning, psychological, or other disabilities, if applicable. Documentation guidelines are available in the Student Academic Support Services (SASS) Office, GEB, room BB9. Students

should call (901) 448-7746 and schedule an appointment to discuss accommodation needs as soon as possible following entry into the Program.

6. Have three (3) Recommendation Forms for admission (references) submitted to the UTHSC Office of Enrollment Services. The Recommendation Forms should be from graduate prepared nurses or faculty members who can address the applicant's potential or ability for functioning in the advanced practice or research role (clinical skills, critical thinking, independent decision making, collaborative skills with other health professionals, and nursing leadership). Applicants currently enrolled in a nursing program should submit at least one (1) Recommendation Form from a faculty member in that program.

7. Submit a three (3) to five (5) page essay describing professional goals and how the program will enhance future roles and activities. The purpose of the essay is to provide the Admissions Committee insight into the professional goals and expectations of the applicant and to demonstrate the candidate's written communication skills.

8. Provide a copy of a current certification in cardio-pulmonary resuscitation or advanced life support prior to enrollment. In addition, students enrolled in the MSN program are expected to maintain current certification throughout their enrollment in the program.

9. Have ready access to a Web-connected personal computer. Computer literacy and adequate computer skills are required.

10. Provide evidence of having met the experience requirements for certain options (e.g., Neonatal Nurse Practitioner and Nurse Anesthesia) prior to admission.

11. Present evidence of proficiency in English (if foreign) by submitting evidence of a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) paper version (or 213 on the computer version) earned within two years prior to application.

12. Complete a successful criminal background check prior to matriculation; background checks may be repeated during the student's program of study.

The College of Nursing, as a part of the University of Tennessee system, is a state supported institution and gives priority to Tennessee residents; however, non-residents may be considered. Questions regarding residency status should be addressed to the Director of Enrollment Services, 910 Madison Building, Suite 525, Memphis, TN 38163, (901) 448-5560.

MSN Promotion, Retention, and Progression Requirements

These policies govern the progression of students in the Master's Program.

1. Promotion and graduation require recommendation of the Progressions Committee and endorsement by the Dean.
2. Consistent with other professional degrees on campus, promotion requirements are as follows:

All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.

3. Any student who earns a D or F in any course will be dismissed from the program.

4. To be considered in good academic standing, a student must maintain a cumulative GPA of 3.0 or better. A student whose cumulative GPA falls below 3.0 may be dismissed.

5. Dismissal may result from serious deficiencies in personal or professional behavior, or from failure to meet stipulated conditions within the designated time period.

6. Students who wish to withdraw from a course must notify the Associate Dean for Academic Programs of the College of Nursing in writing and meet with their advisor. Students who withdraw from a theory or clinical nursing course must also withdraw from the co requisite nursing course. A change of status form must be completed as required by the University.

DOCTORAL PROGRAMS

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) degree is a two and one-half year course of study that prepares graduates for advanced levels of nursing practice. Emphasis is placed on nursing care that is based upon philosophical, ethical, and scientific principles. Students who enter the DNP program prior to completing the required Master's level entry into advanced practice must complete additional study that mirrors the MSN curriculum; and those students focus on acquisition of knowledge and skills in a chosen area of advanced practice as a foundation for doctoral study. The last year of the DNP program is a clinical residency devoted to the DNP student's area of advanced nursing practice and refining abilities to examine and evaluate nursing practice through a quality improvement project.

In addition to the advanced clinical practice series, all DNP students enroll in core courses focusing on concepts essential for analysis and evaluation of practice outcomes such as epidemiology, health and policy issues, health economics, philosophy of practice, clinical research utilization and health care quality improvement, health information management, and leadership. Each student selects an area for scholarly examination of internal and external factors that influence nursing care in his/her clinical area. This process guides the student in identification and evaluation of practice issues. Students collaborate with expert clinicians in their specialty areas. (Note: In 2004, the DNP replaced the Doctor of Nursing Science (DNSc) degree program for all entering students. Continuing DNSc students were given the option of switching to the DNP program at that time or completing their DNSc degree studies. As such, while some students

are still in the process of completing DNSc degrees, all new students at the doctoral level in the College of Nursing enter the DNP program.)

DNP ADMISSION PROCESS

Applications must be completed online. (Complete the online application by going to: www.utmem.edu/nursing, then "Future Students," then select "Apply Online Now". Preference is given to residents of Tennessee, but out-of-state applications are also welcomed and given full consideration. Students who meet minimum program requirements are not guaranteed admission.

The applicant must:

1. Have official copies of transcripts for all college and university work sent directly to the UTHSC Office of Enrollment Services, 910 Madison Avenue, Suite 525, Memphis, TN 38163..

2. Submit a copy of an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multistate privilege at the time of application.

3. Have earned a minimum of a baccalaureate degree from a regionally accredited college or university. If the baccalaureate degree is in Nursing, it must be from a program accredited by a national organization (NLNAC or CCNE) responsible for nursing accreditation. If the baccalaureate degree is not in nursing, the applicant may be admitted but with the requirement of successful completion of all prerequisite courses in the College of Nursing prior to enrolling in the MSN courses.

4. Have a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale based on all collegiate and university work. Applicants with cumulative GPAs less than 3.0 generally are not competitive for admission but may submit additional documents for special consideration that include Graduate Record Exam (GRE) score and/or evidence of outstanding professional leadership.

5. Provide current and relevant documentation of physical, learning, psychological, or other disabilities, if applicable. Documentation guidelines are available in the Student Academic Support Services (SASS) Office, GEB, room BB9. Students should call (901) 448-7746 and schedule an appointment to discuss accommodation needs as soon as possible following entry into the Program.

6. Have three (3) Recommendation Forms for admission (references) submitted to the UTHSC Office of Enrollment Services. The Recommendation Forms should be from graduate prepared nurses or faculty members who can address the applicant's potential or ability for functioning in the advanced practice or research role (clinical skills, critical thinking, independent decision making, collaborative skills with other health professionals, and nursing leadership). Applicants currently enrolled in a nursing program should submit at least one (1) Recommendation Form from a faculty member in that program.

7. Submit a three (3) to five (5) page essay describing professional goals and how the program

will enhance future roles and activities. The purpose of the essay is to provide the Admissions Committee insight into the professional goals and expectations of the applicant and to demonstrate the candidate's written communication skills.

8. Provide a copy of a current certification in cardio-pulmonary resuscitation or advanced life support prior to enrollment. In addition, students enrolled in the DNP program are expected to maintain current certification throughout their enrollment in the program.

9. Have ready access to a Web-connected personal computer. Computer literacy and adequate computer skills are required.

10. Present evidence of proficiency in English (if foreign) by submitting evidence of a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) paper version (or 213 on the computer version) earned within two years prior to application.

11. Complete a successful criminal background check prior to matriculation; background checks may be repeated during the student's program of study.

The College of Nursing, as a part of the UT system, is a state supported institution and gives priority to Tennessee residents; however, non-residents may be considered. Questions regarding residency status should be addressed to the UTHSC Director of Enrollment Services, 910 Madison Avenue, Suite 525, Memphis, TN 38163, (901) 448-5560.

DNP/DNSc Promotion, Retention, and Progression Requirements

These policies govern the progression of students in the Doctor of Nursing Science Program.

1. Promotion and graduation require recommendation of the Progressions Committee and endorsement by the Dean.

2. Consistent with other professional degrees on campus, promotion requirements are as follows: All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.

3. Any student who earns a D or an F in any course will be dismissed from the program.

4. To be considered in good academic standing, a student must maintain a cumulative GPA of 3.0 or better. A student whose cumulative GPA falls below 3.0 may be dismissed.

5. Dismissal may result from serious deficiencies in personal or professional behavior or from failure to meet stipulated conditions within the designated time period.

6. Students who wish to withdraw from a course must notify the Associate Dean for Academic Programs of the College of Nursing in writing and meet with their advisor. Students who withdraw from

a theory or clinical nursing course must also withdraw from the co requisite nursing course. A change of status form must be completed as required by the university.

7. Students who receive the grade of No Progress (NP) in N800 Thesis for the second time are not allowed to progress without review and recommendation of the Graduate Promotions Committee.

CORE PERFORMANCE STANDARDS

Minimum Standards for DNP/DNSc/MSN Nurse Anesthesia

The applicant will possess the mental, auditory, visual, sensory, strength, manual dexterity, and communication skills to:

1. Perform a systematic and complete history and physical examination on a client.
2. Communicate significant examination findings to other professionals and client/family.
3. Appropriately assess and record subjective and objective findings.
4. Maintain effective relationships and interact appropriately with other professionals and clients/families, demonstrating skills of leadership collaborations and decisiveness.
5. Accurately analyze alterations in functional patterns.
6. Maintain flexibility and emotional stability in response to novel, unique situations and stress.
7. Demonstrate advanced use of the nursing process: develop, implement, educate and counsel clients, prescribe appropriate therapy, demonstrate self care skills and evaluate appropriate plans of action for diagnosed problems.
8. Safely provide airway management and able to maintain advanced life support systems while operating and interpreting multiple monitoring modalities.
9. Rapidly respond and intervene in emergency situations requiring anesthesia care throughout the spectrum of practice settings.
10. Speak, write, and comprehend the English language proficiently.
11. Use computer to word process, e-mail, and access the World Wide Web.

Minimum Standards DNP/DNSc/MSN Acute Care Nurse Practitioner/Medical Surgical Nursing

The applicant will possess the mental, auditory, visual, sensory, strength, manual dexterity, and communication skills to:

1. Perform a systematic and complete history and physical examination on a client with complex problems.
2. Communicate significant examination findings to other professionals and client/family.
3. Appropriately record subjective and objective findings.
4. Maintain effective relationships and interact appropriately with other professionals and

clients/families, demonstrating skills of leadership collaboration and decisiveness.

5. Accurately analyze alterations in functional patterns.

6. Anticipate potential common, acute, and life-threatening problems encountered in critically ill patients.

7. Maintain flexibility and emotional stability in response to novel and high stress situations.

8. Demonstrate advanced use of the nursing process-assess-and-diagnose actual and potential health/illness problems; develop, implement, educate, and counsel clients, prescribe appropriate therapy, demonstrate self care skills and evaluate appropriate plans of action for diagnosed problems.

9. Identify ethical dilemmas in critical care practice and participate in ethical decision-making using a systematic approach.

10. Develop/participate in the development of theory based educational programs for critically ill patients/families and nursing personnel.

11. Analyze/critique critical care research and demonstrate/role model the appropriate integration of research into practice.

12. Speak, write, and comprehend the English language proficiently.

13. Use computer to word process, e-mail, and access the World Wide Web.

Minimum Standards DNP/DNSc/MSN Family Nurse Practitioner/ Neonatal Practitioner/Psychiatric Family Nurse Practitioner

The applicant will possess the mental, auditory, visual, sensory, strength, manual dexterity, and communication skills to:

1. Perform a systematic and complete history and physical examination on a client.

2. Communicate significant examination findings to other professionals and client/family.

3. Appropriately record subjective and objective findings.

4. Maintain effective relationships and interact appropriately with other professionals and clients/families, demonstrating skills of leadership, collaboration and decisiveness.

5. Accurately analyze alterations in functional patterns.

6. Anticipate potential common, acute self-limiting, and selected chronic problems.

7. Maintain flexibility and emotional stability in response to novel, unique situations and stress.

8. Demonstrate advanced use of the nursing process-assess and diagnose actual and potential health/illness problems; develop, implement, educate and counsel clients, prescribe appropriate therapy, demonstrate self care skills and evaluate appropriate plans of action for diagnosed problems.

9. Develop insight into own emotional functioning to evaluate the ability to provide therapeutic intervention for a client.

10. Speak, write and comprehend the English language proficiently.

11. Use computer to word process, e-mail, and access the World Wide Web.

Doctor of Philosophy in Nursing

The Doctor of Philosophy (PhD) in Nursing emphasizes the critical evaluation of existing knowledge through hands-on research preceptorships backed by rigorous coursework. Upon entering the PhD program, students become immersed in clinical research that develops and tests concepts of nursing care. Students completing the program take their place among today's foremost nursing research scientists and scholars.

The UT PhD program began in the fall of 1988 and is offered by the College of Nursing in Memphis and Knoxville as a part of their respective Graduate Schools. The PhD program concentrates on theories and models of nursing and intense research mentorship with accomplished faculty researchers. Faculty work with students on an individual basis to design a program of learning experiences and directed research that will assure successful preparation for a career as a scientist in clinical nursing research.

PhD Admissions

Graduates of accredited institutions are eligible to apply for admission to the PhD program in the College of Graduate Health Sciences. Information regarding admission criteria, application process, and course descriptions can be found under the UTHSC College of Graduate Health Sciences in the Catalog, and the UTHSC Home Page (www.utmem.edu).

Doctor of Nursing Practice – Doctor of Philosophy in Nursing

The Doctor of Nursing Practice – Doctor of Philosophy (DNP-PhD) Program provides highly motivated and qualified students with an integrated advanced clinical and research program of study leading to a combined DNP/PhD degree. This program combines the existing DNP and PhD nursing programs, which are based in the College of Nursing and College of Graduate Health Sciences, respectively. Unlike the traditional DNP program, the first three and final two semesters of the DNP/PhD program focus on developing students' ability to conduct clinical research. Thus, students do not enroll in clinical specialty courses until the fourth term of the program. The total time to graduation varies and depends on the student's background. Students must be accepted to the College of Nursing DNP program to be considered for admission to the DNP/PhD Program.

College Of Pharmacy

Dick R. Gourley, Pharm.D., Dean

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MESSAGE FROM THE DEAN

In the two most recent Gallup Polls, Americans rated pharmacists clearly above all other professionals, including ministers, physicians, attorneys, and public officials, in their level of trust. The profession of pharmacy provides a career dedicated to the health and well-being of patients, and the practitioner enjoys an extremely rewarding profession, as well as being trusted and respected by the general public.

We are very proud that for the last two years, the University of Tennessee College of Pharmacy has been ranked among the top ten pharmacy schools in the nation by the prestigious U.S. News & World Report. Faculty, staff, and alumni are continually striving to improve our education, research, and public service missions, because our goal is to become one of the top five schools nationwide, with the ultimate objective of being #1.

The changes occurring in health care and the information explosion happen on a daily basis. The opportunities you have available to you as a student entering the pharmacy profession are virtually unlimited. The pharmacists of today and the future are integral members of the health care team, and their influence on pharmaceutical care has far-reaching effects.

The challenges of pharmacy practice are many, and they include the therapeutic dilemmas of the elderly, pharmaceutical care of the acutely ill patient, or fine-tuning the drug needs of the pediatric patient. As new and innovative drug therapies are developed, including drug delivery systems and new drug entities, pharmacy becomes an even more challenging profession.

The University of Tennessee College of Pharmacy is truly an outstanding institution. I am proud to be an alumnus, as well as a member of the faculty. We have an outstanding student body, and I am confident that you will enhance that student body.

Our faculty and staff members in the dean's office are always available to you, whether you have a question, a comment, a concern, or just need to talk with someone. Please call on us at any time for assistance. You are the reason we're here.

Dick R. Gourley, Pharm. D.
Professor and Dean, College of Pharmacy

ADMINISTRATIVE LISTING

Dick R. Gourley, Pharm. D., Professor of Clinical Pharmacy, Dean
James C. Eoff III, Pharm. D., Professor and Executive Associate Dean
Duane Miller, Ph.D., Chair, Department of Pharmaceutical Sciences and Associate Dean for Research and Graduate Programs
Rich Helms, Pharm. D., Chair, Department of Pharmacy
Glen E. Farr, Pharm. D., Assistant Dean, Continuing Education and East Tennessee
David Solomon, Pharm. D., Associate Dean for VA and Hospital Affairs

ADMISSIONS INFORMATION

MAILING ADDRESS:

Office of Admissions
The University of Tennessee
College of Pharmacy
847 Monroe Avenue
Room 226
Memphis, Tennessee 38163.

TELEPHONE:

(901) 448-6036 or 448-6120

PROFESSIONAL DOCTOR OF PHARMACY DEGREE

In 1984, the six-year Doctor of Pharmacy (Pharm. D.) degree became the entry-level program for all undergraduate students. The baccalaureate degree has been discontinued. The program requires two years pre-professional work and four years (eight semesters) in the professional curriculum. The new curriculum introduced in 1984 is designed to facilitate the program change. A brochure, available on request, outlines the principal features of the Doctor of Pharmacy program.

WHERE TO STUDY

The preprofessional curriculum may be taken at any accredited college or university that offers the required courses. The University does not attempt to evaluate other educational institutions and does not assess bonus or penalty ratings in the evaluation of transcripts. A strong foundation in English language, chemistry, biology and the social sciences is essential to success in the pharmacy curriculum.

RESIDENCY

The College of Pharmacy, as a part of the University of Tennessee system, is a state-supported institution and gives priority to resident students. Nonresidents are eligible to apply and may be admitted on a competitive basis.

NUMBER OF STUDENTS ADMITTED

The College of Pharmacy admits one class per year in the fall semester. The size of the entering class is established administratively by the University of Tennessee and is based on a determination of manpower needs and available resources. Approximately 200 students entered in 2006.

SELECTION PROCESS

Admission to the college is through a Committee on Admissions. Selection is not based on a single factor, but it is the composite of a total application process and represents the best judgment of the Admissions Committee. Following are some factors which are considered in the admissions process: academic record (GPA); Pharmacy

College Admissions Test (PCAT); ACT/SAT Scores; personal interview, references; evaluation by preprofessional faculty; evidence of maturity; leadership potential; extracurricular activity; previous work experience; the completeness of the application. The above register is not exhaustive. Factors are not listed in an order of weight or importance, but academic performance is the most significant single factor. A minimum grade point average of 2.5 is required; however, the GPA should be higher to be competitive since the average GPA of accepted students is approximately 3.3.

PERSONAL INTERVIEWS

All students admitted to the college are required to have a personal interview. A preliminary screening by the Admissions Committee determines whether a student will be invited for a personal interview.

CAMPUS TOURS

A tour of the campus, conducted by currently enrolled pharmacy students, is given to applicants invited for a personal interview. Tours during the academic year may also be scheduled by appointment.

PHARMACY COLLEGE ADMISSION TEST

All applicants are required to take the Pharmacy College Admission Test (PCAT). The examination is scheduled several times per year. Students following a two-year pre-professional program should select the date in the second college year. This date would normally be toward the close of fourth quarter or third semester. The test should not be delayed until the following February as results may not be available in time for use in the screening of applications. Students who have had more than two years of college work, especially if they have finished chemistry, biology, and physics, may wish to schedule the test at an earlier time. A percentile score of 40, with individual subject area scores not less than 20th percentile, is required for interview. The minimum percentile score is not a competitive score; however, the percentile score average of accepted students is 75th percentile.

Schedules and applications for the PCAT may be obtained by writing: The Psychological Corporation, 555 Academic Court, San Antonio, Texas 78204-2498. Telephone: (1-800) 622-3231 or FAX (210) 921-8861.

WORK EXPERIENCE

Experience in a pharmacy setting is not a requirement for admission to the college. However, such experience is valuable in determining motivation to pursue this field of study. It is recommended prospective applicants obtain employment in a pharmacy setting if possible, prior to completion of the prepharmacy requirement, or schedule appointments with practicing pharmacists to discuss the profession.

PERSONAL REFERENCES

Three reference letters are required in completion of the application. Students often ask from whom personal references should be obtained. Business or professional persons who are acquainted with the applicant and have knowledge of the applicant's personal circumstance and qualifications are qualified to provide a recommendation. Present or former employers are especially appropriate sources of reference. Evaluation by the student's faculty is required as a part of formal application, thus faculty members should not be asked to give references. Parents and members of the immediate family generally should not give references.

NOTIFICATION OF ADMISSION

Although the deadline for application is February 1, applications are accepted the preceding fall. Invitations for interview begin in the late fall and early applicants are considered for admissions after their interviews. Strong applicants with complete records may be admitted shortly thereafter. The majority of students are usually advised of the disposition of their applications during the months of February through April.

It should be noted that personal interviews may be scheduled before or after the February 1st application deadline. Scheduling of the personal interview does not in itself imply any action by the Committee on Admissions other than that the application is being processed for later review.

PHARMACY WEEKEND

Following completion of class selection, incoming students are invited to the campus for an introduction and orientation to the UTHSC campus. The program occurs on a weekend, usually toward the end of April. This is an unofficial, voluntary activity, sponsored, planned and carried out by pharmacy student organizations.

THE PHARMACY CURRICULUM

The Doctor of Pharmacy degree requires a minimum of six years academic study: two years preprofessional work and four years in the College of Pharmacy.

The professional curriculum consists of the following: Pharmacology, Medicinal Chemistry, Pharmacy Technology, Therapeutics, Patient Assessment, Biopharmaceutics and Kinetics, Pharmacy Management and Pharmacoeconomics and Medication Use Process

ADVANCED PLACEMENT CREDIT

The following policy statement on advanced placement programs has been approved by the College of Pharmacy:

1. Accept Advanced Placement subject examinations with minimum scores of three (3) and in the sciences a minimum grade of "B" in an equivalent number of hours of advanced coursework in the subject. (Test scored: 1 to 5)

2. Accept CLEP subject examinations with a minimum grade of "B" and in the sciences a minimum grade of "B" in an equivalent number of hours of advanced coursework in the subject.

3. Accept institutions ACT or SAT advanced placement policies with minimum 90 percentile (college bound norms) and in sciences a minimum grade of "B" in an equivalent number of hours of advanced coursework in the subject.

4. Advanced credit test scores must be forwarded directly to the UTHSC Registrar by the testing agency.

Our Registrar has been advised that advanced placement credit will be accepted for work in the prepharmacy curriculum within the guidelines stated in items one through four. Any questions on interpretation should be addressed to the Registrar of UTHSC.

GRADUATE STUDIES

The college offers graduate degree programs in these areas of Health Sciences Administration and pharmaceutical science. M.S. and Ph.D. degrees are offered in Medicinal Chemistry (including a track which places emphasis upon Toxicology) and in Pharmaceutics. The college offers a limited number of positions in a dual Pharm.D./Ph.D. program. In general, these programs are available to advanced students who hold a Bachelor's degree in pharmacy or in some instances in a nonpharmacy major. For additional specific information on graduate studies, it is necessary to contact the chairman of the appropriate department, i.e., Department of Pharmaceutics. All of these departments are located in the College of Pharmacy.

Graduate studies in pharmacology, biochemistry and other biological sciences are available through the appropriate department of the College of Medicine (see Graduate School of Medical Sciences, this publication)

STUDENT GOVERNMENT ASSOCIATION

The Pharmacy Student Government Association is the primary student organization which represents the student body of the College of Pharmacy. This group also serves as liaison between students, administration and faculty. The Pharmacy SGA is composed of a president (elected annually by the entire student body), the president of each class, and one representative from each of the other student organizations and the pharmacy fraternities.

The Dean and Executive Associate Dean meet monthly with the Pharmacy SGA to hear first-hand of developments within the College of Pharmacy. The Pharmacy SGA also assists in implementing changes or initiating new programs, recommending names of student representatives to serve on the standing committees of the College, and encouraging and promoting student leadership and involvement in professional and extracurricular activities.

STUDENT ORGANIZATIONS

Incoming students quickly learn that the pharmacy classes are structurally organized and are influential in policy matters affecting student life.

There are no social fraternities on the campus, in the traditional sense. There are several active organizations which have social benefits in addition to their professional roles. These are:

1. **Academy of Students of Pharmacy:** the student counterpart of the national organization.

2. **Student National Pharmaceutical Association:** the student counterpart of the national organization for minority pharmacists.

3. **Kappa Psi:** professional pharmacy fraternity.

4. **Phi Delta Chi:** professional pharmacy fraternity.

5. **Rho Chi:** a national honor society in pharmacy.

6. **Phi Lambda Sigma:** pharmacy leadership society.

Additional information on campus organizations is found in a separate section of this publication.

ACADEMIC CALENDAR

2006-2007

(<http://pharmacy.utmcm.edu>)

STUDENT EMPLOYMENT

Pharmacy students often accept outside employment in a pharmacy setting while enrolled in the professional program. The college takes the position that such employment must not interfere with the regular studies and responsibilities of enrolled students. Outside employment during the early semesters of the curriculum is discouraged. Thereafter, students should use their own judgment in accepting employment, keeping in mind their primary objective in attending the college.

PLACEMENT SERVICE

The college conducts a placement service which assists employers and employee pharmacists and students in employment matters. The college also sponsors a career day in early Spring.

HOUSING FACILITIES

It is recommended that single incoming pharmacy students plan to reside in the university residence halls. This is particularly desirable for students who are not residents of Memphis. Information on housing for single and married students is found in another section of this handbook.

CONCERNS OBSTRUCTING PHARMACY EDUCATION

(C.O.P.E. Program)

The College of Pharmacy strives to help any and all students who may become stressed out because of

academic and clinical workloads, financial pressures, changes in life-style, etc. While students normally develop healthy ways of coping with these stresses, occasionally a student may be unable to successfully adapt to these pressures. He or she may also begin to abuse drugs or alcohol. This behavior results from a temporary inability to cope with the stress of pharmacy school, alcohol and/or drug dependence, or a disorder such as depression. This leads to "impairment" in which the student's participation in the educational program may be affected or his or her behavior may violate the regulations of UTHSC and the accepted standards of the pharmacy profession. Any member of the C.O.P.E. Council is always ready to assist students who may be experiencing these feelings of frustration, depression, drugs, whatever the problem. Rest assured that your problem will be handled with the utmost of professionalism, compassion, and confidentiality.

LOANS

Emergency loans are available through the Dean's office. Loans are based on need and availability of funds. Interest is six percent per annum and repayment is within thirty days. Students experiencing financial problems are also encouraged to contact the Office of Financial Aid Services, 910 Madison Bldg., Suite 520, 448-5568.

TUTORING SERVICES

Tutoring services are available at no charge to those students who are experiencing academic trouble. Contact the Office of Academic Affairs in the College of Pharmacy or Ms. Cathy Gibbs in Student Academic Support Services at 448-5056.

STANDARDS FOR PROMOTION

The Doctor of Pharmacy degree program has been designed to cover eight semesters in addition to the two prepharmacy years. The curriculum includes lectures, laboratory courses and a clinical component. Clinical instruction and clerkship training in pharmacy practice is required. Students may elect to take clerkships outside of Memphis through one of the other Statewide Professional Experience Program sites. Classroom and clinical practice instruction is provided by experienced faculty members. Students with advanced academic standing may petition the faculty of a specific course(s) through the Executive Associate Dean for permission to substitute a course(s) in order to promote professional specialization.

ACADEMIC STANDING & PROMOTIONS

Student performance is evaluated through examinations by faculty members during each semester. Additionally, at the end of each semester a final examination period of five days is provided. Written examinations on each subject taught during the preceding term may be given during this period.

No student will be excused from an announced final examination except that:

1. If illness of the student prevents taking an examination, the student must present a certificate from the University physician stating the fact.

2. If illness or death in the family makes it necessary for the student to miss an examination, the facts must be presented in writing to the instructor of the course.

Each student's performance is determined by senior instructors or course coordinators of the subjects for which they registered. Students who meet the course(s) requirements will be promoted in the subsequent semester.

The student's overall performance is continually monitored by the Academic Standing and Promotions Review Committee. The Committee adjudicates within the framework of the guidelines available in the Dean's office.

IMPOSITION OF ACADEMIC PROBATION

Academic probation will be imposed upon a student when the student's academic performance meets either or both of the following conditions:

1. The grade point average earned at the conclusion of the first semester of the first professional year, or the cumulative grade point average at the conclusion of any semester thereafter, is less than 2.33.

2. The grade point average earned for any one semester is less than 2.00.

PERIOD OF ACADEMIC PROBATION

A period of academic probation will be in effect during the semester immediately following the conclusion of the semester in which the student's academic performance meets either or both of the conditions for imposition of probation. If at the conclusion of the semester during which a period of probation is in effect the student's academic performance continues to meet either or both of the conditions for imposition of probation, another period of probation will be imposed. If at the conclusion of the semester during which a period of probation is in effect the student's academic performance no longer meets either or both of the conditions for imposition of probation, another period of probation will not be imposed.

CONDITIONS OF ACADEMIC PROBATION

The following conditions will apply to a term of academic probation imposed upon a student:

1. During any term of probation, a student may not be elected to any office in any College recognized organization, and will not be eligible for College paid travel.

2. The following additional conditions shall apply to a student on probation two or more times:

- (a) must resign any and all office(s) held in College recognized organization(s);

- (b) is not permitted to represent the College in any official capacity.

ACADEMIC DISMISSAL RECOMMENDATION

A student will be subject to a dismissal recommendation when any one or more of the following conditions are met:

1. Academic performance at the conclusion of any semester is so poor as to predict strongly an inability to meet the overall requirements of the curriculum. It is recognized that this situation is most likely to occur during the first professional year, and may occur without a probationary period being imposed.

2. A period of probation is imposed for a second time and the cumulative grade point average is less than 2.33.

3. A period of probation is imposed for a third time, regardless of the cumulative grade point average.

4. A student who receives two or more grades of "D" or "F" in required courses in any one academic year OR a total of 3 or more grades of "D" or "F" throughout the curriculum regardless of GPA.

In addition the minimum acceptable grade for any course attempted is a "D". Courses in which an "F" is earned, both the original "F" in a course(s) and the newly earned grade will be used for the determination of the student's overall cumulative grade point average.

Students with outstanding deficiencies in the professional curriculum may not register for courses in the next professional year without affirmative action by the Academic Standing and Promotions Review Committee.

Students may appeal any academic action to the Academic Standing and Promotion Review Committee. The appeal must be submitted, in writing, within five calendar days of receipt of notification of action. The Academic Standing and Promotion Review Committee will make a recommendation to the Dean who will make a decision on the appeal.

Further appeal from the decisions of the College of Pharmacy can be made to the Chancellor's office.

Appeals from denials of promotions occurring at the end of the spring and fall terms will be heard during the first week of the summer and winter terms respectively.

*Specific guidelines regarding these policies are accessible in the Office of the Executive Associate Dean.

REQUIREMENTS FOR GRADUATION

In order to be awarded the Doctor of Pharmacy degree, an applicant must have completed all degree requirements and complied with the following conditions:

1. Students must have been in residence as registered pharmacy students in an acceptable college of pharmacy for at least four academic years; at least the last two academic years must have been in this college.

2. Students must have discharged all their financial obligations to the college.

3. Students must have attained a final cumulative grade point average of 2.33 or above (on a 4.0 scale) and a grade of "C" or above in all clerkship courses attempted in the professional curriculum of the college. Didactic and experiential courses in which an "F" is received must be repeated before a student is eligible to receive the Doctor of Pharmacy degree.

HONORS

The College of Pharmacy is authorized to grant honors for academic excellence. Students may graduate with honors, with high honors, or with highest honors in accordance with appropriate cumulative grade point averages based on performance in the professional curriculum only.

Grade Point Average	Designation
3.50-3.69	with honors
3.70-3.84	with high honors
3.85-4.00	with highest honors

HONOR COUNCIL

Please refer to the Honor Code Section IV, Addendum F, of the Student Judicial System section of this handbook (page 64), for the special provisions of the UTHSC Honor Code that pertain to the College of Pharmacy.

GRADING SYSTEM

The College of Pharmacy will utilize a grading system which permits the faculty to award, in combination with certain letter grades, a "plus" or "minus" to appropriately recognize and reward the academic achievements of students in the College. The faculty will determine the letter grade, and a plus or minus in combination with the letter grade, based on a scale to be determined by the individual faculty member responsible for each course taught in the College.

The grading system will utilize the following letter and quality point scale for purposes of reporting and recording student grades on routine grade reports and transcripts:

Letter Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00

It is to be emphasized, however, that the responsibility for the grading scale to be used in determining a student's grade for a course remains the province of the individual faculty member.

ATTENDANCE POLICY

The educational programs at UTHSC have been developed by the faculty and staff to provide students with the information and experiences necessary to become practicing professionals. It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college or of the school in which they are enrolled. Individual faculty may consider attendance mandatory for certain educational experiences.

Students will be informed, in writing, where policy requires class attendance.

DRESS CODE

Students attending the College of Pharmacy shall be suitably attired. The standards stated herein apply to all Doctor of Pharmacy candidates.

STUDENT DRESS IN PROFESSIONAL PRACTICE EXPERIENCES

Students are expected to dress professionally when engaged in experiential practice activities. The following dress code applies to all students in pharmacy labs and practice experiences:

Students should wear a name badge and a clean white waist length coat (or white pharmacy coat) at all times in the pharmacy practice laboratory and practice sites.

In all patient care settings, male students should wear a dress shirt and tie and females should dress in similar professional/business attire.

Students may **NOT** wear the following in pharmacy laboratories or professional practice settings:

Jeans

Shorts

T-shirts

Dirty or soiled sneakers/tennis shoes or open toed sandals

A head covering, head garment, hat, or cap unless for religious or cultural practices.

Excessive jewelry or accessories that may interfere with safety and the effective performance of the processes and procedures being carried out including piercings of the eyebrow, lip, nose, and tongue

Provocative or revealing clothing including shirts that expose the abdomen or that are low cut

Students are expected to treat patients and their families with respect and dignity.

Students are expected to take personal responsibility for their actions during their professional practice experiences. However, it is important that students recognize the limitations of their skills and abilities and to seek assistance from their preceptor or others when necessary.

CLASS ROOM SETTINGS

Attire in the classroom shall be left to the discretion of the student.

*Dress for laboratories in basic science courses will be determined by the College of Medicine.

BOARD EXAMINATIONS

Upon receipt of the Doctor of Pharmacy degree, in order to become licensed practitioners, graduates are required to take the Board examination given by the Tennessee Board of Pharmacy. Internship requirements of the Board of Pharmacy include a specified minimum of 1500 clock hours. Experience obtained during the summer following completion of the preprofessional requirements, and succeeding summers while not actually enrolled as a student, is allowed toward fulfillment of the Board

requirements. Up to 1100 clock hours of credit is allowed by the Board for certain clinically oriented courses (clerkships and externships) in the pharmacy curriculum.

LICENSURE IN OTHER STATES

Pharmacists may become licensed in other states through two mechanisms: by Board examination in the individual state and by reciprocation of license from one state to another. In either method, application must be made to the Board of Pharmacy in the State for which licensure is desired.

College Of Social Work

Theora Evans, Ph.D., MPH, Associate Dean/Associate Professor

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MESSAGE FROM THE ASSOCIATE DEAN

Social Work is a challenging profession offering a wide range of career opportunities. The following are representative of some of the roles that social worker practitioners assume: mental health clinicians, program planners, administrators, and researchers. Social workers are trained to work at multiple systems levels. Social workers are needed in health/mental health programs, community agencies, schools, corporations, hospitals, and child welfare agencies. The field of social work is constantly changing to meet the needs of society, and social work students learn to anticipate future problems and prepare to manage them. For example, threats to individuals, groups, or communities from bio-terror events and natural disasters. The faculty and staff are dedicated to providing an atmosphere and stimulation to maximize your learning experiences while you are here. You will have opportunities to associate with students and faculty within a dynamic and future-oriented health science center. We welcome you and stand ready to help you make the best use of your time here.

Theora Evans, Ph.D., MPH
Associate Dean, College of Social Work

STRUCTURAL ORGANIZATION OF THE CSW AND MEMPHIS: THE MEMPHIS CAMPUS

The University of Tennessee, College of Social Work (CSW) is a fully accredited graduate professional program granting the Master of Science in Social Work degree. The College in Memphis is a University of Tennessee Knoxville entity. The Dean of the CSW is Dr. Karen Sowers. Dean Sowers is based in Knoxville. The College maintains a state-wide presence with three campuses: Knoxville, Nashville, and Memphis. Each campus has an associate dean who reports to Dean Sowers; the Memphis campus Associate Dean is Dr. Theora Evans. The statewide enrollment within the College totals approximately 500, with about a third of this number on each campus.

Although the CSW is a component of The University of Tennessee Knoxville system, the CSW Memphis campus is located by formal agreement within The University of Tennessee Health Science Center (UTHSC) and participates fully in many aspects of campus life.

Social Work students have membership in the Student Government Association at UTHSC. The CSW Memphis campus shares many facilities with UTHSC, including the library, Student Alumni Center, University Health Services, bookstore, student housing and on occasion, some classes.

The CSW students are a heterogeneous group in age, ethnicity and educational background ranging from a new B.S.W. degree to advanced degrees in other disciplines. Some have had no work experience and others have had responsible jobs for many years. Classroom teaching and assignments are frequently designed to utilize this diversity of life experiences, so that students learn from one another and learn to value and respect differences.

THE PROGRAMS

For eligible students, completion of the advanced standing MSSW curriculum can occur within 11 months. In addition to the advanced standing program of study; a two year, four-semester full-time program, is available to students without a BSW from an accredited undergraduate program. The Memphis campus also offers an extended study program for employed students (who now make up approximately one-third of the student body). Extended-study students are able to complete the program in three or four years, while maintaining their employment for at least part of the time. To accommodate extended-study students evening classes are offered.

The CSW has an interactive web-site www.csw.utk.edu. The "prospective students" link provides in-depth admissions, program information, as well as application forms.

ADVANCED PREPARATION

Social Work students, after completing required foundation courses, may elect to concentrate in either Clinical Social Work Practice or Management and Community Practice. They may also take elective courses in the areas of health/mental health, social gerontology, child welfare, school social work, substance abuse, and advocacy.

FIELD PRACTICE

Students must have field practice placements or internships which provide direct experience in social work practice. About 60% of all students have a field placement in a health care setting; in many of these placements they work as colleagues with UTHSC students. Other placements are in agencies in the fields of mental health, child welfare, aging, school social work, juvenile justice substance abuse or administration/management/planning.

SERVICES & REGULATIONS

ORIENTATION:

Orientation is usually conducted during the week prior to the beginning summer and fall semesters. Students are introduced to the CSW Memphis campus facilities, current students, faculty, and staff. Orientation always includes a welcome from representatives of the UTHSC administration and presentations from student health and mental health services, library services, student government, Student Alumni Center activities and security.

PARKING:

All students who park in UTHSC parking lots and garages are required to secure a hang-tag for their vehicle and to pay parking fees. Social Work students who park in Garage E (adjacent to the General Education Building) prior to 5:00 PM with or without a hang-tag will be charged an additional fee. Vehicles parked in Garage E after 5:00 PM displaying a valid hang-tag are not accessed an additional fee. Vehicles parked in Garage E after 5:00 PM without a hang-tag on display will be accessed \$4.00 per

evening. The UTHSC Parking Office (45 N. Manassas) distributes hang-tags.

LIBRARY

Over the years a policy has been established at the request of social work students not to allow circulation of the social work journals; these remain in the library to ensure access by all students. Times for checking out and returning books on reserve may also vary, as requested by the student body. Students may also use the public libraries and have full checkout privileges at the University of Memphis Library.

FINANCIAL AID

On each campus of the College of Social Work, a Financial Aid Officer has been appointed by the Dean to assist students in locating and applying for funds. Ms. Gertha Alexander, the Senior Recorder, functions as Financial Aid Officer on the Memphis campus. On the Memphis campus, financial assistance information is provided to all students. As a matter of University policy, students must provide a financial statement because all aid is awarded on the basis of need.

STUDENT GOVERNMENT

An election of officers is held each Spring with additional representatives elected after the incoming first-year students arrive in the Fall. The president serves as representative to the UTHSC Student Government Association Executive Council. Students are also represented on faculty standing committees at the Campus and College levels.

Sara Creecy
SGA President 2006-07

SOCIAL LIFE

The required activity fee entitles social work students to use all of the facilities in the Wassell Randolph Student Alumni Center (fitness center, ice cream socials, movies etc.). Several parties and other social events are planned each year by the UTHSC Student Government Association, funded out of the activity fee. The social work SGA committee hosts a welcome luncheon for in-coming social work students. Other events (resume writing, brown bag lunch seminars, voter registration activities, Black History Month panel discussions, etc.) during the year are usually planned by the social work SGA committee as student interest dictates.

