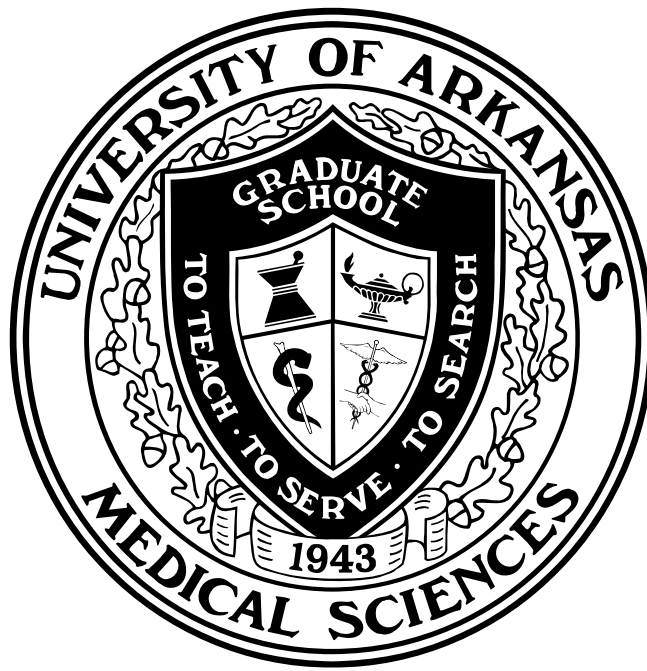


2011-2012
Graduate School
Student Handbook



University of Arkansas
for Medical Sciences

Dear Student:

Welcome to the University of Arkansas for Medical Sciences (UAMS) Graduate School. We are very pleased you chose UAMS for your continued education. All Graduate School students are responsible for the information contained in this handbook, therefore, read it carefully and refer to it often during your course of studies. An updated handbook will be produced each academic year. You may access the UAMS website (www.uams.edu) for valuable information concerning this campus and its policies and (www.uams.edu/gradschool) to view the Graduate School Handbook and Catalog and access other Graduate School information.

In addition, you should familiarize yourself with the requirements of the department or division in which you will be working.

The Office of the Graduate School is located in the Administration West building south of the Bookstore in Room 1.213. The Office is open Monday through Friday, 8:00 a.m. - 4:30 p.m. If you have questions, please feel free to call (501) 686-5454 or come to the office for help.

Sincerely,

Robert E. McGehee, Jr., Ph.D.
Dean of the Graduate School

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POLICY STATEMENT REGARDING HANDBOOK

Procedures stated in this handbook require continuing evaluation, review and approval by appropriate University of Arkansas for Medical Sciences officials. All statements contained herein reflect policies in existence at the time this Handbook went to press, and UAMS reserves the right to change policies at any time and without prior notice.

HANDBOOKS OF OTHER COLLEGES

The handbooks of other UAMS colleges may publish information about the graduate programs relating to their undergraduate course of study. This is provided as information only, and in no way replaces or supersedes the UAMS Graduate School Student Handbook other than for program specific provisions relating to academic progression. The Graduate School has established minimum requirements for academic progression; however, the graduate faculty of any degree program may establish and state in writing additional requirements for continuation in that program.

NON-DISCRIMINATION POLICY

The University of Arkansas is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of disability, race, color, sex, creed, veteran's status, age, marital or parental status, or national origin. The Office of Human Relations acts on a campus-wide basis for all students, faculty, and employees regarding such matters, and within each college or school there is an associate or assistant dean designated to assist students who wish to address issues relating to this non-discrimination policy.

Any student who alleges the existence of any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations should contact Jackie McRoberts, Assistant Dean, 501-686-5454. The procedure for addressing such grievances is included in this Handbook.

RESPONSIBILITY FOR STUDENT HANDBOOK AND CATALOG

All graduate students are responsible for all information contained in the current catalog and student handbook. The Graduate School Registrar will send an annual email notification of student responsibility. This notification states that both the handbook and catalog are available either on the web site (www.uams.edu/gradschool) or in the Graduate School Office.

ACADEMIC CALENDAR FOR GRADUATE SCHOOL

2011-2012

Fall Semester 2011

Registration	August 17
Orientation	August 17
Classes Begin	August 22
Last day to register for Fall Semester	August 24
Labor Day Holiday	September 5
Veterans Day Holiday	November 11
Last day to drop a class	November 22
Thanksgiving Holiday	November 24-25
Registration for Spring Semester	November 1-9
Last Day of Semester	December 20
Graduation	December 23

Spring Semester 2012

Registration	January 9
Classes Begin	January 9
Last day to register for Spring Semester	January 16
Martin Luther King's Birthday	January 16
President's Day Holiday	February 20
Last day to drop a class	April 20
Registration for Summer Session	April 23- May 2
Last Day of Semester	May 18
Commencement	May 19

Summer Session 2012

Registration and Begin Classes	May 25
Last day to register for Summer Session	June 4
Independence Day	July 4
Last day to drop a class	June 29
Summer Session Ends	July 20
Graduation	August 10

STUDENT HOLIDAYS

Labor Day (First Monday in September)	*Veteran's Day (Nov. 11)
Thanksgiving and following Friday	*Christmas Vacation
New Year's Day	President's Day (3rd Monday in February)
*Memorial Day (last Monday in May)	*Independence Day
Martin Luther King's birthday (3rd Monday in January)	

*When these holidays fall on Saturday, the preceding Friday is observed as the holiday. When the holiday falls on Sunday, the following Monday is observed. When Christmas Eve falls on Sunday, the preceding Friday is observed. When Christmas Day falls on Saturday, the following Monday is observed. In addition to the above, unscheduled holidays as declared by the governor of Arkansas are observed.

UAMS HISTORY AND ORGANIZATION

UNIVERSITY OF ARKANSAS

The University of Arkansas was established in Fayetteville in 1871 under provisions of the Federal Land-Grant Act of the same year. The purpose of this act was to provide a public system of higher education for all qualified persons, regardless of their economic or social status. The University of Arkansas remains committed to this policy. Its basic aim is to provide the finest educational opportunities to all students, irrespective of handicaps, sex, race, color, creed or national origin.

Originally named the Arkansas Industrial University, it enrolled its first students in January of 1872 and graduated the first class of five men and four women in 1876. The institution was renamed the University of Arkansas in 1899.

The University of Arkansas has grown during the past century. It is now a system composed of seven separate campuses: the University of Arkansas at Fayetteville (UAF), the University of Arkansas at Little Rock (UALR), the University of Arkansas for Medical Sciences (UAMS), the University of Arkansas at Pine Bluff (UAPB), the University of Arkansas at Monticello (UAM), Phillips Community College of the University of Arkansas (PCCUA), and the University of Arkansas Community College at Hope (UACCH). Each of the seven campuses has its own Chancellor, and the system is administered by a President and Board of Trustees.

SCHOOL OF MEDICINE AND GRADUATE SCHOOL

In Little Rock eight physicians organized a medical school in 1879 under the name of the Medical Department of the Arkansas Industrial University. Although the medical school carried this name for a number of years, it supported itself on fees paid by students and received no assistance from the state. Not until 1911 did the school become a state institution and receive financial support from the legislature.

Located for the first eleven years at 113 West Second Street, it moved to Second and Sherman in 1890, to the Old State House in 1912, and to its own new building on McAlmont Street across from McArthur Park in 1935 where it remained for twenty-two years. This building is now the University of Arkansas at Little Rock Law School.

The Graduate School of the University of Arkansas was established in 1927, and its only programs were in Fayetteville. The Department of Biochemistry in the School of Medicine was given permission to offer graduate education in 1943, and the first Master of Science degrees were granted in 1945 and the first Ph.D. in 1954. In the meantime other programs were added, and by 1959 the number justified the appointment of an Assistant Dean of the Graduate School.

The School of Medicine's enrollment increased, and there was a corresponding expansion of the faculty and programs. The School of Pharmacy was established at Sixteenth and Lewis Streets in 1951, and the School of Nursing was added to the medical complex in 1953. The School of Health Related Professions was established on campus in 1971. As the facilities on McAlmont Street became more crowded, a plan was formulated to establish a medical center. The land on West Markham Street was donated by the Arkansas State Hospital, and the medical center was begun.

First in the series of buildings was the University Hospital and the Issac Folsom Clinic in 1956. Shortly thereafter in 1957 the Education Building (now the Winston K. Shorey Building) was completed to house the School of Pharmacy, the School of Nursing, and the basic science departments of the School of Medicine. Then followed the Jeff Banks Student Union and Residence Hall in 1959, the T. H. Barton Institute for Medical Research in 1961, the Child Study Center in 1969, the Education II Building in 1977 which provided an enlarged library, additional lecture and laboratory facilities and space into which the Colleges of Nursing and Pharmacy moved, the Ambulatory Care Center in 1979, the Magnetic Resonance Imaging building in 1986, the Arkansas Cancer Research Center in 1989 which was renamed Winthrop P. Rockefeller Cancer Institute, and the Donald W. Reynolds Institute

On Aging in 2000. The Biomedical Research Building I and the Harvey and Bernice Jones Eye Institute were completed in 1993, the Education III Building was completed in 1995 which was renamed Ray W. Bozeman College of Public Health, the Harry P. Ward Tower in 1997. The Jackson T. Stephens Spine and Neurosciences Institute was completed in 2003 and The Biomedical Sciences Research Building II was completed in 2004. The Residence Hall was completed in 2006, the I. Dodd Wilson Education Building, the Psychiatric Institute and the new UAMS hospital were completed in 2008.

In 1975 the institution, despite several earlier names, became officially the University of Arkansas for Medical Sciences. With the exception of the Graduate School, all schools were redesignated colleges.

The Graduate School on the campus of the University of Arkansas for Medical Sciences has continued to grow to its present size under the direction of a succession of deans. Faculty of the College of Medicine offer graduate training leading to master's and doctoral degrees with a major field of study in Biochemistry and Molecular Biology, Bioinformatics, Interdisciplinary Biomedical Sciences, Interdisciplinary Toxicology, Microbiology and Immunology, Neurobiology and Developmental Sciences, Pharmacology, and Physiology and Biophysics. Faculty of the College of Nursing offer graduate training leading to a doctoral degree with a major field of study in Nursing Science. Faculty of the College of Pharmacy offer graduate work leading to the master's degree with a major in Pharmaceutical Sciences. Faculty of the College of Health Related Professions offer master's degrees with a major field of study in Communicative Disorders, Clinical Nutrition, and Genetic Counseling and a doctoral degree in Communication Sciences and Disorders, and the College of Public Health offers a program leading to a Master's degree in Occupational and Environmental Health and doctoral degrees in Health Promotion and Prevention Research and Health Systems Research.

In the Spring of 1996 graduate programs at UAMS were separated from the Graduate School at UAF, and the Associate Dean of the Graduate School, UAF, assumed the role as Dean of the Graduate School, UAMS.

BOARD OF TRUSTEES

The Board of Trustees is a 10-member body appointed by the Governor with concurrence of the State Senate for 10-year terms with one term expiring each year. One member is appointed from each congressional district, the remainder being appointed at-large. The at-large members must be alumni of the university. The Board has constitutional status and exercises those powers and duties prescribed by state statutes.

The Board is the ultimate legal authority within the University. The Board functions primarily as a policy-making body, but all major official acts of the University require Board approval. Official acts include, but are not limited to, the following: sale or purchase of property, authorization of new building programs, annual operations and maintenance budget, granting of degrees, legislative requests, new degree-granting programs and faculty promotions.

ADMINISTRATION

The chief administrative officer of the campus is the Chancellor, who is responsible to the President of the University. Under his leadership, campus affairs are conducted in keeping with state laws and policies established by the President and the Board of Trustees.

Directly responsible to the Chancellor are the Vice Chancellor for Academic Affairs and Sponsored Research, the Vice Chancellor for Administration and Fiscal Affairs, the Vice Chancellor for Institutional Advancement, the Director of the Winthrop P. Rockefeller Cancer Research Center, the Director of the Institute on Aging, the Director of the Harvey and Bernice Jones Eye Institute, the Executive Director of Campus Operations, the Director of Human Relations, the Vice Chancellor for Regional Programs, the Executive Director of Clinical Programs, the Vice Chancellor for the UAMS Northwest Campus and the Deans of the Colleges of Medicine, Pharmacy, Nursing, Public Health, Health Related Professions and the Graduate School.

Deans are the chief administrative officials of the various UAMS colleges. The Executive Director of Clinical Programs and the Vice Chancellor for Regional Programs are administrative officers of their respective units. These deans and directors are responsible to the Chancellor. Under certain circumstances, they may be responsible to a Vice Chancellor as deemed appropriate by the Chancellor.

The deans of UAMS and the directors of the clinical programs and AHEC are the executive heads of the respective units. They are responsible for and empowered to execute all University policies applicable to the colleges, clinical programs or AHEC. They may establish requirements to be satisfied by members of their faculty and/or staff as may be needed to achieve the goals of their respective organizations. They are responsible for recommending appointments, promotions and other personnel changes to the Chancellor after consultation with the appropriate Vice Chancellor and appropriate members of the department concerned.

GRADUATE COUNCIL

In the Spring of 1996, at the time of the separation of graduate programs on the UAMS campus from graduate programs at the University of Arkansas at Fayetteville, a separate governance structure was established for the UAMS Graduate School. This structure is in the form of a Graduate Council. The Council is composed of a voting representative from each graduate program and the Graduate Student Association. It has a statement of organization and bylaws approved by the UAMS Academic Senate and the University of Arkansas Board of Trustees. Copies of these documents are available for review in the Graduate School Office.

GRADUATE SCHOOL OFFICE

The Graduate School Office provides administrative support for the academic programs housed in the Graduate School. The office is located in the Administration West building south of the Bookstore. The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The telephone number is 501-686-5454.

CAMPUS RULES AND REGULATIONS

AUTOMOBILE REGISTRATION

All faculty, students and staff of UAMS who park on campus at any time are required to register their vehicles and display a parking decal. Requirements for registration are a completed registration form, a State Motor Vehicle Registration (pink slip) and payment of a fee. Enforcement of registration will begin September 1st, and any vehicle displaying an expired decal or not displaying any decal will be ticketed.

BUILDING USE

The University has a concern about improper use of the roofs of its buildings and their exterior sides. Such portions of buildings are not intended for general traffic. Personal injuries and damage to roofs and buildings may result from their unauthorized use.

The following regulations regarding such sites are to be enforced by University personnel having charge of a building or buildings, and by the security officers of the institution:

1. The areas described shall be accessible to University employees, such as Physical Plant personnel, having a need directly associated with their work on behalf of the University. They are to be accessible for members of the faculty and their students in connection with a regularly-scheduled curriculum course which requires such access, but only after establishing with the Director of Physical Plant those areas which may be utilized without damage to roof or structure and in order that proper grounding of lightning hazards may be installed on any equipment erected.
2. Other than those University employees and students specified above, any other persons (including students, employees, or those not associated with the University) found in or on the areas described above shall be removed therefrom and arrested for trespassing and/or charged with violation of institutional regulations (subjected to University disciplinary proceedings). It is the duty of University employees to report such violators. Action should also be taken to secure again the points of access used by such violators.
3. Where there is legitimate need for non-University personnel (architects, independent contractors installing or repairing facilities, etc.) to be permitted access to the areas described, their requests should be referred to the Director of the Physical Plant. He shall supervise, and may condition, the access in order to protect the interests of the University in the event he grants the permission. Permission shall be granted subject to execution of the attached release form.
4. No rooftop machinery, equipment, antennae, greenhouses, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the Director of Physical Plant for the particular campus.
5. Rappelling using University buildings is specifically prohibited.
6. Student handbooks shall contain a summary of this policy, as shall faculty and staff handbooks. University security officers shall enforce this policy.

HAZING PROHIBITION

GENERAL ASSEMBLY OF THE STATE OF ARKANSAS ACT 75 of 1983

SECTION 1. No student of any school, college, university or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid or assist any other student in the commission of the offense.

SECTION 2. Hazing is defined as follows: (1) Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or

- 1) The playing of abusive or truculent tricks on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
- 2) Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
- 3) Any willful act on or off any school, college, university or other educational institution in Arkansas by one student alone or acting with others, in striking, beating, bruising or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.
- 4) The term hazing as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

SECTION 3. No person shall knowingly permit, encourage, aid or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section.

SECTION 4. The offense of hazing is a Class B misdemeanor.

SECTION 5. Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

STUDENT HOUSING

On campus housing is available to students at the UAMS Residence Hall. Students can find information on room descriptions and rental rates at the Student Activities and Housing website: www.uams.edu/studentlife or by calling the Housing Office at 501-686-5850.

STUDENT INSURANCE

UA Board Policy #1260.1 requires all UAMS student to have health insurance coverage at all times. Effective July 1, 2010 fulltime students are required to provide proof of comprehensive health insurance coverage before the registration process is complete. The responsibility for obtaining coverage rests with each student. Students are urged to research for themselves the policy best suited to meet their individual needs.

Academic HealthPlans (AHP) is the university sponsored health insurance provider. Students who have not purchased health insurance by registration or cannot show proof of comprehensive coverage by another provider should be prepared to purchase the university sponsored plan at registration. An insurance representative will be on site to answer questions and assist with the application process.

Complete details regarding minimum standards of coverage, insurance verification process, and AHP premium rates/benefits can be found on the Student Activities and Housing website: www.uams.edu/studentlife .

SOLICITATION

Student groups are not allowed to use UAMS facilities for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a University activity or for the conduct of private business.

STUDENT CONDUCT

Graduate students are expected to conduct themselves in a manner compatible with the function and mission of UAMS as an educational, research and healthcare institution. Each student is expected to comply with campus policies and procedures, requests from University officials in the performance of their duties, and accepted ethical scientific conduct. In addition, students are expected to obey the laws of the city, state and nation; and to refrain from conduct that would demean the ethical ideals and integrity of the Graduate School, the campus and their faculty and programs. Unsatisfactory conduct may result in dismissal from the Graduate School.

ACADEMIC INFORMATION

ACADEMIC DISMISSAL

A student may be dropped from further study in the Graduate School if at any time his/her performance is considered unsatisfactory as determined by either the program faculty or the Dean of the Graduate School. Academic dishonesty (including cheating, plagiarism and forgery) and/or failure to maintain a specified cumulative grade-point average are considered to be unsatisfactory performance.

If a degree seeking graduate student has less than a 2.85 cumulative grade-point average on 10 or more semester credit hours of course work applicable to a graduate degree program, the student will be placed on academic probation. The student will be dismissed from the Graduate School if the cumulative GPA is not raised to 2.85 or above on the next ten hours of graduate course work approved by the student's program. If at the time a student is placed on academic probation, it is mathematically impossible for the student to raise their GPA to 2.85 on the next ten hours of graduate coursework, the student will be dismissed from the Graduate School.

The graduate faculty of any degree program may establish and state in writing additional requirements for continuation in that program.

ADDING/DROPPING COURSES

Graduate students are permitted to add/drop courses whenever approved by the instructor, their advisor, discipline director and the Dean. A course may be dropped during the first 20 class days of the semester without having the withdrawal shown on the official record. After the first 20 class days, and before the last 20 class days of the semester, a student may drop a course, but a mark of "W", indicating withdrawal, will be recorded. A student may not drop a course during the last 20 class days of the semester. Students may not withdraw from a course during the last 20 class days of the semester.

A course may be dropped during the first 10 class days of the summer session without having the withdrawal shown on the official record. After the first 10 class days and before the last 10 class days of the summer session, a student may drop a course, but a mark of "W" indicating withdrawal, will be recorded. A student may not drop a course during the last 10 class days of the summer session. Students may not withdraw from a course during the last 10 class days of the summer semester.

TRANSFER CREDIT

The University of Arkansas for Medical Sciences will permit a student to transfer six hours of graduate credit from another accredited graduate school in the United States, provided that the grades are "B" or better and the subjects are acceptable to the department concerned, as a part of the student's program. The Dean of the Graduate School should be petitioned for requesting transfer of credit hours and may be petitioned on a case by case basis to consider additional transfer credits.

NON DEGREE SEEKING STUDENTS

A student who has not been accepted in a program of study leading to a specific graduate degree may take no more than 12 semester hours of graduate-level courses that can be counted toward the requirements for a graduate degree. At the time of acceptance in a degree program, the chairman of the appropriate department will recommend to the Graduate School which courses previously taken, if any, are to be accepted in the degree program.

Subject to the approval of the Dean of the Graduate School, individuals may be granted permission by the instructor and department to enroll in classes as non-degree seeking students. Formal admission to the Graduate School is not required; however, students in this category are subject to the provisions of this section

Non-degree seeking students are subject to all other regulations, policies, and procedures stated in the Graduate Student Handbook and Graduate School Catalog.

Students desiring to take the following classes as a non-degree seeking student are required to obtain permission through procedures available from the Associate Dean for Student and Academic Affairs in the College of Medicine:

Biochemistry and Molecular Biology 500V	Medical Biochemistry
Microbiology and Immunology 5033	Medical Microbiology
Neurobiology and Developmental Sciences 5016	Gross Anatomy
Neurobiology and Developmental Sciences 5026	Microscopic Anatomy
Neurobiology and Developmental Sciences 5035	Medical Neuroscience
Pathology 500V	General Pathology
Pharmacology 5007	Medical Pharmacology
Physiology 500V	Medical Physiology

DEFINITION OF “CLASS DAYS”

Class days start on the date listed on the academic calendar as the date on which the semester begins. For purposes of dropping classes, the number of class days specified above refers to the number of calendar days following the day on which classes started, listed on the academic calendar, (exclusive of weekends and holidays) regardless of how many class sessions were held for a particular course.

DEFINITION OF FULL-TIME STATUS

Students taking ten or more semester credit hours (nine or more semester credit hours for the Communication Sciences and Disorders Program, the Health Promotion and Prevention Research Program and the Health Systems Research Program only) in either the fall or spring semester are considered to be full time students. For the summer session students on assistantships are considered full time with one hour of enrollment. For students not on an assistantship full time status for the summer session is five or more semester credit hours. Students on assistantships, in their terminal semester, will be considered full-time with one credit hour.

ADMINISTRATIVE REQUIREMENTS FOR GRADUATION

Application for graduation must be made to the Registrar and the graduation fee paid during registration for the semester in which degree requirements will be completed and graduation projected. If a student fails to complete degree requirements in the projected semester of graduation, the student must contact the Graduate School Office. The graduation fee is a one-time payment and if the student does not graduate as projected, the fee will carry over to the next semester.

ATTENDANCE

Students are expected to be diligent in the pursuit of their studies and in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding all absences. Such arrangements should be made prior to the absence if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor, and students should inform themselves at the beginning of each semester concerning the policies of their instructors.

EXTENDED ABSENCE

The Graduate School does not have a formal leave of absence policy. Any degree seeking student who has not been enrolled for two consecutive calendar years will be considered inactive and will not be allowed to register for subsequent graduate classes. Reinstatement may be granted by the Dean following written request from the student's program. The Dean of the Graduate School may grant an extended absence only upon receiving a written request from the student's program. An extended absence in no way negates the requirement that the M.S. degree

must be completed in six consecutive calendar years from the first enrolled semester and the Ph.D. degree must be completed within seven consecutive calendar years from the date the candidacy exam is passed.

WITHDRAWAL FROM GRADUATE SCHOOL / CAMPUS CLEARANCE FORM

A student who leaves graduate school before the end of a semester or summer session must file and have accepted by the Dean an application for voluntary withdrawal. Application forms for withdrawing are available in the Graduate School Office. Students withdrawing from Graduate School must clear campus by completing a Campus Clearance Form. Forms are available on the Graduate School website. Grades and transcripts will be withheld for withdrawing students who fail to submit a completed Campus Clearance Form to the Graduate School Office.

For students who receive student loans, if you withdraw/separate prior to completing the enrollment period, a Title IV Return of Funds will be processed regarding your Stafford and Grad PLUS Student Loans. Based on federal regulations, funds will be returned to your lender if you terminate prior to the end of the enrollment period. You will be billed for the amount UAMS returns to your lender on your behalf.

AUDITING A COURSE

When a graduate student takes a course for audit, he/she must register, pay tuition and fees, and be admitted to class on a space available basis. The instructor shall notify the student of the requirements for receiving the mark of "AU" for the course being audited. The student is responsible for understanding the requirements for receiving an audit in a class. The instructor and the Dean may drop a student from a course being audited if the student is not satisfying the requirements specified by the instructor. The student will be notified if this action is taken. Cost for auditing is the same as taking classes for credit. The last day to change from audit to credit is the fifth day of class. Changing credit to audit must be done during the first one-half of the course. The only grade or mark which may be given is "AU", unless changed to credit.

CORRECTION OF STUDENT'S BASIC INFORMATION

Whenever any basic information in a student's file, such as a name or address, becomes outdated, the student is responsible for notifying the Graduate School Office.

STUDENT HEALTH FEE

All UAMS students in all programs will be charged a Student Health Fee for the Fall and Spring semesters. There is no Student Health Fee charge for the Summer Session.

STUDENT TECHNOLOGY FEE

All UAMS students in all programs will be charged a Student Technology Fee for the Fall and Spring semesters. There is no Student Technology Fee charged for the Summer Session.

STUDENT CLINIC FEE

All full-time UAMS students in all programs will be charged a Student Clinic Fee for the Fall and Spring semesters. There is no Student Clinic Fee charged for the Summer Session.

COMMUNICATIVE DISORDERS PROGRAM FEES

Students enrolled in the Communicative Disorders program will incur fees on the University of Arkansas at Little Rock campus in addition to the tuition and fees owed UAMS. Students in this program who fail to pay fees owed UALR will be denied further enrollment in the UAMS Graduate School.

GENERAL FEES

Students enrolled may incur other fees associated with specific courses.

DEGREE REQUIREMENTS

MASTER OF SCIENCE

Listed below are the requirements of the UAMS Graduate School for the awarding of the Master of Science degree. Individual graduate programs may have additional program specific requirements for the awarding of the degrees.

Time Frame for Completion of Degree. All requirements for a master's degree must be satisfied within six consecutive calendar years from the date of the first registration.

Grade Point Average and Semester Credit Hours. Thirty (30) semester credit hours and a minimum cumulative grade point of 2.85 on all graduate courses are required. If a student is submitting a thesis, he/she must register for a minimum of six (6) semester credit hours of thesis. When a thesis is completed a letter grade will be reported for six (6) hours of thesis regardless of the total number of thesis hours for which the student registered.

Non Thesis Option. A comprehensive examination is required for students enrolled in a program's non thesis option. The format of the examination is at the discretion of the program. Immediately following successful completion of the examination, the program will submit to the Graduate School Office a written statement indicating that the student passed the examination and that all program degree requirements have been completed.

Thesis Option. A comprehensive examination and public thesis defense are required for students submitting a thesis; the format of the examination is at the discretion of the program. Students submitting a thesis will have a Thesis Advisory Committee consisting of a minimum of three UAMS graduate faculty members. At the time the committee is appointed, notification of the committee membership must be forwarded to the Graduate School Office. After a student presents a written thesis to the Thesis Advisory Committee the committee chair (with the concurrence of the committee) will schedule a thesis defense. Not less than ten days prior to the date of the thesis defense, public notices will be posted by the program announcing the title of the thesis, and the date, time and place of the defense. Two copies of the thesis must be submitted to the library for approval no less than ten class days before the degree is conferred. All signatures on the final copies must be original, and two copies must be submitted unbound. After approval the UAMS library retains two copies.

Notification of Thesis Defense. Once the defense is scheduled, the Graduate School Office should be notified of the date, time and place of the defense.

The thesis must be submitted in accordance with the guidelines contained in a manual, Regulations for Preparing Theses and Dissertations, which is available in the UAMS Bookstore and on the Graduate School website.

A copy of the thesis title page and committee signature page must be submitted by the library to the Graduate School Office prior to the conferring of the degree. The committee signature page must have verification by the UAMS Library that the thesis has been accepted.

Degree Application. A degree application form must be submitted to the Graduate School Office and a graduation fee paid during registration for the semester in which degree requirements will be completed and graduation is projected. The student must contact the UAMS Graduate School Office concerning their projected graduation date. If a student fails to complete the degree requirements on the projected date, the program must contact the Graduate School office.

Campus Clearance. The Graduate School Office will submit a roster of graduates to departments requiring clearance of students for each semester/session. The student will be notified by mail if there are departments to clear. The Graduate School will not issue a diploma and/or requested transcripts for graduates who are not cleared by these departments.

Grades and Transcripts Withheld. Grades and transcripts will be withheld and registration refused to students who fail to return laboratory, library or other university property entrusted to their care; who fail to complete the campus

clearance procedure; who fail to comply with rules governing the audit of student organization accounts; or who have failed to pay any fees, tuition, room and board charges, fines or other charges assessed by UAMS.

DOCTOR OF PHILOSOPHY

Listed below are the requirements of the UAMS Graduate School for the awarding of the Doctor of Philosophy degree. Individual graduate programs may have additional program specific requirements for the awarding of the degree.

Doctor of Philosophy Candidacy Exam. Candidates for the Doctor of Philosophy degree must pass a candidacy examination administered by their program. This examination is normally administered after approximately two years of graduate study; however, the date of the examination is at the discretion of the program. The program will submit the results of the examination to the Graduate School Office immediately following the examination. After the student has passed the Doctor of Philosophy Candidacy Examination, the student must register for at least one credit hour of dissertation for each semester and one credit hour of dissertation for each summer session until the degree is awarded. Registration for a minimum of eighteen semester credit hours of dissertation is required of doctoral degree candidates.

Time Frame and GPA Required for Completion of Degree. After passing the candidacy examination the degree must be completed within seven consecutive calendar years. A minimum cumulative GPA of 2.85 on all course work is required for completion of a degree (Nursing Science Ph.D. students see College of Nursing Handbook).

Doctoral Advisory Committee. A Doctoral Advisory Committee must be appointed immediately after the student passes the candidacy examination, if such a committee has not been previously established. At the time the committee is appointed, notification of the committee membership must be forwarded to the Graduate School Office. The committee will include no fewer than five (5) UAMS Graduate Faculty members, one of whom will be designated as chair. By the program completing the application for outside dissertation committee member and submitting to the Graduate School Office for the Dean's consideration and approval, one person who is not a UAMS Graduate Faculty member may serve as a required committee member but not as chair.

Notification of Dissertation Defense. After a student presents a written dissertation to the Doctoral Advisory Committee, the committee chair (with the concurrence of the committee) will schedule a dissertation defense. Not less than thirty days prior to the date of the dissertation defense, the program should notify the Graduate School and post public notices announcing the title of the dissertation, and the date, time and place of the defense. The Graduate School website will be the official posting mechanism for the thirty day public announcement for all Ph. D. dissertation defenses (Nursing Science Ph.D. students see College of Nursing Handbook).

Approval of Dissertation. Approval of 80% of the Doctoral Advisory Committee is required for acceptance of the dissertation.

Dissertation on File. Three final copies of the dissertation, together with three copies of an abstract of not more than 350 words, must be submitted to the library for approval no less than ten class days before the degree is conferred. All signatures on the final copies and abstracts must be original, and the three copies must be submitted unbound. After approval two copies are retained by the UAMS Library.

The dissertation must be submitted in accordance with the guidelines contained in a manual, Regulations for Preparing Theses and Dissertations, which is available in the UAMS Bookstore and on the Graduate School website.

Verification of Dissertation Acceptance. A copy of the dissertation title page and committee signature page must be submitted to the Graduate School Office prior to the conferring of the degree. The committee signature page must have verification by the UAMS Library that the dissertation has been accepted.

Degree Application. A degree application form must be submitted to the Graduate School Office and a graduation fee paid during registration for the semester in which degree requirements will be completed and graduation

projected. If a student fails to complete the degree requirements on the projected date, the program must contact the Graduate School office. The student must contact the UAMS Graduate School Office concerning their projected graduation date.

Campus Clearance. The Graduate School Office will submit a roster of graduates to departments requiring clearance of students, for each semester/session. The student will be notified by mail if there are departments to clear. The Graduate School will not issue any diploma and/or requested transcripts for graduates who are not cleared by these departments.

Grades and Transcripts Withheld. Grades and transcripts will be withheld and registration refused to students who fail to return laboratory, library or other university property entrusted to their care; who fail to complete the campus clearance procedure; who fail to comply with rules governing the audit of student organization accounts; or who have failed to pay any fees, tuition, room and board charges, fines or other charges assessed by UAMS.

GRADES AND MARKS

Final grades for courses are "A", "B", "C", "D" and "F" (No credit is earned for courses in which a grade of "F" is recorded.)

A final grade of "F" shall be assigned to a student who is failing on the basis of work completed and/or who has not completed all requirements. The instructor may change an "F" so assigned to a passing grade if warranted by satisfactory completion of all requirements.

A student who repeats a course in an endeavor to raise a grade must count the repetition toward the GPA. The grade received for repeated courses will not replace the previous grade received in that course.

A mark of "I" may be assigned to a student who has not completed all course requirements if the work completed is of passing quality. An "I" so assigned may be changed to a grade provided all course requirements have been completed by the end of the next enrolled semester after receiving the "I". If the instructor does not report a grade when grades are due at the end of the semester/session of the student's enrollment, the "I" shall be changed to an "F." When the mark of "I" is changed to a final grade, this shall become the grade for the semester in which the course was originally taken.

A mark of "AU" (Audit) is given to a student who officially registers and completes a course for audit purposes (see Auditing a Course). If an instructor does not wish to award an "AU" to a student who enrolled for audit, the following procedure will be followed:

- a. If the student had no other obligation than to attend lectures, a line will be drawn through the course on the Academic Card and a notation made that the course was "Not Completed."
- b. If the student and instructor had agreed on certain obligations to be fulfilled by the student, the instructor shall write a letter indicating the nature of the arrangements and stating that the student did not complete the obligations. A notation will be made on the Academic Card stating "See letter in file."

A mark of "CR" (Credit) is given for a course in which the University allows credit toward a degree, but for which no grade points are earned. The mark "CR" is not normally awarded for graduate-level courses but may be granted for independent academic activities. With departmental (or program area) approval and in special circumstances, up to a maximum of six semester hours of "CR" may be accepted toward the requirements for a graduate degree.

For courses designated to be graded on a Pass/No Pass basis, a mark of "P" (Pass) is given for a course for which a student did work of a passing quality. The mark of "P" allows credit toward a degree but no grade points are earned. A mark of "NP" (No Pass) indicates the student did not do work of passing quality, and no credit or grade points are awarded.

A mixing of course letter grades and the mark "S", "CR," "P," or "NP" is not permitted in graduate-level courses and is not to be so reported on the Official Final Grade Report. If a letter grade is reported for any student on the Final Grade Report, then all students listed on that report must receive a letter grade (A, B, C, D, or F) or a mark of "I." A change of grade (from "CR," "P," or "NP" to a letter grade) is not permitted for courses in which "CR," "P," or "NP" marks are reported.

A mark of "R" (Registered) indicates that the student registered for master's thesis, or doctoral dissertation. The mark "R" gives neither credit nor grade points toward a graduate degree. When the thesis is completed, although a student may have registered for more than the maximum of credit hours required, a letter grade is assigned for 6 credit hours only.

A mark of "S" (Satisfactory) is assigned in courses such as special problems and research when a final grade is inappropriate. The mark "S" is not assigned to courses or work for which credit is given (and thus no grade points are earned for such work). If credit is awarded upon the completion of such work, a grade or mark may be assigned at that time and, if a grade is assigned, grade points will be earned.

A mark of "W" (Withdrawal) will be given for courses from which a student withdraws after the first 20 class days and before the last 20 class days of the fall and spring semesters or after the first 10 class days and before the last 10 class days of the summer session. (Class days start and end on the date listed on the academic calendar as the date the semester begins or ends. The number of class days specified refers to the number of calendar days following the day on which classes started or preceding the number of calendar days on which classes end (exclusive of weekends and holidays) regardless of how many, if any, class sessions in a particular course were held.) Students may not withdraw from a course during the last 20 class days of the Fall and Spring semesters. Students may not withdraw from a course during the last 10 class days of the Summer semester.

For numerical evaluation of grades, "A" is assigned 4 points for each semester hour of that grade; "B", 3 points; "C", 2 points; "D", 1 point and "F", 0 points.

GRADUATE ASSISTANTSHIPS

It is the policy of the University of Arkansas for Medical Sciences to promote graduate study by offering financial assistance to qualified students. These graduate assistantships will be awarded subject to the availability of funds without regard to race, color, sex, creed, or national origin. Students receiving graduate assistantship stipends from extramural sources will be allowed to have their tuition paid by their stipend source at the resident rate.

It is the duty of the institution to administer the Graduate Assistantship Program in a manner that: (1) insures that Graduate Assistants make satisfactory progress toward their degrees; (2) insures that these students render appropriate service; (3) rewards the most diligent, dedicated, and qualified students; and (4) makes effective use of funds available to support graduate education.

In order to implement the spirit of the foregoing stated policy, the following rules and regulations shall be applied:

1. Nature of Support

- A. Stipends are provided to Graduate Assistants by the program of their appointment or by designated extramural sources. The awarding of stipends and the amounts to be paid are determined by the program or source granting the stipend.
- B. For those individuals receiving a departmental or program stipend, tuition is paid, subject to the availability of funds, by the Graduate School Office at the resident graduate tuition rate. Fees, such as the Student Health Fee and Technology Fee, may or may not be paid by the Graduate School Office depending upon the availability of funds.

2. Administration of Funds

- A. The administration and payment of stipend funds are the responsibilities of the program employing the Graduate Assistant. The term "administration" refers to all processing required by the UAMS Human Resources Department and any extramural source providing payment to the student.
- B. The administration of tuition payment for those individuals receiving departmental or program stipend support is the responsibility of the Graduate School Office at the direction of the Dean of the Graduate School.
- C. Since departmental or program stipend amounts may vary, the Dean of the Graduate School defines the stipend level necessary for payment of tuition by the Graduate School Office.

3. Obligations of Graduate Assistants Receiving UAMS Tuition Payments

- A. Graduate Assistants are assigned duties by the program of their appointment. The program and the Dean of the Graduate School determine what constitutes an appropriate assignment.
- B. All Graduate Assistants receiving departmental or program stipends are required to be full time students for each Fall and Spring Semester for which they are receiving funds. Full time status is 10 or more credit hours. Students on assistantships will be considered full-time with one credit hour in their terminal semester.
- C. All Graduate Assistants receiving stipends are required to register for a minimum of one semester hour each Summer Session, which is considered full time for Graduate Assistants for the Summer Session. However, students may register for additional hours per program requirements with the approval of the Dean.
- D. Graduate Assistants receiving departmental or program stipend support who resign or are terminated from their graduate assistantship appointments, whether or not they withdraw from UAMS, may be required to reimburse the appropriate UAMS account for the tuition paid on their behalf proportionate to the length of time remaining during the current semester.

4. Eligibility for Initial Tuition Payment for Students Receiving Departmental or Program Support

- A. To be eligible for initial tuition payment, an entering graduate student receiving a departmental or program stipend must have a cumulative undergraduate GPA of 2.85 (A=4.0) and be on a doctoral degree track.
- B. If for whatever reason an individual pays their own tuition at the beginning of their studies, it is at the resident or non-resident rate as determined by the residency status of the student under the University of Arkansas Board of Trustees policy.

5. Eligibility for Continued Tuition Payments for Students Receiving Graduate Assistantships from Departmental or Program Sources

- A. Tuition payment for subsequent semesters requires that the student maintain a cumulative G.P.A. of at least 2.85 after at least ten semester hours of UAMS coursework.
- B. Individuals who fail to meet the 2.85 G.P.A. requirement may still receive a stipend from their program; however, tuition payment is the responsibility of the students and/or their programs.
- C. Individuals whose departmental or program stipends are terminated will assume the responsibility for payment of their tuition at the appropriate resident or non-resident rate. As with students in all other colleges, the Vice Chancellor for Academic Affairs determines residency status for tuition payment purposes under the University of Arkansas Board of Trustees policy.

6. Limits on Number of Tuition Payments for Individuals Receiving Graduate Assistantships from Departmental or Program Sources

- A. Students possessing a master's degree (in a related field) who are enrolled in a doctoral track and receiving departmental or program support may receive tuition payments for a total of no more than 8 semesters, excluding summer sessions.

- B. Students possessing a baccalaureate degree who are enrolled in a doctoral track and receiving departmental or program support may receive tuition payments for a total of no more than 12 semesters, excluding summer sessions.
- C. Students who receive the maximum number of UAMS Graduate School tuition payments may still receive a stipend from their program or extramural source; however, tuition payment is the responsibility of the student, the program, or the extramural source. If for whatever reason an individual pays their own tuition, it is at the resident or non-resident rate as determined by the residency status of the student under the University of Arkansas Board of Trustees policy.

7. Responsibilities for Implementation and Administration

With guidance from the UAMS Graduate Council, these policies and procedures shall be implemented and administered by the Dean of the Graduate School and the Graduate School Office. Graduate Program Directors, with the assistance of the Graduate School Office, are responsible for monitoring eligibility requirements, course registration requirements, and the limits on the number of UAMS Graduate School tuition payments. Exceptions to these policies can be made only by the Dean of the UAMS Graduate School.

8. External Support

Students enrolled in College of Medicine basic biomedical science programs who are receiving financial support from an external source in lieu of a departmental or program stipend are required to be enrolled as a full time student. Full time is defined as 10 or more semester credit hours each Fall and Spring and a minimum of one semester credit hour each Summer.

REGISTRATIONS

Graduate school registration occurs three times during each academic year - Fall, Spring and Summer. Currently enrolled students are expected to register during the registration period for each semester and pay tuition and fees by dates specified on the Academic Calendar. Specific registration requirements and forms are posted on the Graduate School website.

Students will not be allowed to register after the last day to pay with a late fee unless permission is granted by the Dean of the Graduate School. This applies to all graduate students regardless of student status, date of first class meeting or class location.

For deadlines regarding dates and fees, see the Academic Calendar on page 1.

The program must submit the Request for Tuition Payment form for students whose tuition is to be paid from sources other than personal funds. For full-time employees of the University to receive the Employee Discount, a completed Employee Discount Form must be received in the Graduate School Office prior to each registration. These forms may be obtained from the Office of Human Resources. Students who plan to register for courses at other universities must have prior approval by the student's advisor.

Since the various colleges on the Little Rock campuses operate on different schedules, it will be necessary for some students to attend classes prior to the last day to pay. In order to attend classes, these students must, however, have submitted a registration form to the Graduate School Office. Students can pay registration fees on or before the last day to pay. Students should contact the program director of their particular program regarding dates for beginning and ending of classes.

The Degree Application must be submitted to the Graduate School Office and the graduation fee paid during registration for the semester in which degree requirements will be completed and graduation is projected.

RESIDENCY STATUS FOR TUITION AND FEE PURPOSES

Complete regulations and forms for requesting a change in classification for this purpose may be obtained from the Vice Chancellor for Academic Affairs and Research Administration, who determines residency matters arising on this campus. All pertinent factors indicative of a student's state of mind regarding domicile will be considered in determining residency.

Students are classified as "resident" or "non-resident" students for fee purposes on the basis of their legal domicile or that of their parents if they are minors. In general, a student must be a bonafide domiciliary of Arkansas as a non-student for at least six consecutive months prior to registration to be classified as an "in-state" student.

REMOTE STATUS

There may be occasions when dissertation research and/or writing are completed at another location, - e.g., after a faculty member moves to a new position. Under these circumstances, and with the approval of the Dean of the Graduate School, the student may formally enter "remote status." A document titled "An Accord Involving a Graduate Student or Faculty Member in Remote Status" which delineates the specifics of this status is available in the Graduate School Office.

REFUND POLICY

Definition of Class Days

Class days start on the date listed on the academic calendar as the date the semester begins. For the purposes of dropping classes, the number of class days specified above refers to the number of calendar days following the day on which classes started (exclusive of weekends and holidays) **regardless of how many, if any, class sessions in a particular course were held.**

Fall and Spring Semesters Withdrawals

Any student who officially withdraws from the University of Arkansas for Medical Sciences during a FALL OR SPRING SEMESTER shall be entitled to a refund as follows:

Registration, Tuition and Fees

* up to and including five (5) class days	100%
* from the sixth (6 th) class day through the tenth (10 th) class day	50%
* from the eleventh (11 th) class day and after	no refund

Any student who drops one or more courses during a FALL OR SPRING SEMESTER shall be entitled to individual course refunds as follows:

* up to and including five (5) class days:	100%
* from the sixth (6 th) class day and after	no refund

Summer Semester Withdrawals

Any student who officially withdraws from the University of Arkansas for Medical Sciences during a SUMMER SEMESTER shall be entitled to a refund as follows:

Registration, Tuition and Fees

* Prior to start of classes	100%
* up to and including three (3) class days	100%
* from the fourth (4 th) through the sixth (6 th) class day	50%
* from the seventh (7 th) and after	no refund

Any student who drops one or more courses and continues to be enrolled in the University during a SUMMER SEMESTER shall be entitled to a refund as follows:

Registration, Tuition and Fees

* prior to start of classes	100%
* up to and including three (3) class days	100%
* the fourth (4 th) class day and after	no refund

UAMS REFUND POLICY- TUITION AND FEES

Payment by Check: If Student Financial Services receives an authorized refund request, the refund will not be processed until 30 days from the date the check was deposited.

Payment by Credit Card: If Student Financial Services receives an authorized refund request, the refund will be processed within 24 hours provided the student furnishes his/her credit card information.

All other forms of payment: If Student Financial Services receives an authorized refund request, the refund will be processed within 14 hours.

TUITION WAIVERS

Tuition and fees are waived at UAMS for dependents of Arkansas citizens who have been declared prisoners of war or killed or missing in action. Once a person qualifies as a dependent there shall be no situation such as the return of the father/mother or the reported death of the father/mother that will remove the dependent from the provisions or benefits of the act waiving tuition.

All tuition and fees except special fees related to a specific course at UAMS are waived for students 60 years of age or older on a space available basis in existing classes. With approval of the Dean, students, 60 years and older, whose tuition is waived are not entitled to any university services or benefits, other than classroom instruction. These students are not entitled to student health services reduced student-rate admissions to athletic or other university events, or similar services and benefits for which fee paying students are eligible. These students must meet admission and academic standards, and are subject to probation, suspension and dismissal policies applicable to all other students.

NON CITIZEN STATUS

Students who are not U.S. citizens must have current documentation of an appropriate status with the U.S. Citizenship and Immigration Services (USCIS). Individuals who are out of status with the USCIS and individuals who become out of status during a period of enrollment must make an appointment with the Foreign Student Advisor, Graduate School Office.

TRANSCRIPTS

Contact the Graduate School Office for official transcripts. Transcript request forms are posted on the Graduate School website. Grades and transcripts will be withheld and registration refused to any student who fails to complete a Student Clearance Form, who fails to return laboratory, library or other university property entrusted to their care; who fails to comply with rules governing the audit of student organization accounts; or who has failed to pay any fees, tuition, room charges, fines or other charges assessed by UAMS.

STUDENT INSPECTION OF EDUCATION RECORDS

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g) and University of Arkansas policy require an annual notice that informs students of their rights regarding education records. A student at UAMS has the following rights with regard to his/her education records:

1. The right to inspect and review the student's education records, with some exceptions under the Act, within 45 days of the day the University receives a request for access.
 - Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The appendix to University-wide Administrative Memorandum 515.1 provides a list

of the types and locations of education records, the custodian of those records, and copying fees for each individual campus. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - Students may ask the University to amend a record that they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. Students should submit to the appropriate University official a written request that clearly identifies the part of the record they want changed and specifying why it is inaccurate, misleading, or in violation of the student's privacy rights. A sample from which may be used in making this request is contained in the appendix to University-wide Administrative Memorandum 515.1.
 - If the University decides not to amend the record as requested by the student, the University will inform the student of the decision and of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing and is also contained in University-wide Administrative Memorandum 515.1.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research role, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has outsourced institutional services or functions (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
5. The right to withhold consent of disclosure of directory information. This information will be subject to public disclosure unless the student informs the Registrar in writing by one week following registration that the student does not want any or all of directory information disclosed.
 - Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment

status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

- Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
- Directory information does **not** include a student's social security number.

UAMS LISTSERV FOR EMERGENCY NOTIFICATION OF STUDENTS

UAMS maintains an email messaging process (a listserv) which will be used to send emergency alerts to UAMS students in circumstances on campus which pose an imminent and serious threat.

You can designate (subscribe) email addresses and any other email-enabled messaging services to which you subscribe (text messaging, paging, etc.) to be included in the listserv. If and when an alert is issued it will be sent to all addresses which you have subscribed.

You do NOT have to subscribe your UAMS email address. Alerts will automatically be sent to UAMS student email addresses.

To submit a subscription request for a particular address such as your personal non-UAMS email service or text messaging service...

- a. Send an email message to... listservadmin@uams.edu
The display name of the address in the UAMS Global Address List is ListServAdmin.
- b. The subject line of the message should be blank.
- c. The message should be...
subscribe Emergency-L (address to be subscribed)
- d. For example...
subscribe Emergency-L 5013331234@mobile.mycingular.com
subscribe Emergency-L zippydodah@comcast.net

You can also subscribe by logging onto the UAMS network (i.e. authenticating with your UAMS user name and password) and then going to the subscription web site...

<https://academic-computing.uams.edu/utilities/subscribe.aspx> . Instructions are provided on the web site.

All requests must be approved by the listserv administrator. Upon approval of your subscription request a message will be issued to the subscribed address.

To remove (unsubscribe) an address from the list follow the preceding steps with the exception that the message should be...

unsubscribe Emergency-L (address to be subscribed)

Please help us manage the listserv by unsubscribing messaging addresses which you no longer use.

If you have any questions please contact your school's registrar's office.

STUDENT RESOURCES: COMPUTER, EMAIL, ADMINISTRATIVE AND HEALTH

Student Computer and Email Resources

- A. Network access - Access to the UAMS network, including access to the Internet via the UAMS network, on-line reference and information resources provided through the UAMS Library, and other UAMS computing resources is, generally speaking, restricted to persons having a UAMS network account, i.e. a UAMS network domain logon id and password. All active UAMS students receive UAMS network accounts. Information about network accounts is provided to new students during the registration or orientation sessions. Everyone granted access to the UAMS network must review and sign the UAMS Confidentiality Agreement (<http://intranet.uams.edu/tools.htm> and click on the "Confidentiality Agreement" link under "Information Technology"). This requirement will also be dealt with during registration or orientation. Your UAMS network account is to be used only by you. Do not share your UAMS network logon identification and password. This is one of the provisions of the Confidentiality Agreement.
- B. Network access passwords
- Passwords for UAMS network accounts are case sensitive and must be a minimum of 8 characters long. They can be up to 240 characters long.
 - Passwords must include 3 of the following: upper case letter, lower case letter, number, and / or a symbol, e.g. #4Gh1bcd or jOke51mn.
 - Passwords should not be overtly based on personal information such as family members' or pets' names, birth dates, or similar information.
 - Network passwords can include spaces. A good way to define an effective password is to use a nonsensical phrase such as "The sky is blue and orange but never on Sunday."
 - Your UAMS network account password expires every 120 days. As the expiration of your password approaches you will receive warnings when you log onto the UAMS network. You can change your password at that time. You can also change your password at any time by clicking on "Reset Your UAMS Domain Password" at <http://webmail.uams.edu/>.
 - Sharing your logon information or using someone else's logon information to gain access to the UAMS network or information systems violates UAMS policy and the UAMS Confidentiality Agreement.
 - Change your password if you suspect any problems. If you suspect someone else has used your account notify the IT Security Department at 501-686-6207.
- C. Acceptable Use Guidelines for student use of UAMS network and computer resources
- The UAMS network, computer labs, and other computing resources support the teaching, research, clinical care, and service missions of UAMS. Faculty, staff, and students are encouraged to use these resources as tools for work, learning, communication, and research. It must be recognized, however, that these resources serve a large number of users for a variety of purposes. The following guidelines describe acceptable and unacceptable uses of these resources. They are intended to foster use of these resources which is consistent with their intended purposes and which is responsible, appropriate, efficient, and in accord with legal and ethical standards.
- Appropriate and acceptable uses include:
- Use for UAMS course assignments or any project assigned by a UAMS faculty member.
 - Use to facilitate UAMS research projects or other UAMS work-related projects.
 - Communication with faculty, staff, and students at UAMS to share information.
 - Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.
 - Use of Internet access for personal information research and personal communication with others at UAMS and elsewhere is acceptable if such use is not excessive, does not interfere with use of resources for education or research, and does not violate any other acceptable use provisions or UAMS policies.
- Unacceptable uses include but are not limited to:
- Use of Internet access or other resources for mass transfers of personal files or other materials or for any other personal purpose which consumes a large amount of network bandwidth or other network or computing resources is unacceptable.
 - Unauthorized use of these resources by non-UAMS personnel.

- Use for any purpose that violates U.S. or state laws, including copyright laws. (See the Guidelines for UAMS Faculty, Staff, and Students Using Copyrighted Materials at <http://www.library.uams.edu/policy/copyguide.aspx>.)
- Use which violates any other applicable UAMS policy.
- Downloading information from Internet sites to be used in committing a crime or which can result in harm to others.
- Use for any commercial enterprise or for outside employment.
- Creation or propagation of computer viruses.
- Unauthorized entry into other computers or information systems.
- Use in a manner that interferes with or disrupts other users, services, or equipment.

Use of these resources for course assignments, education, research, and UAMS work-related projects has precedence over all other uses. Additional rules governing their use may apply in particular facilities.

- D. As a member of the UAMS community you are also obligated to observe all UAMS policies relating to the use of network and computer resources. Consult the UAMS Administrative Guide at <http://www.uams.edu/AdminGuide/index.html> to review UAMS policies. See in particular...
- | | |
|-------------------------------------|---|
| Confidentiality Policy | http://www.uams.edu/AdminGuide/PDFs/3.1.15.pdf |
| Email Access and Usage | http://www.uams.edu/adminguide/Win07112.html |
| Wireless Networking | http://www.uams.edu/AdminGuide/PDFs/7.1.13.pdf |
| Use of Computer Resources | http://www.uams.edu/AdminGuide/WIN07201.html |
| Access to Internet | http://www.uams.edu/AdminGuide/Win07211.html |
| UAMS Wiki and Blog | http://www.uams.edu/AdminGuide/PDFs/7.02.02.pdf |
| Mobile Device Safeguard | http://www.uams.edu/AdminGuide/PDFs/hipaa_3.1.17.pdf |
| Information Security & Password Mgt | http://www.uams.edu/AdminGuide/PDFs/hipaa_7.3.08.pdf |
- E. Revocation of access - Violation of the Acceptable Use Guidelines or other UAMS policies may result in loss of your privileges to use the UAMS network and computing resources and/or disciplinary action by your department or college.
- F. Internet access - Access to the Internet is provided through the UAMS network. Other than in particular cases, such as the public access PC's in the UAMS Library or guest access through the UAMS wireless network, you must log onto the UAMS network using your own UAMS network account in order to gain access to the Internet. Moreover, further restrictions may be enforced in clinical work areas or other areas in which more stringent security requirements apply.
- G. Email - All students receive UAMS email accounts. You will receive information about your email account during the registration or orientation process. Email services for UAMS students, faculty, and staff are provided through Microsoft Exchange and Outlook. You can access your email account via the web at <http://webmail.uams.edu/> using an up-to-date Web browser such as those listed on <http://webmail.uams.edu/Download.htm>. This requires that you have an active UAMS network logon id and password. See <http://www.uams.edu/email/outlook2003/> for more information.
- H. Access to clinical information systems is only available after appropriate training. Logon ids and passwords for access to clinical information systems will be made available to students when training has been completed.
- I. Technical Support - For resolution of issues related to your UAMS network or email accounts, access to clinical information systems, and computer security provisions contact the UAMS Technical Support Center at 686-8555 or helpdesk/techsupportcenter@uams.edu. Technical Support Center staff will answer your questions or direct your call or request to the appropriate support personnel.
- J. Computer labs - The principal computer facilities available to all UAMS students are the public computer access areas in the UAMS Library (1st, 2nd, and 3rd floors) and the Library Learning Resource Center (LRC) computer labs (3rd and 5th floors of the Library). The public access computers in the Library provide access to the Library catalog, on-line resources, the Internet, and Microsoft Office applications. In addition to these services a wide variety of computer-based educational resources and other software are available in the LRC computer labs. Library computer facilities available after work hours are equipped with security provisions including card-swipe door access devices, door alarms, and monitored security cameras. See the Library section of the handbook for more information.
- K. Computer classrooms - UAMS educational facilities include several computer classrooms used for scheduled computer-based classes and exams. These computer classrooms are located on the 8th floor of the Ed 2 building. They are equipped with security provisions including card-swipe door access devices, door alarms,

and monitored security cameras. Use of these facilities is scheduled through the Office of Academic Services and is ordinarily restricted to UAMS curricular activities or other UAMS sponsored educational programs.

- L. Confidential Information – Confidential Information including ePHI must never be stored on personal devices or media (laptop, thumb drive, CD or DVD).

PROCEDURES:

1. Confidentiality Agreement.

As a condition of employment, continued employment, or a relationship with UAMS, UAMS will require such individuals to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. The Confidentiality Agreement shall include an agreement that the signing party will abide by the UAMS policies and procedures and with federal and state laws, governing the confidentiality and privacy of information.

All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The UAMS IT Security Office will maintain signed Confidentiality Agreements and furnish a copy to the individual signing the agreement. It is the responsibility of the manager hiring individual vendors or consultants or receiving sales representatives or service technicians (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate confidentiality agreements approved by the UAMS Office of General Counsel and to send those documents to the UAMS IT Security Office.

2. Restriction on Access, Use and Disclosure of Confidential Information.

UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific duties and functions of the individual seeking or requiring access. UAMS will restrict access to Confidential Information to the minimum necessary to perform his/her job functions or duties. UAMS will further limit and control access to its computer systems with the use of sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Authorization to access, use or disclose Protected Health Information also is governed by the UAMS Use and Disclosure Policy.

UAMS will control and monitor access to Confidential Information through management oversight, identification and authentication procedures, and internal audits. UAMS managers and heads of departments will have the responsibility of educating their respective staff members about this Policy and the restrictions on the access, use and disclosure of Confidential Information, and will monitor compliance with this Policy.

3. Sales Representatives and Service Technicians: Must register in the appropriate area (Refer to UAMS Vendor Policy), sign and complete the Confidentiality Agreement prior to any exposure to UAMS confidential information.

4. Media: All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing.

5. Violation of Confidentiality Policy:

Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. Any access use or disclosure of Confidential Information in any form – verbal, written, or electronic – which is inconsistent with or in violation of this Policy may result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS. All UAMS employees and others subject to this Policy must report any known or suspected incidents to access, use or disclose Confidential Information in violation of this Policy or in violation of the law.

CONFIDENTIALITY AGREEMENT

I, the undersigned, acknowledge that I received a copy of and read the UAMS Confidentiality Policy.

As a condition of my employment, continued employment or relations with UAMS, I agree to abide by the requirements of the UAMS Confidentiality Policy and with federal and state laws governing confidentiality of a patient's Protected Health Information, and I agree to the terms of this Confidentiality Agreement.

I understand and agree that if I access, use or disclose Confidential Information in any form – verbal, written, or electronic – in a manner that is inconsistent with or in violation of the Confidentiality Policy, UAMS may impose disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS.

I understand that when I receive a sign-on code to access the UAMS Network and Systems, I have agreed to the following terms and conditions:

- The sign-on and password codes assigned to me are equivalent to my signature, and I will not share the passwords with anyone.
- I will be responsible for any use or misuse of my network or application system sign-on codes.
- I will not attempt to access information on the UAMS Network and Systems except to meet needs specific to my job or position at UAMS.

I acknowledge that I have read the terms of this Confidentiality Agreement, and that I have received a copy.

Signed: _____ *Last 4 digits of SSN* _____

Print Full Name: _____

Date: _____ *College:* _____

ASSOCIATED STUDENT GOVERNMENT

Students in good standing in one of the UAMS colleges or the Graduate School may participate in the Associated Student Government. The ASG is responsible for scheduling social events.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is an organization to which any individual who is enrolled in the UAMS Graduate School may belong. Associate membership is available to interested faculty and staff.

The GSA was organized to 1) promote fellowship and the sharing of ideas in research and teaching; 2) represent the graduate students in the UAMS organization; and 3) act as a means of communication between students and the Graduate School Office.

The officers, who are elected annually, plan and execute the affairs of the organization as directed by the membership. The President serves as a member of the Graduate Council.

THE UAMS ASSEMBLY

The UAMS Assembly has two deliberating bodies, the Academic Senate and the House of Delegates, composed of faculty, students and staff. The Assembly determines and submits to the chancellor guidelines and policies for campus affairs.

GRADUATE COUNCIL

The UAMS Graduate Council is the governing structure for graduate education on the UAMS campus. It operates under a formally approved statement of organization and bylaws.

STUDENT ACTIVITIES POLICY

The Graduate School supports student activities; however, does not support or condone the use of alcohol, drugs, or other mind altering substances at any time among the student body.

EMERGENCY PROCEDURES

FIRE ASSISTANCE - dial **686-5333**

POLICE - dial **686-7777** (UAMS Police Department)

UNIVERSITY HOSPITAL EMERGENCY ROOM - dial **686-5835** or **686-6333**

POISON CONTROL CENTER - dial **686-6477**

EMERGENCY TELEPHONES

Emergency telephones have been installed on campus for immediate access to the Public Safety Office at any time of the day or night. Revolving blue lights mark the emergency phones. If you need help or want to report any unusual situation, open the phone box door and lift the receiver; a public safety dispatcher will answer.

OFFICE OF EDUCATIONAL DEVELOPMENT

The Office of Educational Development is located in Shorey 8/13.

The transition from preprofessional to graduate school can be difficult due to background knowledge deficits, more content-dense courses and an increased emphasis on applying information.

OED provides learning skills consultations to help graduate students develop skills such as identifying condensing and organizing relevant information and using practice test questions as learning tools. Call 686-5720 to schedule a learning skills consultation.

ACADEMIC SERVICES

Students may obtain lockers in the Education II Building by signing the locker signup form located at the Office of Academic Services, ED II, Room 8/145. Lockers are issued on a first-come, first-serve basis at the beginning of the academic year. All lockers must be emptied prior to graduation. Any items left in the lockers will be disposed of at the end of the semester after graduation.

STUDENT FINANCIAL SERVICES

In order to better serve you, the Student Financial Services Department is divided into two divisions: Awards and Disbursements/Billing.

The role of the Awards Division is to actively assist the students in seeking and securing financial resources. Please visit www.uams.edu/studentfinancialservices for information on determining financial aid eligibility and the application process. You may also visit their office located in Admin West Building Room 1.120 (located across from the Bookstore), Monday-Friday 8-4:30, or call 501-686-5451 for more information.

The role of the Disbursement/Billing Division is to coordinate the disbursement of awarded financial aid, process tuition payments and manage UAMS federal and institutional student loan programs. Please visit www.uams.edu/studentfinancialservices for information on paying your tuition or receiving your financial aid refund check. You may also visit their office located in the Admin West Building Room 1.106 (located across from the Bookstore), Monday-Friday 8-4:30, or call 501-686-6128 for more information.

UNIVERSITY BOOKSTORE

The UAMS Bookstore serves in providing books, supplies, medical equipment, and any other items necessary to meet the needs of all UAMS students, faculty and staff. Our goal is to provide excellent customer service with the highest urgency, efficiency, and professionalism.

In addition to textbooks and medical equipment, the Bookstore offers a large selection of reference books apparel, accessories, and gift items with the UAMS logo as well as a large selection of Arkansas Razorback merchandise. We also carry a wide range of convenience items such as candy, cold beverages, over-the-counter medications, stamps, and the Arkansas Democrat-Gazette.

Unable to find what you are looking for? No need to worry. The friendly Bookstore staff is happy to accommodate special order requests for any title that is not in stock (including general interest books).

Need an energy boost before class? Stop by the Choco-Latte Café', and try one of our fabulous, flavored coffee drinks or indulge in our homemade fudge. Hot chocolate, smoothies and lemonade are also available. There is truly something for everyone, so please come see us. The Choco-Latte Café is open from 8:00 a.m.- 4:00 p.m., Monday –Friday.

The Bookstore has six convenient, thirty-minute parking spaces reserved for our customers.

The UAMS Bookstore is located at 200 Hooper Drive across from the College of Public Health and is open 8:00 a.m. – 4:30 p.m. Monday – Friday. The Bookstore accepts cash, personal checks with proper I.D., Visa, MasterCard, American Express, and Discover.

Telephone: (501) 686-6160

Fax: (501) 686-7209
Email: uamsbookstore@uams.edu

IDENTIFICATION BADGES

A picture identification card will be made for students at the time of first registration. During Fall semester registrations, a new sticker will be applied to show that the student is currently registered and in good standing.

WEBPAGE

The Graduate School webpage can be accessed through the UAMS homepage on the Internet. The homepage web site is www.uams.edu.

LIBRARY

Library Web Site: <http://www.library.uams.edu>

The UAMS Library serves the faculty, staff, and students of all UAMS colleges as well as the staff of the University Hospital. It also extends reference and borrowing privileges to health care practitioners throughout Arkansas either directly or through the Area Health Education Center (AHEC) Libraries. The collection and services are designed to meet the education, research, service, and patient care missions of UAMS.

Library Hours

Regular Hours:

Monday through Thursday	7:30 a.m. to 10 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 6:00 p.m.
Sunday	2:00 p.m. to 10 p.m.

Special Library hours during holidays will be posted in advance in the Library and on the UAMS Library web site (www.library.uams.edu). When the Library is closed, materials may be returned to the book drops located on the west side of the Education II south lobby.

The Library Learning Resource Center (LRC) may be open fewer hours than the rest of Library during the summer and at other times when classes are not in session.

After Hours Access

After hours access to study areas on the 1st level of the Library is provided for all students including students of the Graduate School and College of Medicine residents. Student badges may be swiped via card reader to open the door at the north end of the Library 1st Level. Study areas available after hours include the open area for quiet group study and access to library computers, a silent room for individual study, and a lounge with vending machines. The after hours access areas are monitored with security cameras and emergency phones connected directly to Campus Police are available.

Computers and Printing

Public access computers in the Library provide access to the Library catalog and online resources, as well as the Internet. Printing is available for a charge. All computers in the Library are covered by the *Acceptable Use Guidelines - Student Use of UAMS Network and Computer Resources*.

Wireless Connectivity

Wi-Fi wireless connectivity is available throughout the Library for laptops, PDAs, and cell phones . Wireless enabled devices can connect to the Internet via the UAMS wireless network by entering an email address and

signing on as 'Guest'. If students need access to a UAMS network or the Intranet, they must contact the HELP desk (501) 686-8555 to configure their wireless-enabled devices.

UAMS Library Web Site and Remote Access

The UAMS Library web site (<http://www.library.uams.edu>) serves as the gateway to the Library's many online resources. The Web site includes links to information about the UAMS Library, its services and collections, and databases, as well as links to the online journals and databases, many other electronic reference and research materials, the Library's online catalog and other library catalogs in Arkansas and the U.S. Additionally, links to other Internet resources, including subject-oriented health sciences sites, are provided.

UAMS students can use their UAMS user/domain account and password to access many of the Library's electronic resources, including databases, electronic books and journals, eReserves, and LRC materials, from off campus.

Checkout of Materials

Students must present a current UAMS student ID badge to check out Library materials.

Standard Loan Periods

Reserve Items (print) may be checked out for two hours for use in the Library

Books May check out up to 10 books for two weeks. A book may be renewed two times after the original due date unless another patron has requested the material by placing a hold on the item

AVs, CD-ROMs May be checked out for three working days unless restricted

Reference materials, Core books, journals, and abstracts/indexes may not be checked out.

Fines for overdue books are \$1.00 per day per book with a maximum fine of \$100.00. Courtesy notices are sent through e-mail three days prior to the due date. Renewals may be requested by replying to the courtesy notice, phoning the Circulation Desk (686-5980) during operating hours, or by using an online form.

If items are not returned, four notices are sent. The first notice is sent via e-mail the day after the book is due. The final notice is a bill for the replacement costs of the item and overdue fines incurred plus a \$15.00 billing (non-refundable) and a \$15.00 processing charge. Borrowing privileges are suspended and will not be reinstated until 1) the materials are returned and fines are paid or 2) in the case of lost materials, replacement costs and any fines are paid.

Prior to graduation all students are required to pay any outstanding fines or invoices before they are 'cleared' by the Library. The Graduate School Office is notified of any outstanding accounts.

Special Collections

Reserve Collection: Print materials that instructors select to support lectures and class assignments are housed behind the Circulation Desk. Items may be checked out for two hours but must be used in the Library.

eReserves: Digital materials, such as images, PowerPoint presentations, and documents, placed on reserve for students are available via 'eReserves' on the Library web site. These materials are password protected to restrict access only to students enrolled in the courses.

Reference Collection: Non-circulating reference materials are housed on the first floor of the Library. Ask at the Reference Office or Circulation Desk for help in locating items or information. The Robert Watson Room houses older reference materials such as earlier editions of directories, drug reference materials, biographies, and statistical documents.

History of Medicine Collection: Works pertaining to the general history of medicine are located on the second floor in the Historical Research Center. The Archives Collection, also located in the Historical Research Center, contains materials documenting the history of UAMS and the health sciences in Arkansas.

Core Collection: This small collection of non-circulating, heavily used basic materials, primarily recent textbooks, covers all areas of the health sciences. The collection is located on the 1st Level close to the Circulation Desk, and is used as a quick reference source. Circulating copies of many of these books will be found in the Book Collection on the third floor.

Reference Resources and Services

Reference Services staff are available on the first floor of the Library Monday through Friday, 7:30 a.m. - 6 p.m. to help students make efficient and effective use of the Library. They will be happy to provide instruction in Library use. There is no charge for basic reference services.

Online Catalog: Records for all the books, audiovisuals, journal titles, and computer-based instruction programs the Library owns are included in the online catalog, as well as records for books owned by some departmental libraries and the libraries at Arkansas Children's Hospital and the AHEC libraries. The catalog may be searched on computers in the Library or remotely over the Library web site.

Online Resources: The Library web site provides access to bibliographic databases (such as Evidence-Based Medicine Reviews, Health & Psychosocial Instruments, International Pharmaceutical Abstracts, PsycInfo and MEDLINE); clinical reference tools (such as Lexi-Comp, StatRef!, Harrison's Online, Dynamed, UptoDate, and Clin-eguide); electronic books (including a variety of medical specialty textbooks); and more than 4,000 electronic journals. Most of these resources are available both on- and off-campus. From off-campus, students will be asked to enter their user/domain account and password before accessing some resources.

Library Research Instruction: The Library offers Library Research Instruction at the request of faculty, staff or a group of students. Instruction can be tailored to meet specific research needs, including both print and electronic resources. A one-on-one consultation with a librarian can be arranged.

For reference services, resources, or instruction opportunities, you can contact the Reference Department: phone 686-6734, email libraryreferencedesk@uams.edu, Twitter <https://twitter.com/uamslibrary>, Facebook <http://www.facebook.com>, or visit the Reference Department in the Library on the 1st floor of the Education II building.

Interlibrary Loans

The Interlibrary Loan staff will obtain materials not available in the UAMS Library from other libraries and commercial document suppliers. Interlibrary Loan requests must be submitted through the ILLiad section of the Library's web site. ILLiad requires a one-time registration. There is a \$5.00 fee per item for all interlibrary loans filled. If the lender charges for the interlibrary loan, the Library will absorb up to \$30.00 of that cost. However, all costs above the \$30.00 cap will be the responsibility of the requestor. For more information, please call 686-6742 between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday.

Photocopiers, Copy Cards, and Printing

Self-service photocopiers and a dollar bill changer are available on the first floor of the Library. The cost per page is 10¢.

A copy card is required for printing from the Library's computers. Printing is 10¢ per page. Color printing is available for 20¢ per page.

Copy cards that may be used for either photocopies or for printing from Library computers may be purchased at the Circulation Desk with a check, interdepartmental transfer, or cash. The minimum price for a copy card is \$1.00

purchased at the Circulation Desk or \$5.00 from the vending machine. Each card may be revalued in any amount at the Circulation Desk.

Group Study Rooms

The UAMS Library has seven group study rooms available, three on Level 2 and four on Level 3. These rooms may not be reserved but are available on a first-come-first-served basis, and are intended for use by groups of 2 or more persons. Markers for the white boards in the rooms are available for checkout at the Circulation Desk.

Three additional group rooms on the 3rd floor have audiovisual and computer equipment for use by small groups of students.

Lounge and Vending Machines and Food in the Library

The Library allows foods and covered drinks (including cans and bottles) in the Library. An area on the 1st level is a mini lounge with vending machines for coffee, bottled drinks, and snacks. 'Big time' eating should take place in the lounge area; however, food may be eaten throughout the Library in study rooms, carrels, and other tables.

Please note: **Eating will not be allowed at the computer workstations!**

The Library will not use the PA system to announce deliveries, and the delivery people will not be allowed to enter the Library! People placing orders must arrange for delivery and pickup in the lobby.

The Library will provide large waste baskets and recycling bins. Please let Library staff know if a spill needs additional attention! It is up to individuals to take care of their trash and to help keep the Library environment clean, sanitary, and pleasant.

The Library staff asks that students remember to leave an area in good condition. Explicitly, Library staff should not be expected to pick up after others. We think we can do our part to provide a nice environment if you'll help us by taking care of the Library with us.

Library Learning Resource Center (LRC)

The LRC is located on the 3rd and 5th floors of the Library. Although the LRC is open all the hours the Library is open during the fall and spring sessions, the LRC may be open shorter hours during the summer session and other times when classes are not in session.

The LRC webpage (<http://www.library.uams.edu/lrc/>) contains information about services and resources of importance to COM students, including a list of many Web-based educational programs.

Audiovisuals: Audiovisual materials and equipment are available for student use in the LRC at the north end of the 3rd floor of the Library. The audiovisual collection includes slide sets, videotapes, audiocassettes and models. Audiovisual materials not on reserve for classes or restricted by licensing agreements are available for 3-day checkout. The LRC does not lend equipment.

Computer Labs: All LRC student computer labs provide access to a wide variety of computer-based educational resources as well as Microsoft Office applications, the Internet, and the Library's electronic resources. Some programs on CD-ROM may be checked out and some of the programs are available over the Internet from locations off-campus. Check with the LRC staff on availability. There is a 10¢ charge for printing from the computers in the LRC computer labs.

The computer labs include:

1. Computer areas on the 3rd and 5th floors of the Library. In addition to the above mentioned resources, the 5th floor lab computers provide scanning and image manipulation programs to assist students in preparing presentations. PDA assistance is available on the 5th floor from 8:00am-5:00pm Monday-Friday.

2. The X-Lab is a 24 hour/7day a week computer area accessible from the north hallway on the 5th floor. The entrance to this facility is secured by a card-swipe access control device. A current student UAMS ID badge is required to gain entrance. In addition the facility is monitored via a security video system.

TRAVEL FUNDS TO ATTEND NATIONAL MEETINGS

The Graduate School will assist in supporting the travel costs of graduate students who attend national or international meetings to formally present their research in poster or podium format. Only one student will be supported for any given presentation.

Contingent upon the availability of funds, the Graduate School will pay expenses of \$120 per day up to a maximum of five days to cover allowable costs (travel, hotel, registration fees, meals, etc.). "Application for Travel Funds to Attend Meetings" forms are available on the Graduate School website. Approval by the student's advisor, program director, and the Dean of the Graduate School is required prior to the student's departure. Failure to obtain proper authorization prior to departure may result in denial of funds. When funds are limited, priority will be given to students in their last two years of their Ph.D. program.

If funding is approved, a copy of the Dean's letter indicating the dollar amount of funding will be mailed to the student, their Program Director and student's advisor. Upon the student's return, the Graduate School will reimburse the program for the amount approved by the Dean; the program is required to pay the remainder of the travel expenses. A student must submit a copy of the Dean's letter to the program business manager for the reimbursement process. Reimbursement to the program for travel funds is contingent upon the program entering the IDT in the SAP system. When the program enters the IDT travel reimbursement date in the SAP system, this is verifying that the student attended the meeting and the program has a copy of this letter and all required travel receipts.

RESEARCH FUNDS

When available, the UAMS Graduate School may provide funds for graduate students to support research that constitutes part of their degree requirements. It is hoped that these funds will foster graduate education, and research and contribute to the quality of research activities in general on this campus.

The Graduate Student Research Funds Committee (GSRF) is charged with review of applications for research funding.

1. Recommendations on proposals are made to the Dean of the Graduate School, and awards are made through the Graduate School Office. Funds are transferred to the appropriate departmental account, and it is the responsibility of each Chairman/Program Director to see that funds are expended for the purpose awarded. In order to receive funds, students must have an overall grade-point average of no less than 2.85 in their UAMS graduate course work.
2. Deadlines for submitting the application are January 15, April 15, and September 15. If these dates occur on a weekend or holiday, the next scheduled work day will be the deadline date.

Application forms are available on the Graduate School website.

MAIL SERVICE

Interdepartmental Campus Mail - Campus mail can be sent free of charge by dropping the letter or package at the Mail Room G900 near the Hospital Cafeteria or in any departmental office. The Mail Room window is open daily between the hours of 8:00 AM – 4:00 PM Monday through Friday.

U.S. Mail - Mail addressed to Dormitory residents is delivered directly by the USPS to be collected by the student.

PARKING

Parking for students is on Lot 10 located at 7th & Cottage. To park in this lot vehicles must be registered with UAMS Parking Operations. There is no charge for this parking but the decal is required to be displayed. Additional parking is available at War Memorial Stadium with overflow lots in the surrounding area. Evening/weekend parking for students is available on A level of the North Deck from 4:30 p.m. during the week and all day on weekends and holidays. The vehicle must be registered and the fee is \$21.00 per year.

Parking on the UAMS campus is limited and all employees must submit a parking application and be approved.

Parking Operations is located on the 2nd floor of the Distribution Center and is open 7:30 – 4:00.

Please visit the UAMS Parking Operations webpage <http://www.uams.edu/parking> for additional information including applications, maps, shuttle bus routes and general information.

POLICE

For current **crime statistics**, please refer to the UAMS Police Department website: www.uams.edu/polic to view the annual security report.

STUDENT AND EMPLOYEE HEALTH SERVICES

The Arkansas Board of Trustees Policy 1260.1 requires all students enrolled in the Colleges of the University of Arkansas for Medical Sciences to be covered by hospitalization/surgical/medical insurance.

Student and Employee Health Services

SEHS is located on the ground level of the Family Medical Center (FMC) at 6th and Jack Stephens Drive, across from the Jones Eye Institute Building. SEHS has a separate entrance at the back of the FMC adjacent to the parking lot.

SEHS provides the following services at no cost to the student:

- Establishment and maintenance of an immunization record
- Annual Tuberculosis screening
- Annual Influenza vaccine
- Completion of vaccine series initiated at pre-enrollment.

SEHS will also provide care of needle sticks and blood/body fluid exposures as well as infectious disease exposure management, all of which should be covered by your insurance. The main clinic is open from 8:00 AM to 4:30 PM, Monday through Friday. You may contact the clinic by calling (501) 686-6565. A satellite clinic is located on the 8th floor of the hospital, Room 8035 and that phone number is 686-8810. The satellite clinic is open 7:00 AM to 12:00 PM and 1:30 to 3:30 PM. Both locations are closed on holidays. An appointment is not necessary at either clinic for TB screening or vaccines.

Student Health Clinic

The Student Health Clinic, a part of SEHS, provides basic medical needs to all UAMS students. Students that subscribe to the Academic Health Plan will have their deductibles and co-pays waived. Those that are referred to the FMC clinic (which is housed on the 1st floor of the Family Medical Center) for lab or radiology services by the new Student Health Services clinic will also have their deductibles waived. Any non-referred visit to FMC will require co-payment at the time of visit. An appointment is necessary for students seeking routine medical care in the SEHS clinic. See website for details on covered services.

Please note that even though the SEHS (ground level) and FMC (1st floor) are housed within the Department of Family and Preventive Medicine building, they are not the same clinic. FMC does perform pre-enrollment student exams. To schedule an appointment you may call 686-6560.

Family Medical Center (FMC)

The FMC is located on the UAMS campus on the corner of 6th and Jack Stephens Drive. The FMC offers medical care to students and their families who choose one of the Family Practice Physicians as their Primary Care Physician (PCP). The FMC offers a full range of Primary Care including women's health, newborn, pediatric, and adult care.

Appointments may be made by calling (501) 686-6560. When calling, **please identify yourself as a UAMS student to receive preference in scheduling.** Students are responsible for the co-payment at the **time of check-in** at the FMC clinic.

Call (501) 686-6560 and ask to speak with a manager if you have questions regarding service or billing.

UAMS Student Mental Health Service

Introduction:

The UAMS Student Wellness Program (SWP) is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS (Little Rock Campus). The purpose of this service is to provide the necessary tools for students to achieve their fullest potential.

Students seek help for depression, anxiety, grief, relationship conflicts, academic difficulties, and numerous other issues interfering with their maximal functioning.

Seeking care through the service is absolutely confidential. The only exceptions to the strict code of confidentiality (as required by law) include homicidality (planning to kill someone else or being so severely impaired that someone else's life is in jeopardy), suicidality (planning to kill self), and child abuse. Record keeping is also strictly confidential within the student mental health clinic and does not go to the campus-wide UAMS medical record.

There is no financial cost to students for seeking care. The service is made possible through the support of the Chancellor of UAMS, the various Colleges, and a portion of the student health fee. A generic report is generated annually to justify continued funding for the service. This report includes the number of students who have utilized the service and describes the types of difficulties for which students sought help. This report contains NO identifying information and does NOT go into the academic record of students.

Students who utilize the service must pay with their most valuable commodity, their time. When an appointment is made, it must be kept. If a student changes his/her mind about coming (it takes a lot of courage to seek counseling) or discovers that a scheduling conflict, the student must cancel at least 24 hours before the scheduled appointment. By adhering to this code of conduct, the clinic is better able to handle the volume of students seeking care in a timely manner.

Referrals for Long Term Difficulties:

Students suffering from major mental illnesses and/or severe substance addiction requiring inpatient hospitalization and/or intensive long term care will be referred to their community mental health center, the Psychiatric Research Institute Adult Psychiatry Clinic, or to appropriate resources in the community depending upon the student's wishes and resources. The cost for this level of care is the responsibility of the student.

Hours:

The Student Wellness Clinic is open from 7:30 a.m. - 4:00 p.m., Monday through Friday. Students are seen by appointment only. To schedule an appointment, telephone Ms. Meshelle Helms, (the program manager) at 501-686-8408. Ms. Helms treats private information with the utmost level of confidentiality. It will be important for her to fully understand the difficulty to allow her to triage urgent situations immediately and/or schedule each student with the most skilled clinician for his/her particular problem. In the rare event of an after hour emergency, call the

emergency telephone number at 501-686-7000 and remain on the line to talk to an operator who will page the UAMS Department of Psychiatry resident on call. This resident will consult with his/her faculty backup as needed.

Location:

The Student Wellness Clinic is located at 201 Jack Stephen's Drive (gray apartment building, first floor). Parking is available in front of the clinic in slips reserved for the "Student Wellness Clinic". Unauthorized vehicles are towed to insure that students utilizing the service have a convenient site to park during their appointments.

Pre-enrollment Medical Examination Form

This form found on the website is to be completed by your family physician and mailed to EH/SPHS at the address noted on the form. Failure to return this form before your registration date may cause a delay in completion of the UAMS health requirements. The immunization section is to be completed by your physician, or immunization records may be attached to the Medical History form. Please note that the documentation of proof of immunity to measles (rubella) has changed as of 1990. If you are not up to date with each of the immunizations indicated, EH/SPHS can provide these for you at no charge, or you may obtain these from your physician.

Students who have questions or feel that they have received a bill in error, should call 686-6565 and ask to speak to a Coordinator or Manager.

Dental Hygiene Services

Dental hygiene services are available to UAMS students at a nominal fee. Services include teeth cleaning, diagnostic radiographs, and fluoride applications. The Dental Hygiene Clinic is located in room S1/23 of the Shorey Building. The clinical receptionist and working area entrance are just off the main hallway of the Ward Hospital Tower. For appointments, call 686-5733.

Pharmacy

Students receive discounts on prescriptions filled at the Ambulatory Care Center Pharmacy. Call 686-5530.

Psychiatric Services

Psychiatric consultation and therapy are available to UAMS students through the Student-Employee Health Service and the Department of Psychiatry. All services are strictly confidential. Call 686-5900.

Speech, Language, and Hearing Services

The CHRP cooperatively sponsors a clinic for clients with communicative disorders. Speech and hearing evaluation and therapy are available to students at reduced rates. The Speech, Language, and Hearing Clinic is located at the University of Arkansas at Little Rock. For information, call 569-3155.

Rape Crisis Hotline

If you are sexually assaulted, notify the police. Do not bathe, douche, brush your teeth, or change your clothes. Go to the nearest hospital emergency room to be examined to assess for injuries and to collect evidence for use in court by a physician or sexual assault nurse examiner who will appear in court, if needed. Fees for evidence collection will be paid directly to the hospital by the Attorney General's office as well as reimbursement for treatment of injuries.

Information about this service is available by calling the Attorney General's office at 682-3656.

Call Rape Crisis at 663-3334 or Family Service Agency Sexual Assault Center at 801-2700 for crisis services or for information on rape prevention and services available to rape victims.

POLICIES AND PROCEDURES

STUDENTS WITH DISABILITIES POLICY STATEMENT

The UAMS Graduate School embraces the philosophy of inclusion and strives to reflect diversity in its staff, faculty and student body. Consistent with this philosophy is the belief that students who have disabilities are entitled to equal access and a friendly environment for learning within the Graduate School. This policy statement outlines the procedure to be followed by the Graduate School in order to assist disabled public health students with meeting their career goals through professional education and training. This policy is a supplement to the UAMS Grievance Policy Related to Discrimination Complaints adopted by the Graduate School and contained in the Student Handbook. It is not intended to supplant that policy, and where any conflicts might be deemed to exist, the UAMS Grievance Policy shall be controlling.

Statement on Accommodation

It is the policy of the UAMS Graduate School to provide appropriate accommodations to a student with a documented disability in order for the student to be accorded equal access to or participation in the services, programs, and activities of the Graduate School.

Responsibility of Student

If the student intends to seek accommodation for the disabling condition in the class, it is the responsibility of the student to report and to provide documentation that supports the need for an accommodation of the disability to the faculty member at the beginning of the semester. This may be accomplished in one of two ways: a) the student may make an appointment to meet privately with the faculty member; or b) the student may request a meeting with the Assistant Dean for Graduate Studies. This meeting must be requested by the student no later than within fourteen (14) calendar days of the first meeting of the class. Students with a known disability who determine after the beginning of the semester to seek accommodation for class work must immediately notify **in writing** the faculty member and the Assistant Dean of Graduate Studies of this decision. The student must request a meeting with the faculty member or the Assistant Dean for Graduate Studies for further assistance in the development of an appropriate accommodation plan. Any student who develops a previously unknown disability during the semester must obtain documentation of the disability and, as soon as practical, notify **in writing** the faculty member and the Assistant Dean of Graduate Studies of the decision to seek accommodation. That student must then schedule an appointment with the faculty member for assistance in the development of an appropriate accommodation plan.

Confidentiality

A student seeking accommodation is entitled to confidentiality concerning her/his disability. Under most circumstances, the faculty member and/or Assistant Dean for Graduate Studies will respect the student's right to confidentiality and will not mention the request to other students, staff or faculty unless the student has specifically indicated otherwise. However, the Assistant Dean for Graduate Studies is authorized to use discretion during unusual circumstances in disclosing information to others on a need-to-know basis for the protection and safety of faculty and students.

Faculty members are required by federal law to provide reasonable accommodations when requested. The goal of the accommodation plan is not to change the requirements of any course but to enable the individual with a disability to meet the requirements of each course in a way that is not discriminatory based on disability. In the event an instructor believes a student request is unreasonable, the Assistant Dean for Graduate Studies will assist the instructor and student in establishing reasonable accommodations. If an agreement still cannot be reached, the Assistant Dean will contact the Dean of the Graduate School to assist in resolution of the issue. Such assistance shall not be considered a violation of student confidentiality.

MILITARY DUTY POLICY

Students enrolled in the Graduate School who are members of National Guard or reserve units and are called to active military duty as a result of activation may elect one of the following options:

1. The student can officially withdraw from the Graduate School and receive a full refund of all tuition and nonconsumable fees for the term involved. A copy of the activation orders must be attached to the official withdrawal for the student to receive the full tuition and fee adjustment and refund. Students electing this option will receive a grade of “W” for the courses in which they were enrolled.
2. The student can arrange for a mark of “Incomplete” for each class for which he or she is enrolled, provided the work to date is of passing quality. In order to receive a mark of “Incomplete” in any course, the student must obtain agreement from the instructor of the course. After the mark of “I” is awarded the provisions to the mark of “I” in the Grades and Marks portion of this handbook are applicable.
3. An instructor who believes a sufficient portion of a course has been completed may assign an appropriate final grade in that course at the time the student leaves.

SUBSTANCE ABUSE POLICY

Purpose

It is the goal of UAMS to provide the highest quality health care, education and services available. To achieve this goal it is important that administrators, faculty, staff, and students be able to fulfill their respective roles without the impairment produced by intoxication or addiction to alcohol or other drugs.

The unlawful manufacture, distribution, dispensation, sale, possession or use of any controlled substance (as defined in the UAMS Drug-Free Workplace Policy) by any employee or student of UAMS while on University property or on a University affiliated assignment will not be tolerated. Consumption of alcohol on University property will not be tolerated, except within approved areas by individuals over the ages of 21 years. It is the policy of UAMS to provide a drug-free workplace. To support our goal of a drug-free environment, the UAMS drug testing program has been established and consists of (1) pre-employment drug testing, (2) for cause drug testing, and (3) random drug testing.

Policy

No employee or student of UAMS may report for their assignments and/or classes impaired by the use of alcohol or controlled substances. Nothing in this policy will preclude the medical or research use of alcohol or controlled substances. Violators of this policy will be disciplined up to and including termination.

It is the underlying philosophy of the UAMS that addiction to alcohol and/or other drugs represents a disease state, and treatment of such problems is a legitimate part of medical practice. Employees or students with an addiction to drugs or alcohol are encouraged to seek help through the UAMS Employee Assistance Program (EAP) or Student/Employee Health Service. Individuals who seek help through the UAMS EAP or Student/Employee Health Service will not be punished for seeking such help. However, appropriate disciplinary procedures linked to performance criteria are not precluded by this policy.

SEXUAL HARASSMENT POLICY

Policy

The University of Arkansas for Medical Sciences opposes all forms of sexual harassment, whether subtle or direct, and is committed to thorough, timely and confidential investigation in a fair and impartial manner of all complaints from its students or employees. UAMS shall establish an independent Resource Panel for the purpose of providing counseling assistance for individuals who believe they have been victims of sexual harassment. Additionally, members of the panel may be called upon to investigate complaints of sexual harassment and provide the Assistant Vice Chancellor for Human Services with a written report of their findings. The Chancellor shall

appoint a Resource Panel made up of twelve individuals who are nominated by the Heads of each UAMS Division. The Panel's membership shall reflect the diversity of the campus. Members being appointed to serve three year terms. The Panel members shall be trained in issues relating to sexual harassment, as well as in the proper manner of investigating complaints, and shall be certified as to completion of such training by the Assistant Vice Chancellor for Human Services. The Assistant Vice Chancellor for Human Services shall select individuals from the panel to conduct an investigation when a complaint of sexual harassment is received.

Students who believe that they have been sexually harassed are encouraged to notify their department chairman, associate dean, or one of the resource persons from the independent Resource Panel appointed by the Chancellor. Names and contact numbers of panel members are published in the UAMS Administrative Guide as part of this policy and may be found at the following Web address: www.uams.edu/adminguide/WIN03105.html. Individuals accused of sexual harassment shall be given the opportunity to respond to the complaints prior to any employment decisions. Records of sexual harassment complaints, whether filed by employees or students, shall be maintained in confidential files by the Office of Human Resources. Employees and students who are found guilty of sexual harassment are subject to disciplinary action in accordance with UAMS policies.

Definitions

Sexual harassment of employees and students is defined as any unwelcome sexual advance, request for sexual favors, or other physical or verbal behavior of a sexual nature either in or out of the work place when:

1. Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a course, program, or activity;
2. Submission to or rejection of the conduct is used as a basis for an employment or educational decision affecting an individual; or
3. Such behavior unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Incidents that fall within the above defined criteria may occur between individuals of different sex—male against female, or female against male—or, between individuals of the same sex. Additionally, incidents may occur between supervisor and employee, faculty member and student, or between fellow-employees and fellow-students; they may also take place between employees and campus visitors, and between employees and those who do business with UAMS.

SMOKING POLICY

The UAMS policy is to provide a totally smoke-free work environment. This policy applies to all persons, including employees, faculty, students, patients, visitors, contractors, subcontractors, and others in UAMS buildings, parking lots and ramps.

UAMS AIDS POLICY

Introduction

The Policy Guidelines herein are of a generic nature and deal with students who are infected with the Human Immunodeficiency Virus (HIV). They apply to all students enrolled in programs at UAMS. Due to differences in the various educational programs, individual UAMS colleges or programs may have specific rules and/or guidelines that are modifications of those in the generic policy. The specific policies of the various colleges will, however, be consistent in their intent with the guidelines noted herein. Many reference sources were consulted in the preparation of this document (the major ones noted herein), and in all cases the proposed guidelines are consistent with those of The University Hospital of Arkansas Policy and Procedures Manual.

Admission and Retention

Admissions: The HIV status of an applicant should not enter into the application process. It should also not be determined in the admissions physical examination nor should routine serological assays be performed to determine the HIV status of applicants. Applicants applying for health care programs should, however, be informed that certain diseases may necessitate either a modification of their programs, or in the extreme, may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

Retention: If it is determined that a student is sero-positive for HIV and/or is clinically manifesting AIDS, that student should receive counseling, both as to their own health care and their interaction with others, especially patients. Students should be seen by a physician(s) relative to treatment and disease management and by a designated faculty member in their respective programs. The function of the designated faculty member is to counsel the student as to whether their program of education should be modified, or in the extreme, whether the student should be dismissed from a program because of their inability to perform procedures and/or tasks crucial to their educational program. Also, the health risks to the student must be considered because of the enhanced susceptibility of individuals to infectious disease. For this reason, and to protect our patients from HIV exposure, the faculty advisor must work closely with the student's physician in order to determine whether the condition of a student warrants program modification. HIV sero-positive students should be cognizant of the fact that they pose a very low but potential risk to patients in the performance of invasive procedures and that they should seek advice as to protocols that will limit the likelihood of HIV transmission. These protocols are defined in The University Hospital of Arkansas Policy and Procedures Manual. The student should be cognizant that HIV sero-positivity alone may mitigate against performance of certain procedures. The confidentiality of this process is to be maintained in accordance with The University Hospital of Arkansas Policy and Procedures

Manual

Since programs within the UAMS system differ relative to curriculum, it is recognized that differences will exist as to the need for program modification or dismissal from a program. The key points as to whether a student's program should be modified or whether the student should be dismissed include the ability of the student to perform tasks and/or procedures essential to their educational experience and the health risks that are imposed for the student should they continue in their program. At all times, the health management of the student and the health of our patients are of paramount importance.

Counseling

Students who are HIV sero-positive (symptomatic or asymptomatic) shall be counseled relative to their own health, and how their health status will impact on their performance as students at UAMS. Each affected student shall be counseled by the Medical Director of Student/Employee Health or a designated medical faculty member, his/her personal physician if he/she has one, and the dean or his/her designee of the student's college concerning the appropriate safeguards and behavior expected. The student will be counseled on his/her future plans relative to education, which may include withdrawal from their program if essential degree requirements cannot be met. Counseled students will sign a document attesting to the fact that they received counseling.

Counseling of the student concerning his/her continued academic endeavors will follow the policy outlined in the University Hospital of Arkansas Policy and Procedures Manual, including the confidentiality statement.

Housing

Data accrued over the last twenty (20) years clearly indicate that transmission of HIV from an infected to an uninfected non-sex partner as a function of co-habitation is extremely unlikely. This being the case, housing assignments involving HIV sero-positive students shall be handled in the same manner as for sero-negative students. The question of a roommate's right to know the HIV serological status of

his/her roommate may occur. Release of information dealing with the HIV serologic status of students to other students is forbidden because disclosure of such information would breach the confidentiality rights of the student. Should a student become aware that his/her roommate is HIV sero-positive, the student may request a room assignment change. It is recommended that such requests be granted if appropriate housing can be provided. In any case, all students should observe universal precautions for body fluids at all times. The question of sexual activity in the student housing facility is also a point of concern. All students are required to attend, as part of their orientation program, a seminar on AIDS (please see, AIDS Education below). This seminar will deal with the many facets of AIDS including the mechanisms of transmission of HIV, as well as, ways that students can protect themselves from being infected with HIV, both in terms of their profession and in terms of their sexuality.

Classroom and Extracurricular Activities

The extent to which HIV sero-positive students can participate in classroom and extracurricular activities is defined by the same parameters as for continuation of employment of Hospital employees; see University Hospital of Arkansas Policy and Procedures Manual. The key question is that of potential exposure to HIV-contaminated body fluids. Student classroom activities that involve potential exposure of students and faculty to HIV-contaminated body fluids should probably not be carried out if there is a strong likelihood that exposure to HIV will occur; however, in the event that it becomes necessary that a student perform invasive procedures on patients that are HIV sero-positive, the faculty member in charge must determine a priori that the student has the skills necessary to ensure that he/she is not exposed to HIV as a result of a compromise in the procedure or protocol being used. The question of potential exposure of patients to HIV as a result of interaction with an HIV sero-positive student is discussed in the University Hospital of Arkansas Policy and Procedures Manual.

HIV sero-positive students should be counseled concerning their participation in extra-curricular activities that by their very nature involve trauma and potential injury leading to bleeding. All students should be advised as to the precautions that they should take in the treatment of cases of trauma. This information should be provided as part of the student orientation program.

AIDS POLICY FOR THE GRADUATE SCHOOL

Introduction

The Graduate School adheres to the UAMS policy on admission of students with HIV-1 sero-positive status.

Policy

In every case, department chairmen and faculty will work closely with HIV-1 sero-positive students to make every effort to retain them in the program if it is possible to do so. The use of models and manikins as substitutes for actual patient contact will be employed if the educational objectives of the program can thusly be achieved and appropriate competencies developed in the student. It should be noted, however, that HIV-1 sero-positive graduates may have great difficulty finding employment in hospitals if their status were to become known to potential employers.

In certain programs, HIV-1 sero-positive status prevents the students from performing certain clinical procedures necessary to meet program requirements. Contact the department chairman if you have questions or concerns.

HIPAA

The UAMS workforce/students will abide by the federal standards for Privacy of Individually Identifiable Health Information, also known as the HIPAA Privacy Regulations, and will conduct themselves in accordance with the UAMS policies and procedures relating to the HIPAA Privacy Regulations. There are new breach reporting requirements that became effective in September, 2009. UAMS is now required to report breaches of patient information to the U.S. Department of Health and Human services. Any known or suspected violations of the HIPAA Privacy Regulations must be reported immediately so the UAMS HIPAA Office can investigate and report within a sixty day time period.

UAMS workforce members who report in good faith such violations or suspected violations shall not be subjected to retaliation or harassment as a result of their report.

Violations of this policy, including failure to report, will be grounds for sanctions ranging from disciplinary action to termination.

UAMS CONFIDENTIALITY POLICY

Purpose

Confidentiality measures are taken to assure that all UAMS employees, students, agents, or contractors hold information used or obtained in the course of their duties in confidence. The responsibility for maintaining confidentiality of information lies with the individual entrusted with the information. Implicit in the trust is the expectation that the individual will not divulge information, nor gain access to information unless there is necessity based on the job description or standards of practice.

Policy

UAMS prohibits the unlawful or unauthorized access, use or disclosure of confidential and proprietary information obtained during the course of employment or other relationship with UAMS. As a condition of employment, continued employment or relationship with UAMS, UAMS workforce shall be required to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. UAMS will provide training for each of its workforce members/students on the importance of maintaining confidentiality and the specific requirements of state and federal law, including the HIPAA Privacy Regulations and laws protecting the privacy of students and employees.

For purposes of this policy, "Confidential Information" includes information concerning UAMS research projects, confidential employee information, information concerning the UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. "Confidential Information" shall include "Protected Health Information" which is any information about a UAMS patient, including demographic information, that relates to the past, present or future health of the patient, the health services provided to the patient, or payment for health services, and which reasonably can be used to identify that patient. Protected Health Information (PHI) includes the following examples of information about a patient, each of which, standing alone, constitutes PHI subject to this Policy: name, address, telephone or fax numbers, email address, date of birth, social security number, name of employer, admission or discharge dates, medical record number, medical diagnosis or health condition, health beneficiary, license number, or photographs.

This policy applies to information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

Procedures

Confidentiality Agreement: As a condition of employment, continued employment, or a relationship with UAMS (students), UAMS will require such individuals to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. The Confidentiality Agreement shall include an agreement that the signing party will abide by the UAMS policies and procedures, and with federal and state laws, governing the confidentiality and privacy of information.

All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The UAMS IT Security Office will maintain signed Confidentiality Agreements and furnish a copy to the individual signing the agreement. It is the responsibility of the manager hiring individual vendors or consultants or receiving sales representatives or service technicians (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate confidentiality agreements approved by the UAMS Office of General Counsel and to send those documents to the UAMS IT Security Office.

Restriction on Access, Use and Disclosure of Confidential Information: UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific duties and functions of the individual seeking or requiring access. UAMS will restrict access to Confidential Information to the minimum necessary to perform his/her job functions or duties. UAMS will further limit and control access to its computer systems with the use of sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Authorization to access, use or disclose Protected Health Information also is governed by the UAMS Use and Disclosure Policy. UAMS will control and monitor access to Confidential Information through management oversight, identification and authentication procedures, and internal audits. UAMS managers and heads of departments will have the responsibility of educating their respective staff members about this Policy and the restrictions on the access, use and disclosure of Confidential Information, and will monitor compliance with this Policy.

Sales Representatives and Service Technicians: Must register in the appropriate area (Refer to UAMS Vendor Policy), sign and complete the Confidentiality Agreement prior to any exposure to UAMS confidential information.

Media: All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing.

Violation of Confidentiality Policy: Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. Any access, use or disclosure of Confidential Information in any form - verbal, written, or electronic - which is inconsistent with or in violation of this Policy may result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS.

All UAMS employees and others subject to this Policy must report any known or suspected incidents to access, use or disclose Confidential Information in violation of this Policy or in violation of the law.

DRUG -FREE AWARENESS STATEMENT (Policy No.4.405)

The University of Arkansas for Medical Sciences supports the concept of a drug-free workplace, as enacted in the federal Drug-Free Workplace Act of 1988 and the State of Arkansas Executive Order EO-89-2, issued March 30, 1989.

As a health care institution, students/employees who abuse drugs on the job pose an imminent danger to patients, visitors, and others we serve. It is the policy of the State of Arkansas and UAMS that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while on UAMS premises or during the course of any University assignment is prohibited.

Any student/employee who illegally uses, gives, sells, or in any way transfers a controlled substance while on the job or UAMS premises will be subject to disciplinary action up to and including termination. This includes students/employees who report to work under the influence of drugs, if they are not able to perform their jobs in an efficient and safe manner.

Students/employees who recognize their own disease state of addiction to alcohol and/or other drugs are encouraged to seek assistance as specified in the UAMS Substance Abuse policy. Students/employees will not be disciplined for seeking such help, although disciplinary procedures linked to performance criteria are still applicable.

POLICY ON ADMINISTRATIVE ACTIONS

In the Graduate School, certain individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the University community. These "authorized individuals" include the Dean and/or his/her designees. As defined below, the Deans and their designees are permitted, when necessary, to take the following interim administrative actions: (A) interim actions; (B) interim suspensions; and/or (C) referrals for psychological or psychiatric evaluations

A. Interim Actions

In special circumstances the authorized individuals named above may impose "interim actions" to ensure the safety and welfare of members of the University community, including, but not limited to, student restrictions from certain activities or locations and changes in class schedules. Any restrictions outlined in the interim action will be clearly presented in a written notice to the student.

1. Appeal of Interim Administrative Action: In the event that interim action is invoked, the student may appeal the action through the College's non-discriminatory grievance policy as further explained in the "Grievance Procedure" which is detailed in the Graduate School Student Handbook. During the grievance process, a hearing will be provided. At this hearing, the student will be given the opportunity to explain why he/she does not constitute a threat to the safety, health, or welfare of members of the University community.

2. Violation of Interim Action: Any violation of an interim action will result in a meeting with the student, his/her program director and the Dean or his/her designee to determine the actions to be taken. Actions may range from disciplinary probation to immediate dismissal.

B. Interim Suspension

Notwithstanding any other provision of this Code, an "interim suspension" may be imposed upon a student by the Dean and/or his/her designees when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself or herself, other members of the University community or University property, or is persistently disruptive to the University community. When an "interim suspension" action is imposed, a student will be given a written notice containing the reasons for suspension, the duration, and any conditions that apply, along with a copy of this interim suspension policy. After receiving such notice, a student is required to leave the campus and University property immediately and make no future visits to any University property unless invited by his/her college Dean, the Dean's designee or the Vice Chancellor for Academic Affairs. Following notice of an interim suspension, the student will be suspended from participation in all classes and all other University activities.

1. Appeal from the Interim Suspension: In the event that interim suspension is invoked, the student may appeal the action through the College's non-discriminatory grievance procedures as further explained in the "Grievance Procedure" in the Graduate School Student Handbook. During the grievance procedures, a hearing will be provided to afford the student with an opportunity to explain why he/she does not constitute an immediate threat to the safety, health or welfare of himself or herself, or other members of the University community or University property, or is not persistently disruptive to the University community.

2. Violation of Interim Suspension: Any student who is suspended on an interim basis and returns to the campus and University property without proper authorization to do so or otherwise violates the terms of the interim suspension will be asked to meet with the Dean's designee and his/her Program Director to determine the action to be taken for the violation. The action may range from disciplinary probation to immediate dismissal. Further, the student may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to consult with the Vice-Chancellor for Academic Affairs, the student's college Dean or his/her designees, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Vice-Chancellor for Academic Affairs, the Graduate School Dean or his/her designee.

C. Referral for Psychological Evaluation

The Graduate School Dean and his/her designee may determine that a student should undergo a psychological or psychiatric evaluation prior to an administrative action or a Grievance Committee hearing. When such determination

has been made, the student should be administratively referred to the appropriate agency for such evaluation according to the guidelines outlined below:

1. Referral to The Student Wellness Center: When an authorized professional staff member has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student's continued presence on campus would present a danger to himself/herself and/or others, or to university property, the staff member may direct the student to consult with the Director of Counseling and Psychological Services (The Student Wellness Program). In the event of a student's refusal to obtain such consultation in a timely manner, interim action may be invoked.

2. Procedure: Whenever possible, the student who is being administratively referred to the Center for Counseling and Psychological Services (The Student Wellness Program) will be accompanied by an appropriate professional staff or faculty member from his/her respective College.

3. Recommendations: Following an evaluation, the Director of The Student Wellness Program may recommend that the student be placed on an administrative leave of absence from the University to seek psychological/medical treatment if:

a) The student has violated institutional regulations and appears to lack the capacity to respond to the disciplinary process, or did not appear to know the nature and wrongfulness of the alleged violation; or

b) The student has threatened or attempted harm to himself or herself or another individual, or to University property, and is suffering from a serious mental disorder that is being exacerbated in the campus environment; or

c) A student is engaged in behavior exacerbated in the academic setting, which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University.

4. Report: The Director of The Student Wellness Program will send a report summarizing the results of the evaluation and any recommended action to the student's Dean or his/her designees. Other appropriate personnel will be notified of any action taken regarding a change in the student's status by the student's Dean's Office (e.g., the University Housing staff member if the student is living in a residence hall).

5. Extended Absence: If an administrative extended absence is recommended, the Director of The Student Wellness Program will notify the student's Dean or designee. If the Dean or designee accepts the Director's recommendation, the student shall be granted an extended absence from the Graduate School.

a) Return from Extended Absence: If a student has been placed on an administrative extended absence from the Graduate School based on recommendations from the Director of The Student Wellness Program, prior to ending the leave and returning to school, the student will be required to submit a report to his/her Dean or designee from a licensed mental health practitioner stating that he/she is capable of participating in the Graduate School's academic/disciplinary/grievance processes, and/or that the student has received sufficient treatment to be capable of returning safely to the University community. The Graduate School may require further evaluation by the Director of The Student Wellness Program or by another licensed practitioner.

b) Appeal from Administrative Extended Absence: After the Dean or designee has received a report from the Director of the Student Wellness program stating that the student is capable of participating in the Graduate School's academic/disciplinary/grievance processes, the student may appeal any disciplinary charges through the Graduate School's nondiscriminatory grievance procedures in the "Grievance Procedure" in the Graduate School Student Handbook to determine the appropriateness of sanction(s).

6. Dismissal: If the Interim Action, Interim Suspension, or Extended Absence extends for a period of time making it impossible for the student to complete all requirements for the degree, in the period of time as outlined in the Graduate School Student Handbook, then the student will be dismissed from the Graduate School.

GRIEVANCE PROCEDURE

It is the policy of UAMS that a student may have prompt resolution of his or her student grievances and that this be accomplished under orderly procedures.

Definitions:

A "student" who may process a grievance under this procedure is defined to mean a currently-enrolled student of the University of Arkansas for Medical Sciences.

A "grievance" means a dispute concerning the status, rights, benefits, obligations and responsibilities of a student, including the availability of services for that student, under established UAMS programs and activities pursuant to regulations, policies and practices of the university. Not included are alleged violations of traffic and parking regulations, Honor Codes, or issues for which other procedures exist.

There are two types of grievances. One type is classified as discriminatory (because of race, sex, age, color, religion, national origin, disability or retaliation). Procedures for this type of grievance are contained on the following pages under the heading of "Grievance Procedures Relating to Section 504, Title II, Title IX and Other Discrimination Complaints Brought by Students at the University of Arkansas for Medical Sciences (UAMS)." The other type is classified as nondiscriminatory (no alleged discrimination based on race, sex, age, color, religion, national origin, disability or retaliation.). Policies pertaining to this type of grievance are listed below under the sections titled "Appeals Panel" and "Procedures." The section title "Definitions" applies to both types of grievances.

A "decision" means a determination that the grievance issue or issues were, or were not, in violation of rights, benefits, obligations and responsibilities of a student, including the availability of services for that student. An analysis of the issues and the reasons for the determination shall be included in the decision.

Appeals Panel:

A student grievance appeals panel will include three faculty members and two student members all of whom will be drawn from the campus Graduate Faculty and graduate students of UAMS and shall exclude persons in academic departments, units or student classes where the issue arose. If the grievance alleges discrimination, the panel will include a representative of individuals from the same race, sex, approximate age, color, religion, and/or national origin, or with a disability, against which discrimination was alleged.

Procedure:

A student having a complaint concerning terms and conditions of his student status with UAMS may present this matter to and discuss it with the person in charge of that part of the University where the issue arises (e.g., Course Director, Department Chairman, Assistant Dean, Dormitory Director, etc.). Such presentation and discussion shall be entirely informal. The person in charge shall attempt to resolve the complaint. A complaint may, but need not, become a grievance.

Where the student's informal complaint is not satisfactorily resolved within five (5) working days following the date presented, the student has the right to reduce the complaint to writing as a grievance and to forward it to the Dean of the Graduate School. The Dean of the Graduate School will investigate the matter and if it is felt warranted will refer the matter to a Student Grievance Appeals panel which will be appointed and charged by the Dean. The membership of the panel will conform to the description defined earlier in this document. If discrimination is alleged, the Dean shall seek recommendations for panel membership from the UAMS Human Relations Committee. The panel shall have access to witnesses and records, may take sworn testimony, and make a record by taping the hearing if the student or the person in charge where the issue arose so desires. Its charge is to develop all pertinent information through informal inquiry in which fair procedures are used. Its written recommendations to the Dean shall be received within ten (10) working days following receipt of the appeal. The

decision of the Dean shall be made in writing, with copies to the student and the person in charge, within five (5) working days thereafter.

GRIEVANCE PROCEDURES RELATING TO SECTION 504, TITLE II, TITLE IX AND OTHER
DISCRIMINATION COMPLAINTS BROUGHT BY STUDENTS AT THE UNIVERSITY OF ARKANSAS FOR
MEDICAL SCIENCES (UAMS)

I. PURPOSE AND SCOPE

A. Policy Statement: UAMS prohibits discrimination on the basis of race, color, national origin, disability, sex, or age.

B. Purpose: The purpose of this procedure is to provide the process for addressing student grievances alleging discrimination based on race, color, national origin, disability, sex or age.

II. DEFINITIONS

A. Grievance: Grievance means a complaint of a student alleging any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations.

B. Procedure: The steps set out in this procedure shall constitute the grievance procedure for discrimination complaints brought by students based on race, color, national origin, disability, sex, or age.

C. Grievant: Grievant means a student who submits a grievance alleging violation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and their implementing regulations.

D. UAMS: UAMS means any college, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this Agreement, the term “college” shall be deemed to include the Graduate School.

E. Coordinator: The person serving as the designated Title IX and/or Section 504/Title Coordinator.

F. Respondent: Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

G. Associate Dean Responsible for Student and Academic Affairs: Refers to the Associate Dean in the college where the grievant is enrolled as a student. Since there is no Associate Dean for the Graduate School, reference to Associate Dean shall be deemed to include the Assistant Dean for Graduate Studies and Institutional Reporting, where applicable.

H. Dean: Refers to the Dean of the college where the grievant is enrolled as a student.

III. FILING OF GRIEVANCE

A. Eligibility for Filing: Any UAMS student may file a grievance alleging discrimination on the basis of race, color, national origin, disability, sex, or age.

B. Pre-Grievance Meeting: Prior to the filing of a written grievance, the grievant(s) should first consult with the appropriate Associate Dean responsible for student and academic affairs, who shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance. If the matter cannot be resolved at this level, a written grievance should be submitted to the appropriate Associate Dean responsible for student and academic affairs for subsequent processing in accordance with the procedures for formal grievances outlined below.

C. Filing a Grievance: Grievances filed with the appropriate Associate Dean shall be in writing and shall provide the following information:

- name and address of the grievant(s);
- nature, date and description of alleged violation;
- names(s) of persons responsible for the alleged violation;
- requested relief for corrective action; and
- any background information that the grievant believes to be relevant.

D. Time Limit for Grievance Filing: A grievance must be filed within twenty (20) calendar days of the occurrence of the alleged violation or within twenty (20) calendar days of the date the grievant became aware of the alleged violation. If the last day for filing a grievance falls on a Saturday, Sunday, or a day on which the University is closed for business, then the grievance may be filed on the first day following the Saturday, Sunday, or date when the University is closed.

E. Notification of Respondent(s): Immediately upon receipt of a formal grievance, the appropriate Associate Dean will give the respondent a copy of the grievance and will direct the respondent to submit a written response to the charges within (10) calendar days. If the last day for filing a response falls on a Saturday, Sunday, or a day on which the University is closed for business, then the response may be filed on the first day following the Saturday, Sunday or date when the University is closed. The respondent will be specifically warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action.

F. Response: The response should include any denial, in whole or in part, of the charges. Failure to respond may subject the respondent to disciplinary action by the Dean of the appropriate college or other appropriate UAMS official.

G. Notification of Appropriate Administration Officers: The appropriate Associate Dean will notify the appropriate administrative officers to whom the respondent reports of the existence of the complaint. However, all administrative officers will attempt to maintain the confidentiality of the information during the grievance process.

H. Role of the Associate Dean Responsible for Student and Academic Affairs in Discrimination Grievances Filed by Students: The appropriate Associate Dean responsible for student and academic affairs must conduct a preliminary investigation of the complaint and take one of the following steps within thirty (30) calendar days after its receipt:

- (1) dismiss the grievance on the grounds that the evidence submitted in support of the complaint or developed in the preliminary investigation does not warrant a detailed investigation or a formal hearing (for example: grievant failed to articulate that factual basis for his or her belief that discrimination occurred; the grievance is so weak, attenuated, or insubstantial that it is without merit or so replete with incoherent statements that the grievance, as a whole, cannot be considered to be grounded in fact; the grievance anticipates discrimination that has not yet occurred);
- (2) refer the grievance to a hearing before the Grievance Panel; or
- (3) allow the parties to sign a written statement resolving the grievance. It should be understood that without the approval in writing by the appropriate Associate Dean, any agreement between the parties does not preclude further action by the University against either party.

It is the responsibility of the Associate Dean responsible for student and academic affairs of each College to insure the effective implementation, maintenance, processing, record keeping, and notifications required by the grievance procedures.

If an appeal of a dismissal of a grievance is filed, (see Section I below) the Associate Dean will forward a copy of the investigative report and determination to the Dean. If the Associate Dean refers a grievance to a hearing before the Grievance Panel, the Associate Dean will forward a copy of the investigative report to the Panel.

I. Appeal of Grievance Dismissal: A student may appeal the dismissal of his/her grievance by submitting a written request for review with his/her Dean. The request for review must be submitted within five (5) calendar days of the receipt of the decision to dismiss. Upon receipt of an appeal of the dismissal of a grievance, the Dean shall carefully consider the relevant information contained in the appeal, as well as the investigative report and determination of the Associate Dean, to ascertain that the evidence either submitted in support of the complaint or developed in the preliminary investigation did not warrant a detailed investigation or a formal hearing. The Dean will notify the student of his/her decision in writing within ten (10) calendar days of receipt of the request for review. The decision of the Dean will be final.

J. Notification of Dean: Upon receipt of a formal grievance from a student, the appropriate Associate Dean shall send a copy of the grievance to the Dean of the appropriate College. The Associate Dean or his/her designated representative shall be notified of any hearing and shall be required to attend all student grievance hearings pertaining to alleged discrimination on the basis of race, color, national origin, disability, sex, or age to serve as a University resource person. This individual shall not have a vote at the hearing, nor be present during deliberations of the Grievance Panel.

IV. PREHEARING PROCEDURES

A. Selection of Grievance Panel: When a grievance is referred to the Grievance Panel, the appropriate Associate Dean shall forward a copy of his/her investigative report to a six member Grievance Panel. The Grievance Panel shall be selected as follows: A Grievance Committee will be appointed by each College Dean, consisting of nine (9) faculty and nine (9) students. For every hearing held under this procedure, the person filing the grievance and the appropriate Associate Dean or designee jointly will meet within ten (10) calendar days after the decision to refer the grievance to the Grievance Panel, and review the members of the Grievance Committee, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being grieved should not sit on the Panel for that grievance). The names of the remaining members will then be written on tabs of paper, folded, placed into separate containers for faculty and students, and randomized by mixing. The grievant will draw three names from each container. The first six names will constitute the Grievance Panel, which shall be composed of three faculty and three students. The remaining names shall be drawn alternatively from each container until all names are drawn in order to develop a list of alternate members. Should a Panel member be removed for any reason during the process, the member shall be replaced by an alternate having the same status (faculty or student).

B. Scheduling of Hearing of Grievance: Hearing before the Grievance Panel will be conducted no sooner than ten (10) calendar days and not later than twenty (20) calendar days after the selection of the Grievance Panel. The date of the hearing must be adhered to except for unusual circumstances which must be reported in writing as soon as possible to the appropriate Associate Dean. The hearing shall be conducted in accordance with the procedure set forth in Section V, A through G of this procedure.

C. Representation: The grievant and the respondent have the right to be assisted by no more than two representatives, including attorneys, at any point during the initiation, filing, processing, or hearing of the formal grievance; however, no representative may examine witnesses or otherwise actively participate in a hearing. The Panel may also be assisted and advised by an attorney or other representative at its discretion.

D. Evidence: The grievant and respondent shall provide the appropriate Associate Dean with all documents to be used and relied on at the hearing, and with the name, address and telephone number of their representative(s) and witnesses no later than seven (7) calendar days prior to the date of the hearing. There will be a simultaneous exchange of this information between the parties, which will be facilitated by the Associate Dean five (5) calendar days before the date of the hearing.

V. HEARING PROCEDURES

A. Record of Hearing: The hearing will be recorded by recording devices supplied by UAMS. These recordings shall be maintained for a period of three years after resolution of the grievance. The grievant or respondent may obtain a copy of the tapes from any recorded hearing, at the requesting party's expense. The deliberations of the Grievance Panel will not be recorded.

B. Counsel: The grievant and respondent shall have the right to advice of counsel of his/her choice; however, counsel may not examine witnesses or otherwise actively participate in any hearing.

C. Private Hearing: The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted for testimony only and then asked to leave. The parties may hear and question all witnesses testifying before the Grievance Panel.

D. Presentation of Case: The grievant and respondent shall be afforded reasonable opportunity for oral opening statements and closing arguments and/or presentation of witnesses and pertinent documentary evidence, including sworn, written statements.

E. Grievance Panel Rights: The Grievance Panel shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses or review other documentation as the Panel deems necessary.

F. Grievance Panel Deliberation: After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority recommendation.

G. Transmittal of the Recommendation: Within five (5) calendar days after the hearing is concluded, the Grievance Panel shall transmit a written copy of its recommendation to the appropriate Associate Dean responsible for student and academic affairs, who will then mail, by certified mail, return receipt requested, a copy of the written document to the grievant and respondent at addresses previously provided by the grievant and the respondent.

H. Appeal of Recommendation of the Grievance Panel: If no appeal is received by the appropriate Associate Dean within seven (7) calendar days of receipt of the recommendation by the grievant and the respondent, any recommendations by the Grievance Panel shall be forwarded to the appropriate Dean for

consideration. The Dean may accept the Grievance Panel recommendation, reverse it, or refer the grievance back to the Panel for reconsideration. If the last day for filing an appeal falls on a Saturday, Sunday, or a day on which the University is closed for business, then the appeal may be filed on the first day following the Saturday, Sunday or date when the University is closed.

If the grievant or respondent wishes to appeal the recommendation of the Grievance Panel, the respondent and/or grievant shall, within seven (7) calendar days of the receipt of the recommendation, appeal the grievance recommendation to the Dean through the Associate Dean. The appeal shall be in writing.

If an appeal is submitted, it will be transmitted to the appropriate Dean. The Dean shall review the appeal and notify the parties of his/her determination within ten (10) calendar days from the date of his/her receipt of the appeal. The decision of the Dean is final and may not be appealed further.

The Dean's review is the final institutional step in matters of discrimination grievances. However, nothing precludes the grievance or respondent from filing a complaint with any external agency that handles discrimination complaints.

VI. OTHER

A. Grievances Involving a Grievant and Respondent from Different Units of UAMS: Whenever a grievance is instituted by a student grievant in one college against a respondent in another college or unit, the grievance shall proceed through the Associate Dean, Dean and Grievance Committee from the college in which the student is enrolled.

B. Maintenance of Written Grievance Records: Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at minimum: the written grievance complaint filed by the grievance, the written response filed by the respondent, the investigative report of the Associate Dean, the recording and documents of the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the Dean, and any other material designated by the Associate Dean responsible for Student and Academic Affairs. A file of these records shall be maintained in the Office of the Associate Dean responsible for Student and Academic Affairs for each college.

For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.

C. Retaliation: No person shall be subjected to retaliation for having utilized or having assisted other in the utilization of the grievance procedure.

CONSTITUTION OF THE HONOR CODE
University of Arkansas for Medical Sciences
Graduate School

All academic work in the University of Arkansas for Medical Sciences Graduate School will be conducted under the Honor Code. The Honor Code is a system based upon a spirit of trust and intellectual honesty within the university that manifests itself as a code of ethics shared among all members of the university community. The Honor Code is designed to communicate the importance and meaning of intellectual honesty, and to provide a structure that allows the student body to maintain these standards.

Students enrolled in the Graduate School are expected to comply with the provisions presented in this document. Students should be aware that the Graduate School Honor Code relies on the presumption that each student appreciates the trust placed in him/her and maintains the highest ethical standards of his/her discipline. It is the responsibility of each student to conduct himself/herself in a manner that complies with the Honor Code guidelines.

The Graduate School Honor Code applies to all aspects of the graduate student's education, including Graduate School courses as well as research. Actions that should be considered Honor Code violations include, but are not limited to: cheating on class examinations; plagiarism [to take (ideas, writings, etc.) from another and pass them off as one's own, Webster's New World Dictionary, 3rd College edition]; intentional misrepresentation of information on official documents; intentional misrepresentation of research data; and any intentional behavior that is potentially dangerous to others, or acts performed with malicious intent within the university setting. Honor Code violations are confined to acts directly pertaining to university affairs; personal activities not related to the university are not Honor Code violations.

If an individual fails to uphold the highest standards of the profession, this reflects poorly on the individual, the Graduate Program, and the profession as a whole. Therefore, it is the responsibility of the students to make a conscious effort to comply with all provisions set forth in this document. However, if an infraction does occur, it is the duty of all students of the Graduate School to report any misconduct to the Honor Council and to demand just reconciliation to insure that the infraction will not be repeated.

An Honor Council will be established to enforce the regulations of the Honor Code and to provide a fair hearing for each individual. The Honor Council will consist of the elected officers of the GSA and other students appointed by the Dean. In addition, a Graduate School faculty member will serve as an impartial mediator in all proceedings. The sole purpose of the Honor Council is to ensure just treatment of any individual accused of misconduct by fellow students.

Reporting Honor Code Violations

When an act believed to violate the Honor Code is witnessed this information must be reported to an Honor Council Representative. Violations of the Honor Code include cheating on class assignments or examinations, plagiarism, misrepresentation of research data, or other acts that violate professional and academic ethics. The Honor Council Representative will keep this information in confidence and inform only the Honor Council President and the Dean of the accusation. Once an accusation has been reported, the Honor Council President and Dean will follow the procedure described in the Preliminary Procedures section of this document. If there is conclusive proof that an Honor Code violation occurred, this information can be forwarded directly to the Program Coordinator and Dean for disciplinary action without Honor Council consideration.

Preliminary Procedures

Once an alleged violation of the Honor Code is reported, the Honor Council President will inform the accused of the alleged violation and seek reconciliation between the accused and the accuser under the guidance of the Honor Council Faculty Advisor. The reconciliation is an agreement between both the accused and the accuser on the facts surrounding the proposed Honor Code violation. Both parties should concur on whether or not the violation occurred and on any actions needed to reconcile the violation. This information will be drafted in written

format and shall be called the terms of reconciliation. The identity of the accuser shall not be divulged to the accused. The accused may or may not admit that he/she has violated the Honor Code and may or may not accept the proposed reconciliation.

If the terms of reconciliation are accepted by all parties involved, the matter is resolved. If multiple accusations occur, there will be an attempt to consolidate the terms of reconciliation. If consolidation is not possible, the accused may have to respond to each accusation separately. The Honor Council Representative will reduce the terms of the reconciliation into a written document to be signed by both the accused and accuser. In order to protect the anonymity of the accuser, the accused will be asked to sign first. If the agreement contains matters about which other faculty need to know, the Honor Council Faculty Advisor shall convey the information to the appropriate faculty. The signed agreement will be kept on record in the Honor Council files until terms of the agreement expire.

If the terms of reconciliation are not accepted by the accused, proceedings for a hearing will be initiated. The Honor Council President will notify the accused of an impending investigation. An Investigation Committee will be formed under the guidance of the Honor Council Faculty Advisor. The committee will investigate charges against the accused as rapidly and discreetly as possible, obtain witnesses for the hearing, and procure all documents necessary for the hearing.

Hearings before the Honor Council

The Honor Council President will convene a hearing before the Honor Council to determine the facts. The Investigation Committee Chairperson will prepare and present the case against the accused. The accused has the right to prepare a defense against the accusation. The student can address the Honor Council, submit written statements, question witnesses, and provide additional witnesses and exhibits on his/her behalf. Prior to the hearing the accused student is presumed innocent of the accusation, and his/her guilt will be determined based on the preponderance of evidence presented at the hearing.

If the Honor Council finds that a student has violated the Honor Code, his/her disciplinary action becomes an academic matter and the case will be referred to the Program Coordinator of the convicted student's degree program for the determination of disciplinary action. In the judgment given by the Honor Council, a recommendation for appropriate disciplinary action can be included and forwarded to the Program Coordinator of the convicted student. If the Honor Code infraction occurred in a class or laboratory of another degree program, the second degree program should be consulted when deciding upon the disciplinary action. If the Honor Council finds that no violation of the Honor Code occurred, all records related to the accusation, including the records of the investigation and hearing, will be destroyed. The accused may not be subjected to more than one hearing per suspected Honor Code violation.

Hearing Procedures

Prior to the Honor Council hearing, the student will be provided notice in writing of the specific allegations, a list of witnesses, and any sworn statements or exhibits which will be used as evidence against him/her. The student will be given a list of the members and alternates of the Honor Council. The student may request that a designated alternate replace any one member of the Honor Council for the hearing.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. The testimony will be tape recorded, but the final deliberations of the Honor Council will not be recorded. All formal motions will be passed by at least a two-thirds majority vote.

The student may have one person present during the hearing, who may be an attorney, to advise him/her. This person may not address the Honor Council, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the accused chooses to have an attorney present, a University attorney may also attend the hearing to serve as an advisor. The student may appear in person, make an oral statement, and answer questions from members of the Honor Council. Should the student choose to remain silent, no adverse

inference will be drawn against him/her. The student may submit sworn written statements and other exhibits and witnesses in his/her behalf. The student may hear and question all witnesses, including the accuser.

During the period of time prior to the disciplinary hearing, the Dean of the Graduate School or the Dean's designee may remove a student from his/her academic position (courses, clerkship, elective, or laboratory responsibilities) if the student disrupts the educational process, constitutes a clear and present danger to the health and safety of himself/herself (or other persons and/or university property), or infringes on the rights of others.

The Honor Council will make its determination based upon the evidence presented at the hearing relevant to the issue or issues before the Council. The accused student may not be present during the Honor Council deliberations. The student will be notified in writing of the determination.

Within seven working days of the date of the determination notice the student may contest, in writing, to the President of the Honor Council. The student may contest the ruling for the following reasons: 1) a substantial mistake of fact occurred; 2) a fundamental misinterpretation of the official policies was evident; or 3) a significant procedural error took place. These are the only bases for contesting the determination. If the determination of the Honor Council is contested by a student, the Honor Council will reconvene to review the student contentions. If the Honor Council concurs with the student, it will correct the procedural defect, re-interpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. There will be no appeal from a final determination by the Honor Council.

A determination by the Honor Council that a student violated the Honor Code shall be referred to the appropriate Program Coordinator and the Dean for disciplinary actions. The Honor Council can recommend disciplinary action for the Honor Code violation in its determination.

By-laws: Honor Code of the UAMS Graduate School

ARTICLE 1: Structure and Elections

Honor Council: The Honor Treasurer will consist of the four elected Graduate Student Association (GSA) officers. The President, Vice President and Secretary of the GSA will serve in the same positions on the Honor Council. The Dean of the Graduate School may appoint additional representatives to the Honor Council as deemed necessary.

Investigation Committee: At the time a hearing is scheduled, an Investigation Committee will be formed from a list of possible representatives identified by the degree programs within the Graduate School. The Dean of the Graduate School will appoint at least three students, each from a different program. The Investigation Committee will have one officer, the Investigation Committee Chairperson, who will be elected by the members of the committee at their first meeting. The Honor Council Faculty Advisor (see below) will inform the selected Investigation Committee Representatives of the impending investigation and help organize the first meeting.

The accused student may request that one eligible representative be excluded from selection to the Investigation Committee if he/she believes there is a conflict of interest that may influence the investigation.

Honor Council Faculty Advisor: The Dean of the Graduate School, if willing, will serve as Advisor to the Honor Council. If he/she is unable to perform these duties, the Dean will appoint an Honor Council Faculty Advisor from the Graduate Faculty. The appointed advisor should be a tenured Faculty member, and the Honor Council must approve the appointment by a majority vote.

Elections: The GSA elections will determine the composition of the Honor Council. The term for each member is one year. If a vacancy occurs for any reason, an election will be conducted as per GSA charter to fill the vacancy.

ARTICLE 2: Duties of Officers and Members

President: The duty of the President is to contact the accused and inform him/her of an impending investigation. This contact should be made via a formal letter to the accused, and copies should be sent to the Honor Council Faculty Advisor and to all members of the Honor Council. One copy should be kept in the Honor Council files.

The President will preside at all meetings and hearings of the Honor Council, act as interpreter of the By-laws, arrange for hearings, personally notify the accused of the impending hearing, and perform all duties common to this office.

Vice President: The duty of the Vice President is to carry out the duties of the President in his/her absence.

Secretary: The Secretary will keep records (minutes, notes, tape recordings, etc.) of all meetings and the proceedings at hearings.

Members of Honor Council: The members will have voting privileges at all meetings and hearings. Alternates will vote when substituting for a member.

Investigation Committee Chairperson: The Investigation Committee Chairperson will preside at all meetings of the Investigation Committee and oversee all activities of the Committee. The chairperson is also responsible for the preparation of a written report of the findings of the investigation for the hearing. The report will be made an official part of the proceedings of the hearing. The report must be witnessed and signed by all members of the committee, and it must be presented to all members of the Honor Council, the Honor Council Faculty Advisor, and the accused at least 4 days prior to the hearing. The Investigation Committee Chairperson will prepare and present the case of the accuser at the hearing. The case should focus on relevant facts surrounding the case and should be free of personal bias. If the Chairperson is unable to perform these duties, he/she will appoint, in writing, another committee member to carry out this duty.

Members of the Investigation Committee: The members of the Investigation Committee are responsible for performing the investigation of the accusation and preparing the report for Honor Council hearings under the coordination of the Investigation Committee Chairperson.

Faculty Advisor: The Honor Council Advisor is responsible for advising the Honor Council, the Investigation Committee, the accuser, and the accused of procedures dictated by the By-laws of the Honor System. The Honor Council Faculty Advisor does not have voting privileges.

ARTICLE 3: Meetings

Meetings of the Honor Council may be called at any time. All meetings will be conducted according to parliamentary procedures. Seventy-five percent of voting members of the Honor Council will constitute a quorum for hearings and meetings. All members of the Honor Council will vote. If a member of the Council is unable to attend a meeting or hearing, an alternate will serve as a voting member.

ARTICLE 4: Honor Council Files

The Honor Council file will be kept secured in the Graduate School Office. The file will be kept in loose leaf binders, so that any part of the file is readily accessible for inspection.

The record for general meetings will be kept in a separate binder from the record for hearings. Tape recordings made at a hearing may be reduced to a written transcript at the discretion of the Honor Council President. Records from hearings will be kept in permanently locked file cabinets and will be accessible only to the Dean of the Graduate School, the Honor Council Faculty Advisor (if different), and the Honor Council President only for official business.

In the Fall of each year, the Dean will review the files for the purpose of destroying outdated records and updating the files. An outdated record is defined as one older than six years, or the record of a hearing in which only a reprimand was given and the accused has since left the University.

ARTICLE 5: Privacy

All members of the Honor Council and the Investigation Committee must sign an agreement stating that they will not disclose any information from hearings or investigations to persons who are not members of the Honor Council. This includes information from any hearing, the identity of the accused, the reason for the investigation, and the outcome of the hearing. Any individual suspected of disclosing information may be dismissed from the Honor Council or Investigation Committee as determined by the remaining members of the Council and the Honor Council Faculty Advisor.