

School of Nursing Student Handbook

2021-2022



STUDENT HANDBOOK
University of Mississippi Medical Center
School of Nursing
2021-2022

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INTRODUCTION

The *Student Handbook* is a source of information on the University of Mississippi School of Nursing (SON) related to policies, procedures, available resources and issues that are of concern to the student academic life. It acts as a companion to the University of Mississippi Medical Center [Bulletin](#). For PhD in Nursing students, [The Graduate Student Handbook](#) can be accessed on the SGSHS website.

The *Student Handbook* is reviewed every two years and an electronic copy is available to all students via the University of Mississippi Medical Center (UMMC) School of Nursing website. Students are responsible for using The *Student Handbook* as a resource when questions arise and as a guide to academic/non-academic policies and procedures. Each student must sign a student handbook review verification form verifying that the student has read and understands the policies. This is kept in the student's academic record file.

The University of Mississippi School of Nursing has programs on two campuses: Jackson and Oxford. For information related to emergency services and facilities services, students should refer to policies specific to their campus. These policies and procedures are subject to change during the academic year.

All students should refer to the information presented in this handbook, and the University *Bulletin*. PhD in Nursing students should refer to the *Graduate Student Handbook* as well as to the *Bulletin* and *SON Student Handbook*. The Office of Student Affairs will distribute changes. For any questions related to the content of the UMMC *Bulletin* or *Student Handbook*, contact the Office of Student Affairs.

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EMERGENCY SERVICES

Fire (Smoke, Heat, Drill) for the Medical Center

R.A.C.E. is a system developed by the American Hospital Association as an easy way to remember the steps to take in case of an actual fire or fire drill in a health-care facility.

- R. REMOVE and RESCUE everyone from the area of danger, whether it is patient, visitor, fellow employee, or yourself.
- A. ALERT everyone in the area to the problem in a calm manner, do not shout “FIRE,” and do not cause panic. Make sure the alarm is transmitted at this time by pulling a manual fire alarm pull station, and by calling your local fire reporting number. Give your name, location of fire and the type of fire.
- C. CONFINE the fire to the place where it starts. This can be done by simply closing the door to the room involved. Close all other doors in the area to provide added protection for persons in those rooms, or to keep the toxic smoke and fire gases from spreading.
- E. EXTINGUISH or attempt to extinguish the fire if you can do so without placing yourself in unnecessary danger. You should know the location and proper use of the nearest fire extinguisher in your area.

A fire drill should follow these same procedures and actions except calling the fire department and actually using an extinguisher. The fire extinguisher nearest to the drill area should be retrieved and brought to the drill site. Visitors and patients should be told that this is only a drill and to remain in their room until the exercise is over. Patients should not be disturbed. The purpose of a fire drill is to test the efficiency, knowledge and response of the staff on duty.

Doctor Red - (fire location), repeated three times, is the public address system announcement of a fire alarm. When the danger has passed, the public address announcement will be made: “Doctor Red - All Clear.”

Major Disasters

In the event of a major disaster in the metropolitan area or the state, the Medical Center’s disaster plan may be activated. If so, the dean of the University of Mississippi School of Nursing will assign students to designated posts.

Emergency Services at the Medical Center–Jackson Campus

Campus Police

Campus Police provides 24-hour assistance to students. Students may call the Campus Police Office directly from any on-campus phone by dialing extension 4-1360 (non-emergency), or 4-7777 (emergency), or by using one of the 16 emergency phones installed at strategic locations throughout the campus. These phones connect directly with Campus Police without dialing. Calling 911 on your cell phone will not give students the UMMC Police. Students are encouraged to program the 601-984-1360 non-emergency number, and the 601-984-7777 emergency number, into their cell phone(s).

Emergency Room

Students have access to emergency services offered by the University of Mississippi Medical Center. The emergency room of the University Hospital is staffed 24 hours a day, seven days a week. Students will be charged for visits to the emergency room.

Psychiatric Emergency Services

Students who need non-emergency psychiatric services, please see The Office of Student Affairs student services [web page](#) for more information.

Emergency Services at the University of Mississippi–Oxford Campus

Campus Police

The University of Mississippi Police Department provides 24-hour assistance to students. Students may call the UPD office directly by dialing extension 662-915-7234 (non-emergency) or the emergency number 662-915-4911, or by using the emergency telephone system on campus – CODE BLUE. These navy blue-colored poles with “EMERGENCY” written on the side are throughout campus and connect directly to UPD with the push of a button. Calling 911 on your cell phone will not give students the University of Mississippi Police. Students need to program the 662-915-4911 emergency number in their cell phone(s).

Emergency Room

Students have access to emergency services offered by Baptist Memorial Hospital located on 100 Belk Boulevard, just south of Highway 6, in Oxford, Mississippi. The switchboard number is 662-636-1000. The emergency room of the Baptist Memorial Hospital is staffed 24 hours a day, seven days a week. Students will be charged for visits to the emergency room.

Psychiatric Emergency Services

Students in need of Psychiatric Emergency Services should call 911 or go to the nearest emergency room.

Students who need non-emergency psychiatric services, please see The Office of Student Affairs student services [web page](#) for more information.

MISSION, HISTORY, VISION

Medical Center Statement of Purpose

The 1950 Mississippi Legislature enlarged and strengthened health professions education in Mississippi by enacting bills to establish and construct the Medical Center in Jackson as part of the University of Mississippi. The School of Medicine and graduate program enrolled students in 1955; the University of Mississippi School of Nursing moved from the parent campus to Jackson in 1956; the School of Health Related Professions was established in 1971; and the School of Dentistry admitted its first class in 1975.

As the state's only academic health sciences center, the University of Mississippi Medical Center provides exceptional patient care, provides education for health professionals and conducts innovative research. The Medical Center offers equal opportunity in all its programs and services regardless of race, creed, gender, color, religion, marital status, sexual orientation, age, national origin and disability or veteran status.

The parent campus, the University of Mississippi chartered in 1844, has five areas of focus in its current Statement of Purpose. One of these is health. "The University will continue to provide the professional education of those who deliver and administer human health services and those who perform research aimed at improving the effectiveness, quality and availability of health care."

Within this framework, the Medical Center's principal and continuing purpose is to accomplish the inter-related goals of health professional education for Mississippi: to teach in a superior manner the art and science of health care to students of exceptional promise and talent; to provide high quality treatment for all patients using the disciplines and specialties of modern health care; to lead the way to discoveries which will raise the health level of Mississippians and, indeed, all mankind; to foster dedication to life-long learning; to respond to community needs through continuing education and outreach programs that extend beyond the campus; and to recruit and retain the caliber of faculty necessary to meet these goals. The Medical Center fosters and protects an intellectual, emotional and challenging learning environment conducive to educational excellence in the health sciences, productive scientific investigation and exemplary patient care and moves toward the ultimate goals of improved health and well-being for the citizens of Mississippi, the region, the nation and the world.

Mississippi's population is culturally diverse. Most Mississippians trace their ancestral roots to the British Isles, the continent of Europe or the continent of Africa. The state also has many citizens of American Indian, Asian or Pacific Islander and Hispanic descent. In policy and practice, the institution encourages and actively recruits applicants from all segments of the state's population. The Medical Center is committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences; promotes personal and professional development; and gives all students the opportunity to succeed, regardless of ethnicity, gender or socioeconomic status.

Medical Center graduates are expected to possess and to demonstrate the skills and knowledge necessary to practice their disciplines as competent health professionals. The Medical Center regularly uses appropriate external and internal measurement tools to assess the institution's effectiveness in training health professionals for Mississippi and to evaluate its programs for patient care, research, continuing education and outreach.

The expeditious growth of the Medical Center into a major academic health sciences center reflects the deep commitment of the State of Mississippi, the Board of Trustees of State Institutions of Higher Learning and the administration and faculty of the University of Mississippi Medical Center to the continuing fulfillment of this statement of purpose.

Mission of the School of Nursing

The mission of the SON is *“to develop nurse leaders and improve health within and beyond Mississippi through excellence in education, research, practice and service.”*

Core Values of the School of Nursing

Respect, Excellence, Accountability, Diversity and Integrity

History of the School of Nursing

The University of Mississippi School of Nursing was authorized as a baccalaureate program by an act of the Mississippi legislature in 1948. Established as the Department of Nursing, it moved to the Medical Center campus in Jackson in 1956 and achieved the status of a separate school in 1958. The graduate program in nursing was established in 1970. A Doctor of Philosophy in Nursing program began in 1997 and the Doctor of Nursing Practice program began in 2009. All programs in the School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The next accreditation visits are in 2017 (DNP and PMN programs) and in 2022 (all other programs).

The SON is a professional school functioning within the general framework and policies of the University of Mississippi Medical Center in Jackson. It reflects the purpose of the University of Mississippi Medical Center and the parent campus, the University of Mississippi, in its educational services for the State of Mississippi.

The University of Mississippi School of Nursing assumes the responsibility for providing the people of Mississippi with registered nurses of high professional competence and for raising the professional and educational standards of the nurses already practicing in Mississippi. The school is located in the Christine L. Oglevee Building. Named for the first dean of the University of Mississippi School of Nursing, this building is on the north side of the campus, next to Guyton Research Building.

The University of Mississippi School of Nursing shares a 164-acre campus with five other professional schools: the Schools of Medicine, Dentistry, Health Related Professions, Population Health and the School of Graduate Studies in the Health Sciences. The School of Pharmacy, located on the main campus at the University of Mississippi in Oxford, also maintains facilities on

the UMMC campus for the final four semesters of instruction in the Doctor of Pharmacy program. The University of Mississippi School of Nursing is affiliated with more than 650 hospitals, community health centers, health departments, private practice and community clinics and schools, affording the student extensive opportunity for interdisciplinary collaboration in clinical practice and research.

Distance learning technology allows the school to extend its program beyond the Jackson campus. In 2006, collaboration among the University, North Mississippi Medical Center and Baptist Health Systems created an opportunity for the school to open a teaching site on the Oxford campus. In 2006, the University of Mississippi School of Nursing began offering the Traditional BSN nursing program on the Oxford campus. In 2006, the University of Mississippi School of Nursing began offering the Accelerated Second Degree (BSN) program at the Jackson campus; in 2014, the School of Nursing at UMMC began offering the Accelerated BSN program at the Oxford campus. The School of Nursing relocated in 2019 from the University of Mississippi main campus to a newly renovated space purchased by UM and named the South Oxford Center (SOC). The SOC is located at 2301 South Lamar Boulevard.

Future of the School of Nursing

The SON conducts ongoing strategic planning to ensure success in achieving the mission while meeting the demands of a changing environment. The strategic plan is developed with input from all communities of interest, including students, alumni, faculty, staff and other community stakeholders. This one-page map and the accompanying implementation plan depict the central challenge with five strategic priorities and objectives to meet each of these priorities. The map is reviewed and revised annually based on completion of objectives and changing needs. The following core values were adopted by the faculty and staff as a result of strategic planning efforts.

School of Nursing Core Values

Respect, Excellence, Accountability, Diversity and Integrity

Strategic Plan



2020-2023

1. Academic Affairs & Undergraduate

- Evaluate & implement curricular changes based on AACN BSN Essentials
- Establish partnerships with community colleges for early entry program with a minimum of 50% of associate degree programs across state participating
- Implement holistic admission to increase number of diverse students
- Receive full accreditation for 10 years

2. Graduate & Doctoral

- Implement JBI Evidence Implementation program as a scholarly option for DNP students
- Enhance collaboration with UMMC Nursing Quality, Development and Professional Practice to include obtaining grant money to train hospital staff on the JBI Evidence Implementation Program
- Concentrated core of PhD courses led by team of diverse research faculty
- Collaborative or dual-degree options for SON students (PhD, NED, DNP programs)

3. Student-focused Administration

- Increase SON enrollment by 5% each year
- Recruit and retain underrepresented students across all programs for improving diversity in the nursing workforce
- Develop and refine assessment and evaluation procedures
- Develop resources for self-care lab and a Student Success program
- Build proposal of needs for new SON building

4. Faculty-focused Administration

- Internal review of online courses using Quality Matters
- Develop online teaching certification program to be offered by SON faculty
- Clinical Skills and Simulation Lab faculty Certified Healthcare Simulation Educators (CHSE)
- Develop a plan for other streams of revenue for the school
- Increase percentage by 20% of RNs attending full-scale CE conferences

5. Practice & Partnerships

- Create a sustainability plan for clinics
- Seek extramural funding for clinic support
- Offer use of Telehealth to parents of children in all clinics
- Increase partnerships outside of UMMC

6. Research & Scholarship

- Enhance capacity to secure research extramural funding
- Increase number of publications in peer-reviewed journals
- Engage all full-time SON faculty in scholarly work
- Increase awareness of opportunities for student engagement in scholarship

ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE OF THE SCHOOL OF NURSING

Dean

Dr. Julie Sanford

The dean is nominated by the chancellor of the University upon recommendation of the vice chancellor for health affairs and appointed by the Mississippi Institutions of Higher Learning (IHL) Board of Trustees. She communicates with the IHL Board of Trustees through the vice chancellor for health affairs. She is responsible to the vice chancellor for the academic and fiscal management of the school's academic programs and the continuing education program.

Associate Deans

Academic Affairs:

Dr. LaDonna Northington

Administration:

Dr. Joseph Tacy

Practice and Partnerships:

Dr. Anne Norwood

Research and Scholarship:

Dr. Lei Zhang

Assistant Deans

Accreditation and Evaluation:

Dr. Tina Martin

Graduate Programs:

Dr. Audwin Fletcher

Student Affairs:

Dr. Tammy Dempsey

Undergraduate Programs:

Dr. Sharon McElwain

Directors

Student Life:

Farrah Banks

Nursing and Health Care Administrator Track:

Jeanne Calcote

Business Operations:

Jason Dill

Nurse Educator Track:

Dr. Kimberly Douglas

RN-MSN Program:

Dr. Tina Ferrell

Adult-Gerontology Acute Care Nurse Practitioner Track:

Dr. Audwin Fletcher

Adult-Gerontology Primary Care Nurse Practitioner Track:

Dr. Audwin Fletcher

Family Nurse Practitioner Track:

Dr. Derek Holt

RN-BSN Program:

Sherri Franklin

Diversity, Equity and Inclusion:

Dr. Marilyn Harrington

Psychiatric/Mental Health Nurse Practitioner Track:

Dr. Carl Mangum

SON Clinical Simulation Labs:

Dr. Robyn MacSorley

Neonatal and Acute/Primary Pediatric Nurse Practitioner Tracks:

Dr. Michelle Goreth

Doctor of Nursing Practice Program:

Dr. Michelle Palokas

Instructional Development and Distance Learning:

Dr. Christian Pruett

PhD in Nursing Program:

Dr. Mary Stewart

Oxford Instructional Site:

Dr. Eva C. Tatum

Budget and Finance:

Lisa Vaughan

Continuing Education:

Dr. P. Renée Williams

The associate and assistant deans and directors of the academic programs/tracks oversee the operational activities within the SON and coordinate the academic activities for their respective programs. The director of student affairs and service learning oversees student development, student services and student life activities. The director of diversity, equity and inclusion develops, coordinates and implements programs designed to enhance the retention and recruitment of economically and geographically underrepresented students. The director of continuing education is administratively responsible for planning, development, implementation and evaluation of the University of Mississippi School of Nursing continuing education activities, and assures adherence to ANCC Accreditation Program criteria in the provision of continuing nursing education programs across all departments and schools at the Medical Center. The director for the Oxford instructional site oversees activities at the Oxford campus and the Oxford Accelerated BSN program.

Faculty

Faculty participate in the governance of the school through the faculty organization meetings

(FOM), which are composed of all full-time and part-time faculty. Regular members of the FOM are full-time faculty. Associate members of FOM are part-time faculty. Additionally, full-time faculty serve on School of Nursing standing and *Ad Hoc* committees, as well as Medical Center committees. All faculties in the SON have a specific role from which their teaching, practice, and scholarly activities emerge.

Communicating with Faculty

A number of different sources are available for students to communicate with faculty. Each faculty member can be reached via telephone and if not available, a message can be left on voice mail. Additionally, all faculty have email addresses. A listing of these numbers is provided for students in the [faculty directory](#) on the SON website. Finally, when, a faculty member is unavailable, handwritten notes may be left with the program administrative assistants or in faculty mailboxes.

Staff

All staff in the SON have a specific role in the support of students and faculty. Staff also support the work of the SON with committee work and activities. A [staff directory](#) is also available on the SON website.

Students

Students participate in the governance of the school by serving as members of certain University of Mississippi School of Nursing standing committees, and by serving in student organizations.

The Faculty Organization Bylaws document outline in detail the structure and function of all committees; these bylaws are available for students to view in the Office of Student Affairs in the SON. Students also are encouraged to be active in the Associated Student Body, the Mississippi Association for Student Nurses, and other campus life activities.

ACADEMIC POLICIES AND REGULATIONS

All students in the University of Mississippi School of Nursing are responsible for the information contained in the *Student Handbook* which details practices, procedures, and provisions of the School pertaining to academic progress, professional expectations and related matters. Students sign a form indicating they have read and are responsible for the information in the handbook. Students will be informed when changes are made and will be responsible for reviewing and adhering to these changes. Failure to comply with the handbook may result in disciplinary action. The faculty and administration reserve the right to make changes in the curricula and regulations when such changes are determined to be in the best interest of the student and the School. Accreditation requirements and other factors may necessitate some variations from program descriptions contained therein. Applicants, prospective students, and students must maintain communication with the School of Nursing concerning their individual goals, curricula, and requirements.

Academic Advisement

Upon enrollment, each student is assigned a faculty advisor to assist the student with academic concerns, planning the program of study, and assuring requirements are met.

To view the Academic Advisement Policy, please click [here](#).

Orientation

All students must complete orientation prior to attending any course. Failure to attend orientation may result in dismissal from the program. Under extraordinary circumstances, students may be excused from orientation with prior approval from the associate dean for academic affairs. Under such circumstances, a revised orientation plan will be developed.

Please refer to the current UMMC [Bulletin](#) for information about the following topics:

- Admission Compliance
- CPR Certification*
- Malpractice Insurance*
- Health Requirements*
- Licensure*
- Background Checks
- IRB Certification*
- Registration
- Course Audit
- Attendance/Excessive Absence
- Excused Absences

*See SON Canvas Compliance course for detailed information on compliance requirements.

Service Learning

Service is a long-standing tradition in the SON as well as in the profession of nursing. All students of the SON, regardless of academic program, are given the opportunity to serve in the community. Traditional and Accelerated BSN students complete four hours of service-learning each Fall and Spring semester. Service-learning opportunities are made available to students through the office of student affairs (OSA). All service opportunities are screened by OSA to determine if the service opportunity (1) fulfills one or more of the identified learning outcomes,

and (2) for supervision requirements that match learning outcomes with service opportunities. In addition to the opportunities promoted through the OSA, students may choose to complete service learning requirement hours by volunteering at one of the UMMC hospitals. If students opt to complete service learning with UMMC hospital, they must attend an orientation session with Volunteer Services prior to volunteering in the hospital. Students are asked to schedule their hospital volunteer service one week in advance with the Office of Volunteer Services. RN-BSN, MSN, DNP and PhD as well as other students may complete a proposal request to complete service-learning requirement with an alternate service-learning opportunity. The student is responsible for completing the proposal form, identifying learning outcomes addressed, and returning to the office of the director of student affairs for pre-approval, at least two weeks in advance of the proposed activity. The student must receive approval for the service-learning activity to satisfy the requirement.

The School of Nursing records all service-learning activities on a non-profit giving platform website, [GiveGab](#). Students are able to create an account on the website. All students must abide by the UMMC Code of Conduct policy when using to the GiveGab website. Refer to the Student Rights and Responsibilities section of the [UMMC Bulletin](#).

Students must use their UMC issued email account for access. If a student has any issues please access the following video for instructions on registering for Give Gab: [GiveGab Instructions](#).

All service learning is due by the last day of the semester of which a student is enrolled. All service-learning activities must align with the policy guidelines. [Service learning outcomes](#) are found on the School of Nursing website.

Attendance Policy

To view the Attendance Policy, including excessive absence, excused absences, release following illness and lateness to class, click [here](#).

Examinations

Undergraduate students must have both a weighted test average and an overall course average of 76 or higher to pass the course. All students will take tests at the time and place designated by the instructor. Books or other written materials are not allowed during testing, unless specifically permitted by the instructor. In the event a student is unable to take the examination at the time designated, the student must notify the course coordinator prior to test administration or the absence may be unexcused and the course faculty may elect not to give a make-up examination. The student must contact the course coordinator within 24 hours after return to reschedule the exam. The rescheduling and the testing method are at the discretion of the course faculty. If the student fails to contact the course coordinator within 24 hours, the student may receive a zero for the exam.

Examination Return Policy

At the completion of an exam via the computer, rationales are provided. If a student has a comment related to one of the questions/answers, the student can post that comment on the

discussion board with supporting documentation as directed by faculty. After careful examination faculty will determine any changes. Once this is done, the test scores are posted. After that posting, no changes will be made to test grades.

An individual review of a test, which have been scored and graded, is at the discretion of the faculty. When faculty elects to review the test with a student, the faculty determines the time and place for review. The test review session is not to be used to discuss the rightness/wrongness of an answer. The review session is for student clarification of understanding. There will be no credit given or changes made to test questions during the test review session.

Standardized Examinations

Students in the traditional and accelerated baccalaureate programs are required to take nationally-normed tests throughout the curriculum. Any student who fails to achieve the minimum required score on any of these standardized examinations within any semester (except the last) may be required to register for and complete a one-credit hour remediation course during the next semester and may be required to enroll in the Academic Achievement Program (AAP) through the Office of Academic Affairs. In the last semester of the curriculum, students are required to make a satisfactory score on a comprehensive exam prior to being certified for graduation. Students are responsible for the costs of these examinations.

SON Standardized Testing Policy – Traditional Programs

To view the Standardized Testing Policy for the Traditional BSN program, please click [here](#). *Note: All students beginning summer 2021 will utilize ATI testing.*

SON Standardized Testing Policy – Accelerated Programs

To view the Standardized Testing Policy for the Accelerated BSN program, please click [here](#). *Note: All students beginning summer 2021 will utilize ATI testing.*

Undergraduate Standards for Scholastic Performance

To view the Undergraduate Standards for Scholastic Performance, please click [here](#).

Graduate Standards for Scholastic Performance

To view the Graduate Standards for Scholastic Performance, please click [here](#).

Grading

Please refer to the current UMMC *Bulletin*.

Grades

A final letter or Pass/Fail grade will be submitted to the Office of Enrollment Management for each course taken by a student in the SON. Final grades in completed courses will be available from the Office of Enrollment Management at the end of each academic semester and can be viewed by students through their account on the [MyU portal](#) website. The associate dean for academic affairs will notify students of actions taken after grades are reviewed.

The Office of Enrollment Management reserves the right to withhold grades or transcripts until

library books and supplies have been returned and all pending matters resolved with the Office of Student Accounting and the Office of Financial Aid.

Progression Policies

Please refer to the current UMMC [Bulletin](#) for coverage of the following topics:

- Withdrawal
- Degree Requirements
- BSN Residence Requirements
- BSN Grade Requirements
- MSN Residence Requirements
- MSN Grade Requirements

Leave of Absence (LOA) Policy

To view the Leave of Absence Policy, please click [here](#).

Undergraduate Progression Policy

To view the Undergraduate Progression Policy, please click [here](#).

Academic Probation Policy

To view the Academic Probation Policy, please click [here](#).

Dismissal Policy

To view the Dismissal Policy, please click [here](#).

Readmission Policy

To view the Readmission Policy, please click [here](#).

Diploma Application

Diploma applications and cap and gown measurements are due in the Office of Enrollment Management's office by the due dates listed on the academic calendar to allow ample time for ordering in time for student graduation. Please view the current [academic calendar online](#) for the appropriate deadlines. Students will complete forms electronically in MyU portal.

Student Certification for Graduation

A list of students certified to graduate will be sent to the Office of Enrollment Management's office after semester grades have been reviewed (fall, spring, summer) and the associate dean has verified that the student has met all course and program requirements for graduation.

Commencement

A student who completes all degree requirements is recognized at the annual commencement program held in May. Students who complete the degree requirements during the fall and summer terms will have these degree documents mailed at the completion of the plan of study and are recognized at commencement the following year.

Attendance at commencement exercises is required for those students who graduate at the end of spring. In case of hardship, a student may petition in writing to the dean of the School of Nursing to be excused. These petitions should include the student name, program of study and

reason for absence. With the recommendation of the dean and the approval of the vice chancellor, the degree can be awarded in absentia. Students who graduate in the previous summer or fall semester are invited to participate in the spring commencement, but are not required to attend.

The University of Mississippi School of Nursing reserves the right to withhold a degree of any student deemed unsuitable for the practice of nursing.

Graduation with Honors

The School of Nursing awards baccalaureate degrees in nursing with honors for excellence in academic achievement. The SON follows the policy of the University of Mississippi Medical Center. At commencement, the University of Mississippi Medical Center (UMMC) awards honors to baccalaureate degree recipients who have continuous full-time enrollment and completed at least 45 hours of credit in residence at UMMC. Students will be recommended for graduation with honors on the basis of their overall UMMC grade point average combined with their program's 60+ prerequisite grade point average. A graduating Accelerated or Traditional BSN student must have completed all nursing coursework at the School of Nursing in order to be eligible to graduate with honors. A graduating RN to BSN student must have completed a minimum of 30 credit hours at the School of Nursing in order to be eligible for consideration to graduate with honors. Degrees are awarded summa cum laude (3.90-4.0), magna cum laude (3.75-3.89), and cum laude (3.50-3.74).

At commencement, the University of Mississippi Medical Center (UMMC) awards honors to master degree recipients who have completed at least 30 hours of credit in residence at UMMC. MSN students achieving a GPA of 3.5 or greater on completed course work at the School of Nursing will be recognized at graduation with the appropriate Latin Honors (summa cum laude (3.90-4.0), magna cum laude (3.80-3.89) and cum laude (3.70-3.79)).

The Sally McDonnell Barksdale Honors College (SMBHC), offered on the University of Mississippi Oxford campus, allows highly motivated students to develop their own scholarly research interests. Students in the baccalaureate nursing program enrolled in the Honors College at the University of Mississippi have the opportunity to become involved with the research pursuits of the School of Nursing faculty and may complete their research project while completing the BSN program requirements. Students who successfully complete the requirements of the Honors College are honored at a commissioning ceremony before the spring commencement. Detailed information about the Barksdale Honors College can be found on the University of Mississippi [website](#).

Americans with Disabilities Act

Requests for Academic and Clinical Accommodations

The purpose of this policy is to assist the University of Mississippi School of Nursing in complying with the Americans with Disabilities Act (ADA) of 1990. Disability is defined in the ADA as a person with: (a) physical or mental impairment that substantially limits one or more of the major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such

impairment.

The Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCNE) developed guidelines for nursing education programs to use in complying with the ADA and defined nursing as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements.

Selection of qualified individuals for admission to and progression through programs at the University of Mississippi School of Nursing is the responsibility of the faculty who act through the Undergraduate and Graduate Admissions and Progression Committees. The Technical Standards for Admission, Progression and Graduation (Technical Standards) are an integral component of the School of Nursing and identify core professional competencies in eight specific domains – critical thinking/cognitive competencies, professional relationships, communication, mobility, motor skills, hearing and visual skills, observation and tactile senses. Nursing students must meet all the requirements of the Technical Standards, with or without reasonable accommodations, in order to successfully progress through and graduate from their respective curricula. The faculty of the University of Mississippi School of Nursing has established technical standards (see Table 1 on next page) for students in the school’s educational programs. The list is adapted from the SREB Sample Core Professional Standards as developed by the SREB Council on Collegiate Education for Nursing Education.

To view the UMMC Academic Accommodations Policy, click [here](#).

[Process for Requesting Academic Accommodation within the School of Nursing](#)

To request academic accommodations, students begin by contacting the University of Mississippi Medical Center Office of Academic Support. Follow the step-by-step process outlined on the web page for [Academic Accommodations](#).

If accommodations are approved, the student will receive a letter from the Office of Academic Support. This letter will serve as verification of the specific accommodations granted. The student is responsible for notifying the course coordinator in each course of his/her desire to receive accommodations and must show the course coordinator the letter of verification received from the Office of Academic Support.

It is imperative that students contact the course coordinator regarding the approved accommodation(s) within a reasonable time frame so faculty can make the necessary arrangements, if reasonable, to satisfy the approved accommodation(s). A minimum of three (3) business days is required to allow for academic accommodation(s) for testing and examinations. Please note that academic accommodation(s) are NOT retroactive (cannot be applied to work prior to the approval of accommodations request) nor are they automatically applied to all current/future courses. Students must show the copy of the approved accommodation(s) letter from the Office of Student Support to the course coordinator for each course in which the student chooses to employ the accommodation. Students may contact the SON Office of Student Affairs for additional information or assistance.

Table 1 – Technical Standards for Admission Progression and Graduation

Issue	Standard
Critical Thinking and Cognitive Competencies	Critical thinking and cognitive abilities for effective clinical reasoning and clinical judgment consistent with level of educational preparation
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups
Communication	Communication adeptness sufficient for verbal and written professional interactions
Mobility	Physical abilities sufficient for movement from room to room and in small spaces
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care
Hearing and Visual Observation	Auditory and visual ability sufficient for observing, monitoring and assessing health needs
	Ability to make observations in connection with other identified professional nursing student competencies
Tactile Sense	Tactile ability sufficient for physical assessment

Source: Southern Council on Collegiate Education for Nursing. (n.d.). *The Americans with Disabilities Act Implications for nursing education*.

<http://www.sreb.org/publication/americans-disabilities-act>.

This list is not exclusive and all applicable skills cannot be listed. All individuals will be reviewed based upon their own facts and circumstances. The SON reserves the right to determine other relevant criteria in order to preserve the school's professional and academic standards.

School of Nursing Plagiarism Policy

Plagiarism is a form of academic dishonesty. It is representing someone else's intellectual property as one's own. You are at risk of plagiarizing when you fail to adequately cite the original source material from which you took words and ideas.

For the full SON Plagiarism Policy, click [here](#).

Avoiding Plagiarism

There are numerous resources available to assist students in avoiding plagiarism. The leading tool for plagiarism detection utilized by the School of Nursing is Turnitin. In certain courses, students may be required to submit assignments and/or formal papers to Turnitin to evaluate for originality and intellectual integrity (i.e. plagiarism). Turnitin checks papers and assignments against a collection of national databases and generates a report that highlights any blocks of text in the submitted document that match reference sources with links back to the matching documents. Students may submit a draft of their paper and use the Originality Report to

determine if revisions are needed or citations need to be added to prevent plagiarism before submitting the final paper to their instructor for grading. In some courses, students may be required to submit the final version of papers or assignments to Turnitin first, then to the instructor for grading.

Federal Family Educational Rights to Privacy Act 1974

Please refer to the UMMC [Bulletin](#) for more information.

Academic Grievance

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary or capricious. Please note that grades may not be grieved.

The academic grievance policy and forms can be accessed on the [Current Students](#) tab of the SON website, under the Office of Student Affairs section, or by the [direct link to the policy](#).

PROGRAM-SPECIFIC POLICIES AND PROCEDURES

In this section of the student handbook, policies and procedures unique to each academic program offered through the School of Nursing are examined by specific program. For the master's and DNP programs, policies and procedures are referred to in the UMMC *Bulletin*. The nature of the baccalaureate and PhD programs requires a more detailed account in this document.

BACCALUREATE PROGRAMS

Please refer to the current UMMC [Bulletin](#) for coverage of the following topics:

- Purpose
- Baccalaureate Program Outcomes
- Traditional BSN Program
 - Purpose
 - Admission Criteria
- Accelerated BSN Program
 - Purpose
 - Admission Criteria
- RN-BSN Program
 - Purpose
 - Admission Criteria

Undergraduate Students Experiencing Academic Difficulty

The faculty of the School of Nursing expects that all undergraduate students will satisfactorily progress in the program. There are times, however, when a student may experience academic difficulty. *Academic difficulty is defined as a course grade average less than 76% and/or unsatisfactory clinical performance.* If a student is in academic difficulty at mid-term*, the following procedure is implemented. (See also Office of Academic Support for additional resources)

Course Coordinator Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the course coordinator will:

1. Notify the student, in writing, of the grade average that is less than 76% and recommend that the student seek assistance from his/her academic advisor.
2. Notify the program director and the student's academic advisor that the student is in academic difficulty.
3. Collaborate with the student, the student's academic advisor and course faculty, if needed, to develop strategies to overcome the academic difficulty.

*Mid-term for clinical in clinical courses is defined as the interim evaluation date.

Student Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the student will:

1. Make an appointment with his/her academic advisor to discuss strategies to overcome the

academic difficulty.

2. In conjunction with academic advisor/course coordinator, develop strategies to overcome the academic difficulty.
3. Follow-up with resources that are recommended by the academic advisor/course coordinator.
4. Continue to consult with the academic advisor to discuss progress in academic performance.

Academic Advisor Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the academic advisor will:

1. Meet with the student to develop strategies to overcome the academic difficulty.
2. In collaboration with the course coordinator and/or course faculty, provide the student with a list of resources to assist with the areas identified as contributing to the academic difficulty.
3. Schedule a follow-up appointment to evaluate the student's progress toward improving academic status.
4. Document all advisement sessions, provide a copy to the student, and forward a copy for the student file to the academic program office.

Course Faculty Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the course faculty will:

1. Apprise the course coordinator and counsel the student about the academic difficulty.
2. Document the student's behaviors, as appropriate.

Dress Code Policy

The following guidelines were developed for the University of Mississippi School of Nursing using faculty and student input, as well as adapting policies of several health-care organizations and other professional schools on campus. It is not intended to stifle individuality or be restrictive; rather, it is an attempt to help students make the transition to a health care professional. It is important that students present themselves and be perceived as conscientious professionals. The personal taste of a professional should reflect concern for his/her patients/clients and colleagues. Students are asked to dress in good taste and present themselves with proper decorum as they represent themselves, their academic institution and their profession in the community.

Uniform Policy

The University of Mississippi School of Nursing's official uniform must be worn during all clinical experiences including clinical skills lab/simulation, hospital, clinic, and community clinical experiences. The uniform, lab coat, and patches must be purchased prior to the beginning of the first semester of the Traditional or Accelerated BSN program.

To view the full SON Uniform Policy, click [here](#).

Classroom Attire

As a student and representative of the University of Mississippi School of Nursing, students are expected to dress appropriately. During non-clinical and classroom time, casual clothing is acceptable.

Ripped clothing, cutoffs, shorts, tights, or revealing clothing, halter-tops, tube tops, tank tops, muscle shirts, strapless dresses or tops are prohibited.

Printed messages on clothing will not be suggestive or glamorize the use of substances generally known for abuse.

No exposed cleavage due to low neckline.

No midriff or underwear is to be exposed.

Leggings are not considered professional attire and are not considered appropriate classroom attire.

Clothing should be clean and in good repair.

Shoes must be worn at all times.

Skirts should be no shorter than two inches above the knee and no longer than ankle length.

Biking shorts, sports shorts or short shorts are prohibited. Shorts may not be shorter than mid-thigh.

Sunglasses are prohibited unless there is a medical reason.

All tobacco products are prohibited, including all electronic smoking devices.

See-through garments that expose underwear are prohibited.

Makeup and fragrances should be conservative.

Dress code for school-related activities, or presentations not requiring a uniform, (this includes going to the hospital for clinical assignments), should be at a more professional level than classroom attire. Therefore, in addition to classroom attire, the following applies:

1. Dress slacks and/or skirts appropriately hemmed (i.e. slacks no longer than footwear) (Jeans are not acceptable attire as this violates hospital policies.)
2. Shoes should provide safe, secure footing and offer reasonable protection from hazards. Shoes should be clean, conservative and in good repair. No flip-flops or sandals. Additionally, no open toe shoes are allowed on the clinical unit.
3. Official lab coat with identification badge and school patch.
4. Clean, well-groomed hair.
5. Jewelry should be limited to one conservative earring per earlobe, wedding and engagement ring, watch, school or professional pins.

If after the 1st offense, a student fails to follow the Dress Code Policy, then the actions listed in the Student Handbook will be followed:

1. 1st offense – student will be sent to the appropriate program director, and will be dismissed from the activity in which they were currently involved.
2. 2nd offense – student will be sent to the appropriate program director and will be sent home with unexcused absence.
3. 3rd offense (or greater) – student will be sent to the appropriate program director. A formal letter of reprimand will be placed in the student file, and the student will be sent home with

an unexcused absence. Additionally, the student will have a meeting scheduled with the appropriate program director to discuss continued disregard to school policy. Student should refer to the policy regarding 2 "U"s in a clinical course.

Identification Badges

Medical Center policy requires that all employees and students wear their identification badges at all times while on campus and in any other facilities which are operated by the Medical Center, or in which the student is engaged in clinical experience. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel, or displayed on a short break-away neck strap close to the face. Only professional pins, department logo pins or service pins may be placed on the badge. However, they should not obscure the name, photo, title or ID number.

Admission to the School of Nursing requires that ID badges are activated for access. The administrative assistant for the SON Office of Academic Affairs (A334) can assist with badge activation.

Students who come to the clinical area without their identification badge will be relieved of duty and asked to return home to get it.

Students who lose their ID badge should report the loss immediately to Human Resources. A new badge will be issued for a nominal charge.

Application for Licensure for Undergraduate Students

A representative from the Mississippi Board of Nursing (BON) may meet with the students during the semester in which the student will graduate to explain the procedure related to applying for licensure. All necessary documents and instructions will be provided to the students regarding completing applications. Students are required to have a 2" x 2" passport-type photograph to attach to the licensure application, and the appropriate fees as deemed by the Mississippi Board of Nursing. These forms are to be completed and turned in to the Mississippi BON office.

Procedure: Section 73-15-19 of the Mississippi regulating the practice of the registered nurse (effective JULY 1, 1983)

Registered nurse applicant qualifications, any applicant for a license to practice as a registered nurse shall submit to the board:

- a) An attested written application on a Board of Nursing form;
- b) Written official evidence of completion of a nursing program approved by the Board of Trustees of State Institutions of Higher Learning, or one approved by a legal accrediting agency of another state, territory or possession of the United States, the District of Columbia, or a foreign country which is satisfactory to this board;
- c) Evidence of competence in English related to nursing, provided the first language is not English;
- d) Any other official records required by the board.

The board may, in its discretion, refuse to accept the application of any person who has been

convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now or hereafter amended, or any provision of this chapter. The Office of Academic Affairs provides assistance in completing the application process.

The School of Nursing reserves the right to withhold a degree from any student deemed unsuitable for the practice of nursing.

MASTER'S PROGRAMS, RN-MSN PROGRAM AND DOCTOR OF NURSING PRACTICE PROGRAM

For information related to the Master's/Post-Master's programs, RN-MSN program and DNP program:

- Purpose
- Application Procedure
- Admission Criteria
- Transfer of Credit
- Residence
- Time Limit for Degree Requirements

Please see the UMMC [Bulletin](#).

For more information on the DNP Systematic Review and Scholarly Project process, contact the DNP Program Director.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are members of the academic community and are also citizens who enjoy the same freedom of speech, peaceful assembly and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi and local government.

It is the responsibility of the student to follow institutional regulations, policies and established guidelines as stated in this handbook and in the UMMC *Bulletin*. PhD students are expected to follow the information presented in the [Graduate Student Handbook](#) put out by the SGSHS as well as this handbook and the [Bulletin](#).

Students are accountable for their behavior at all times. Consequences of accountability for their behavior are outlined in the UMMC *Bulletin* and in this *Student Handbook*.

Students are responsible for knowing and using appropriate channels of communication as described in the UMMC *Bulletin*, in this handbook and for PhD students, the *Graduate Student Handbook* referred to above. Students have the right to freedom from discrimination on the basis of race, color, religion, gender, sexual orientation, age, handicap, veteran status, marital status or national origin. Students have protection from arbitrary or capricious academic evaluation. Students have the right to be informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in clinical and classroom activities. Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated course requirements.

As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum and on matters of general interest to the student body without fear of reprisal.

Student Recommendations and Complaints

Students have the responsibility to evaluate an instructor's performance and courses through the established mechanisms. Students have the responsibility for attending student body/class meetings and participating in student body activities. Students have the responsibility for serving on faculty/student committees when asked to do so or to volunteer service when needed.

While under the direct supervision of an instructor, students have the right to adequate safety precautions provided by the University of Mississippi School of Nursing. Students also have the right to negotiate participation in clinical situations which they feel are threatening to personal health or life.

Students have the right to expect objectivity in constructive criticism from faculty and the responsibility for rendering the same. Students, individually or collectively, have the right to

expect, within a reasonable length of time, feedback concerning all student related issues presented to the faculty. Students have the right to due process. The following policies, established by the faculty, are subject to change as laws and conditions may require. These policies should not be considered final or irrevocable. The Office of the Dean maintains a current statement of approved policies and guidelines.

All students should be aware of the contents of The UMMC [Bulletin](#). Students enrolled in the PhD program also should be knowledgeable of the information provided in the [Graduate Student Handbook](#), which details policies and procedures for graduate students at the Medical Center.

Preparation for Clinical Practice

Students are expected to be prepared in the clinical laboratory experience in order to provide safe care. Should a student come to the clinical unit unprepared, she or he will be sent off the unit; it will be documented and placed in the student's file in the program office and the office of the associate dean for academic affairs. A grade of Unsatisfactory "U" will be assigned for any clinical day in which the student fails to meet the minimum professional expectations for the day. If the student receives two "U"s in the same clinical course, he/she will receive an F for the course.

Professional Expectations

A student enrolled in the University of Mississippi School of Nursing is expected to:

1. Appear and conduct self in a professionally acceptable manner;
2. Be cognizant of and adhere to the channels of authority;
3. Refrain from any academic or professional dishonesty, for example, cheating and plagiarism in academic assignments;
4. Show respect for and be mutually supportive of fellow students, faculty and staff;
5. Accept responsibility for reporting to the proper person all errors, omissions in care and incidents of misconduct;
6. Regard as strictly confidential all information concerning each client and refrain from discussing this information with any unauthorized individual;
7. Show respect and consideration for the client, regardless of race, age, marital status, veteran status, religion, gender, handicap, nationality, or economic status;
8. Be guided at all times by concern for the welfare of clients entrusted to one's care;
9. Be guided at all times by moral and ethical behaviors inherent in the profession.

Failure to meet a professional expectation may result in disciplinary action up to and including dismissal from the program.

Professionalism Expectations for Clinical

The student will participate in designated course/clinical experiences dressed in adherence to dress code set by the University of Mississippi School of Nursing Student Handbook. In order to complete clinical requirements, the student is expected to:

- Display safe, ethical and professional behavior

- Safe behavior is defined as: acting in a way that does not cause harm to others or self, both physically and psychologically.
- Ethical behavior is regarded as: (see the Code of Ethics for Nursing, nursingworld.org/.../EthicsStandards/CodeofEthicsforNurses.)
- Professional behavior is regarded as:
 - Have a respectful manner in speech, body language... with each person you come in contact with in all personal exchanges with patients, staff, faculty, visitors or any person on or off campus during your enrollment in the nursing program.
- Be clinically prepared in both knowledge and skills.
 - Display understanding of the patient's diagnosis, lab tests, medications, nursing care requirements and nursing skills required for that clinical experience.
 - Complete your clinical assignment using high professional standards as expected.
- Display a positive attitude in speech and demeanor.
- Be willing to embrace new knowledge and experiences.
- Display safe clinical practice and skills.
 - Clinical nursing practice and skills are carried out according to the clinical agency's protocols and those learned in the nursing skills laboratory under the guidance of a clinical instructor in the appointed clinical agency.
 - Any deviation from these clinical/course requirements, including dress code, will result in:
 - An unsatisfactory clinical report for that clinical day (which will be documented in your student file).
 - Two (2) unsatisfactory clinical reports will result in Failure of the Course.
 - OR
 - If the student's failure to demonstrate professional and ethical behavior results in a catastrophic (a serious/significant/sentinel event) that could harm the patient or others at any level, the student may be: (1) dismissed from the program, or (2) be called before the Disciplinary Council as set forth in the Student Handbook.

Student Honor Code

In 2013, the baccalaureate student body participated in the first signing of the Student Code for Honorable and Professional Behavior. This code was developed by the student leadership groups of the classes graduating between 2011 and 2013. The code was developed by student leaders, vetted to the student body for comments and edited in response to the suggestions of the student body. The code was adopted formally by the President's Council in November 2012 and was signed by the first group of students in April 2013. Each year, newly admitted undergraduate students participate in a signing ceremony to indicate their commitment to follow the code and to encourage their colleagues to do the same.

Student Code for Honorable and Professional Behavior

We, the students of the University of Mississippi School of Nursing, create this *Code of Honorable and Professional Behavior* as a guideline for expected academic, personal, and professional conduct. Each student bears responsibility for his/her own behavior, both on and off the UMMC

campus, by adhering to all policies set in place by UMMC and the SON. Based on the American Nurses' Association *Code of Ethics for Nursing*, we will show in all circumstances, both professional and social, quality in nursing care and ethical obligation.

It is our purpose to set forth standards of behavior that will serve well in our development of **EXCELLENCE** in our practice of nursing. The intention of this code is to serve as a foundation for personal honor, morality, order, and the rights of others. It is our goal to provide an environment that fosters and protects free, rational academic inquiry, encouraging **DIVERSITY** in all its forms, even **DIVERSITY** of thought. By adhering to this code throughout all aspects of life, we commit to uphold the principle of unselfish devotion for the welfare of others with our words and our actions. We pledge to **RESPECT** and honor self and all others, including fellow classmates, faculty/staff, all UMMC employees, patients, and visitors, as well as the community. The **INTEGRITY** of this code is dependent upon individual self-examination, honesty, and **ACCOUNTABILITY** to ourselves and our fellow students through informal and formal processes. The effectiveness of this code requires support and cooperation by both students and faculty to endorse the spirit of the standards outlined in this *Code of Honorable and Professional Behavior*.

Standards of Behavior

Academic Integrity

We, the students of the University of Mississippi School of Nursing, believe that in order to obtain the full potential of our education and to properly care for our current and future patients, it is our responsibility to uphold the highest degree of academic integrity and to denounce to the fullest extent any form of academic dishonesty.

Examples of behaviors inconsistent with academic integrity:

- a. Memorizing test questions and answers and recording them after a test. Distributing test questions to other classes;
- b. Using a search engine during computerized testing;
- c. Falsifying academic or clinical documents. Sharing clinical paperwork unless approved by faculty;
- d. Cheating of any kind;
- e. Dishonesty; creating a false excuse to miss a clinical or class requirement;
- f. Plagiarism, including using pre-written papers and claiming them as your own and not citing sources to make it appear as if it was your own thought or logic;
- g. Violation of any rules or regulations of UMMC or the School of Nursing (course syllabi, Student Handbook, or NSNA Code of Ethics).

Personal Behavior

We believe that personal behaviors are those actions that fall outside the realm of professional or academic behavior that may be considered a reflection on the school or the profession of nursing. As students of the University of Mississippi School of Nursing, it is our responsibility to achieve and maintain an optimal level of individual integrity and personal morality as set forth by the standards of behavior outlined in this code.

Examples of behaviors inconsistent with the standards of personal behavior:

- a. Breaking guidelines set forth in the SON Student Handbook;
- b. Failure to address a violation of the ethical code;
- c. Lawlessness;
- d. Slander;
- e. Taking medications not prescribed to you;
- f. Recreational drug use;
- g. Behaviors intended to inflict psychological or physical harm to others or yourself;
- h. Inappropriate behavior while representing the SON on or off campus.

Professional Behavior

As members of the nursing profession (in training), we believe that professional behavior shall be upheld in order to build a rapport with peers, administrators, patients and families and to create a safe, ethical environment.

Students demonstrate professionalism by:

- a. Dressing in a professional manner;
- b. Being prepared and organized for class and clinical;
- c. Being culturally and socially sensitive;
- d. Maintaining effective communication with all associated parties in the patient care process;
- e. Upholding guidelines set forth by HIPAA;
- f. Being trustworthy.

Examples of behaviors inconsistent with professionalism:

- a. Being disrespectful;
- b. Acting in an uncooperative manner;
- c. Engaging in discrimination.

Accountability and Responsibility

Our responsibility to the SON, our patients, our fellow students, and ourselves requires that we do our part to live in accordance with this code and to call ourselves and fellow students to be accountable for any perceived infractions. We recognize that accountability begins with self.

Integral to this process is the commitment of each student first to self-examination and accountability. Only when we are accountable and responsible for our own behavior can we assist our fellow students in their practice of remaining consistent with this code and the values of our future profession. To overlook an infraction by a fellow student compromises the integrity of this commitment and is an infraction itself.

In maintaining the integrity of the code, we must first presume the innocence of others, maintain their confidentiality, and allow them to offer an explanation of any perceived infraction.

When a student is held to account by a peer, should the student admit to an infraction or fail to offer a sufficient explanation for a perceived infraction, the matter will be referred to the Office

of the Assistant Dean for Students Affairs to proceed as outlined in the [SON Conduct Dismissal Policy](#).

The intent of this code is not punishment, but rather prevention. We establish these standards to clearly define expectations of behavior to assist ourselves and our colleagues in acting consistently with academic integrity and in a manner both personally and professionally befitting the profession of nursing.

[UMMC Sexual Harassment Policy](#)

UMMC prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct.

To view the full Title IX Sexual Harassment and Non-Discrimination Policy, click [here](#).

COMMUNICATION

The University of Mississippi School of Nursing believes that accurate and prompt communication between students, faculty and administration at all sites and UMMC is the key to a student's success. Therefore, a number of methods are in place to communicate vital information.

Electronic Communication

Information about the University of Mississippi School of Nursing is located on the [school's website](#). This website includes information regarding administration, faculty and staff, admissions, recruitment, course syllabi and calendars.

Email is another source of information between faculty, students and peers. All students are issued an email address upon admission to the program. This is the only email address that can be used for school purposes. Information will be distributed related to how to forward messages to a personal email address. In addition, students can access class announcements, notes, assignments and grades using Canvas. Students may utilize the MyU portal for the academic calendar, policies, registration and to monitor financial aid and student accounting information.

Appropriate use of electronic information is essential. Please see the information system security acknowledgment and nondisclosure agreement form on the UMMC Intranet in the folder UMMC Campus Computing Policies.

Netiquette–Internet Etiquette

Etiquette is defined as the formal manners and rules that are followed in social or professional settings. Netiquette is a combination of the words network and etiquette and is defined as a set of rules for acceptable online behavior. Similarly, online ethics focuses on the acceptable use of online resources in an online social environment.

To view the full SON Netiquette Guidelines, click [here](#).

Social Media Policy

The University of Mississippi Medical Center recognizes that social media is an important and timely means of communication. However, those who use social media must be aware that posting certain information is illegal and use of social media during working hours as well as related to job functions should be self moderated. Offenders may be subject to criminal and civil liability, and adverse institutional actions.

To view the full UMMC Policy and Guidelines for Personal Use of Social Media, click [here](#).

Computer Recommendations

The School of Nursing requires all incoming students to have a wireless laptop computer.

Your laptop computer should have these minimum technical standards:

4GB (gigabytes) memory
256GB hard drive space
Microsoft Office 2016 or 365 (available at no charge for UMMC students)
Integrated Webcam and Microphone (or USB External Webcam)
Wireless Networking capability (802.11 a-n)

Operating system:

You may use either a Windows laptop (Windows 10) or an Apple MacBook, MacBook Air or MacBook Pro (OS 10.13 minimum).

Canvas

The School of Nursing uses the Canvas Learning Management System (LMS) software to deliver course content. Once you register for courses in the myU Portal, you can go to [Canvas](#) to login and retrieve course material. You will receive an email notifying you of enrollment in a course using Canvas. Additionally, we may use Big Blue Button or other webconferencing tools in some courses, so please be sure to have a laptop with a webcam and microphone.

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER POLICIES

Students must comply with all the University of Mississippi Medical Center policies.

Information Security Policies, Standards, and Procedures

The University of Mississippi Medical Center

The Office of Information Security (OIS) works with UMMC faculty, staff and students to protect UMMC's data assets and resources from threats by implementing industry-accepted security practices that are compliant with appropriate regulatory requirements. OIS has implemented an Information Security Awareness program to educate the UMMC community on threats they may encounter and how to handle them to ensure UMMC's data retains its confidentiality, integrity and availability. Please review the links below for important policies on information security:

[UMMC Information Security](#)

[UMMC Public Wireless Policy](#)

[UMMC Email Policy](#)

The complete and current version of the UMMC information policy may be accessed at the above link from the Division of Information Services, the Division of Human Resources and the Division of Public Information and University Hospital administration. All students and personnel are responsible for knowledge of and compliance with the complete and current version of the information security policies, standards and procedures. Please review this section of the UMMC *Bulletin* carefully so you may complete the information policy agreement and non-disclosure agreement forms required for compliance purposes.

Smoking

UMMC is a tobacco-free environment. Employees and students will not be allowed to use any tobacco products on campus, including the use of electronic smoking devices. Please view the [Smoking Tobacco Use Policy](#) for more information.

Safe and Drug-Free Campus

The Medical Center is committed to maintaining a safe and drug-free campus for the welfare of our students, employees, patients and visitors.

Please review the section on Non-Academic Disciplinary Action contained in the [Bulletin](#) on page 11 and the [SON Drug Screening Policy](#) (also found on p. 41 of this Student Handbook).

Self-Referral and Rehabilitation

Any full-time employee or student who feels that he/she has developed an addiction or dependence on alcohol or drugs is encouraged to seek assistance. The Medical Center maintains an Employee/Student Assistance Program (ESAP) that is administered by Student and Employee Health Services. It provides confidential assistance. It is the responsibility of the student to seek assistance before alcohol and drug problems make them subject to disciplinary action. When the student is placed on a treatment protocol, the student is expected to abide by all the conditions

of treatment and to continue treatment until clearance is given by the ESAP and referred to the associate dean for academic affairs (or designee) for final reinstatement and conditions for continued enrollment and follow-up. Failure to comply with this policy by any student will constitute grounds for disciplinary action.

Any student who is convicted under a criminal statute for a drug-related offense is required to notify his or her dean or appropriate representative not later than five days after such conviction. The following are the sanctions for students convicted of substance-abuse-related crimes:

- Any student convicted of illegal use, possession and/or sale of a drug or narcotic on campus shall be suspended for a minimum of one calendar year.
- A felony conviction of a violation of any criminal drug statute for use, possession, dispersion, distribution or manufacture of an illegal drug on UMMC premises will result in expulsion.

Note: Be advised that a felony conviction may affect a graduate's eligibility to sit for certification, registration or licensure examinations. Affected students should contact the appropriate certification, registry or licensure agency or organization for more information.

[Campus Security Act of 1992](#)

The Campus Security Act of 1992 requires institutions to have in place procedures for disciplinary action in case of alleged sexual assault or rape. If a nursing student is suspected of committing a sexual offense on this campus, campus police will be instructed to notify the dean of the school. The dean will appoint a committee composed of three faculty, two students and the staff attorney for the University of Mississippi Medical Center. The committee will review the allegation and if necessary make a recommendation for disciplinary action to the dean.

The [Guidelines for Campus Security](#) web page lists the services available from the University of Mississippi Medical Center Campus Police and Security. Information is provided about such topics as rape, sexual assault, exhibitionism and obscene telephone calls. As mandated by federal law, campus crimes are public information. Each month, the department releases a summary of reported crimes on their [Clery Act web page](#).

[Professional Appearance](#)

Review the [UMMC Policy on Professional Appearance](#) for more information about professional appearance.

[Acquired Immune Deficiency Syndrome \(AIDS\) Policy](#)

Selection of applicants for UMMC's health professional programs is made on a competitive basis, without regard to race, gender, color, religion, marital status, age, national origin, disability or veteran status. Students with AIDS, and those with other manifestations of HIV infection, are deemed to have a handicapping condition as defined in the Rehabilitation Act of 1973.

Acquired Immune Deficiency Syndrome (AIDS) is a condition, which destroys the body's immune (defense) system and allows life-threatening infections to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease

Control (CDC), contracting the disease in most situations encountered in an individual's daily activities is not known to occur.

Terms associated with AIDS include:

1. AIDS-related Complex (ARC)-a variety of chronic symptoms and physical findings that occur in some persons who are infected with human immunodeficiency virus but do not meet the CDC's definition of AIDS.
2. HIV-human immunodeficiency virus (the causative agent of AIDS).
3. HIV antibody-a protein in the body produced in response to exposure to the human immunodeficiency virus.

The Medical Center does not routinely screen students, faculty or staff for antibodies to HIV or ask if they are HIV positive. However, students who know they are HIV positive are encouraged to report this fact to the director of the Student and Employee Health Services, so they can obtain appropriate medical care, consultation and counseling for their own protection and that of others. The information will remain confidential as a part of the student's medical record.

- The Education Program. The school in which the student is enrolled will make every reasonable accommodation to enable a student who is HIV positive to successfully complete the requirements of his/her educational program. The school also will make available career counseling should the student wish to review his/her educational objectives in light of the realities of HIV infection. HIV infected students may have their educational program modified by their school to limit any potential risk of disease transmission. Restrictions on any clinical assignments and/or off-campus clinical rotations or externships will be made on a case-by-case basis.
- Immunizations. Students who have HIV infection are not exempted from UMMC requirements for non-live virus vaccinations. However, because of potentially serious consequences for HIV-infected persons receiving live virus vaccines, HIV-infected students who are required to receive such immunization should consult Student and Employee Health Services or the Hinds County Department of Health for current recommendations.
- Testing and Care. Students who wish to get HIV antibody testing will be referred to the Hinds County Department of Health or Student and Employee Health Services. Students who become HIV positive during the course of their enrollment may get appropriate medical care, consultation and counseling through Student and Employee Health Services.
- Confidentiality. Medical information will not be released to any person, group, agency, insurer, employer or institution without specific written consent of the patient or legal guardian except as required by law. Every effort will be made to preserve the confidentiality of the medical record of a student who is HIV positive. Knowledge of a student's HIV status will be limited to those with an absolute necessity to know.
- Public Health Reporting Requirement. The Medical Center complies with all public health reporting requirements of the Mississippi State Department of Public Health and the CDC. Students who are known to be HIV positive are reported to the State Department of Health.
- Universal Precaution. Since many people with HIV infections are not identified in advance,

universal precaution - as defined by the CDC and by Occupational Safety and Health Administration - guide Medical Center procedures for the handling of blood and body fluids of any student, employee or patient. Questions regarding these safety guidelines should be addressed to the director of Student and Employee Health Services, or to the dean of the school in which the student is enrolled.

- Equipment. Manuals and procedures already in use at the Medical Center cover the precautions, which should be taken when handling infectious materials. Some of these procedures, which pertain to the possible transmission of HIV infection, are re-emphasized.

All UMMC personnel, including students, will use disposable, one-use needles and other equipment if the skin or mucous membranes of patients, employees or students will be punctured. If disposable equipment is not available, needles or other implements that puncture the skin or mucous membranes should be steam sterilized by autoclave before re-use. Extreme caution should be exercised when handling sharp objects, particularly in disposing of needles. All used needles should be placed in a puncture-resistant container designated for this purpose. Needles should never be bent or recapped after use. Blood-soiled articles should be placed in puncture-proof bags and labeled prominently before being sent for reprocessing or disposal in accordance with UMMC infection control guidelines. For more information on these guidelines please view the UMMC [Policy on Critical Care Hospital Plan and Procedure Manual](#).

- Behavior Risk. Medical Center students who are HIV positive and are aware of their condition and engage in behavior, which threatens the safety and welfare of other students, patients or UMMC personnel, may be subject to disciplinary action. Please view the Mississippi BON [position statement](#) "Regarding Blood-Borne Infections" for expectations of an infected nurse.

Other UMMC AIDS Policies. More specific, written guidelines and procedures are the responsibility of the individual schools and may be developed, as needed, by the deans and department heads. All unit policies must comply with these for the institution as a whole.

SCHOOL OF NURSING POLICIES

Policy and Guidelines for Universal Blood and Body Fluid Precautions

1. The University of Mississippi School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available.
2. Prior to any contact with clients for clinical experiences, students will attend the session on universal blood and body fluid precautions and sign the universal blood and body fluid precautions attendance verification form.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded or afflicted with dermatitis) the student shall immediately contact clinical faculty and is to report to and be seen by the appropriate clinical source. In Jackson, students must report to Student and Employee Health Services. Refer to the post-exposure plan. If the Student and Employee Health Services office is not open, report immediately to UMMC Emergency Room; or for services in Oxford, the V.B. Harrison Student Health Center (Student Health Services) is the first place to report if open (see p. 51 for more information). If the student health center is not open, Oxford students should report to the Baptist Health Systems Emergency Room after contacting clinical faculty.
4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when handling a cadaver in a hospital setting.

Drug Testing Policy

It is the policy of the UMMC SON to comply with federal and state laws and regulations dealing with the usage and detection of drugs. This policy is subject to change at the sole discretion of the UMMC SON and is meant to supplement other relevant University policies. This policy is in addition to any drug and alcohol testing policies and procedures at the clinical sites, and while students are engaging in clinical activities at hospitals, clinics, nursing homes, or other facilities on behalf of the UMMC SON, the drug and alcohol testing policies and procedures of the hospital, clinic, nursing home, or facility will govern.

To view the full SON Drug Testing Policy, click [here](#).

Possession and Use of Cell Phones

Students must turn off cell phones in distance-learning and in-person classroom settings and must have phones on silent at other times. Students may be asked to place cell phones in bookbags and/or out of sight during classroom lecture and testing. Text messaging during tests may be grounds for disciplinary action.

Criminal History Background Check

Mississippi law requires all health-care workers, including students, to have completed criminal

history background checks. All SON students will be required to successfully complete a criminal history background check, including fingerprinting, prior to final acceptance into the program. A felony conviction may affect a graduate's eligibility to be licensed or certified. In accordance with SB 2607 passed in the 2004 legislative session and codified at M.C.A. section 43-11-13 (5) (a)(iii), students will be asked to submit to fingerprinting for a complete criminal history background check. The student must be in compliance with the requirements of SB2607.

Employment (Undergraduate)

Students who choose to work in a nursing service capacity must adhere to Mississippi's Nurse Practice Act. Students who wish to participate in a work-study program should contact the Office of Student Financial Aid in the Holmes Learning Resource Center, or the nurse recruiter for the University Hospitals and Clinics at 601-815-7004. Students may also choose to work at other agencies.

Guides for Written Work and Papers

The required guide for preparation of papers is the most current edition of the *Publication Manual of the American Psychological Association*, American Psychological Association, Washington, D.C.

PhD students who are completing a dissertation should also refer to the graduate school's *Guide for Graduate Students*.

Home Visiting

When making a home visit, faculty or staff of the agency must accompany students, or faculty must be present in the conference area of designated apartment complexes.

Incident and/or Accident Report

In the event of an incident/accident involving a student:

1. The student will complete the appropriate form supplied by the agency/SON (found on the Common Drive under Academic Affairs - Forms). The faculty member will co-sign the report with the student.
2. If the agency will not allow a copy to be made, the student completes an anecdotal record for the SON. The student provides the same information found on the incident report, including details of the incident and physician involvement. The faculty member includes measures taken to avoid further incidents, such as teaching of clients, counseling and teaching of student, or other appropriate measures. Both the involved faculty and the student sign the anecdotal record.
3. The anecdotal record or agency form is submitted to the associate dean for academic affairs for inclusion in the student's file.
4. The copy of the agency form or the anecdotal record remains in the student's file until the student graduates.

Policy for University of Mississippi School of Nursing Students Engaged in International Experiences for Academic Credit

Students in good academic standing enrolled in the graduate program at the SON may incorporate international experiences as part of requirements for select courses. Persons who have or receive faculty approval status by the Medical Center may accompany students on international experiences.

Responsibilities of Student:

1. Must have proposal for international experience approved by course coordinator at least four months prior to the planned travel. This proposal shall include:
 - Name, credentials and address of international onsite preceptor/facilitator.
 - Objectives for the experience.
 - Detailed itinerary of activities which relate to achievement of objectives.
 - Plan for covering course content of Medical Center covered during student's international experience.
2. Secure all necessary letters of agreement, legal, health and other documents following approval of proposal. This includes items such as immunizations, visas, passports, preceptor/facilitator agreements, objectives of the experience, etc. A copy of these documents is to be given to the course coordinator.
3. Finalize dates, times and travel arrangements. Submit a detailed travel itinerary to the course coordinator.
4. Make and are responsible for travel, lodging and incidental expenses associated with the travel.
5. Remain governed by Medical Center policies while serving as international guests.

Responsibilities of course coordinator and/or collaborating faculty where the course is housed:

1. Assist student in locating international experiences.
2. Explain proposal guidelines to students.
3. Provide initial approval of project.
4. Present proposal to associate dean or director for the respective program for preliminary administrative approvals. The dean grants final approval.
5. Maintain file of proposal, student related documents and communications.
6. Maintain systematic contact with student during the international experience.
7. Serve as contact person for onsite international preceptor/facilitator
8. Evaluate experience.
9. Assign grade.

The Institutional Review Board (IRB) Certification

The University of Mississippi School of Nursing requires that all students involved in human subjects research complete the Institutional Review Board (IRB) tutorial addressing the protection of human research subjects. Information regarding completion of this requirement is provided by the program office after admission.

Letters of Reference and Records

Confidentiality of Records

Public Law 93-380, Family Education Rights and Privacy Act of 1974, requires educational

agencies or institutions to provide parents of students and eligible students access to the education records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution.

The institution must provide access to official records directly related to the student and an opportunity to challenge such records on the basis of accuracy. By written request to the Office of Enrollment Management, the student who is or has been in attendance (but is not a rejected applicant) may review recorded information related to the student, which is maintained by the school for use in making decisions about the student or which may be transmitted to others outside the institution.

Under the law, students may not see letters or statements of recommendation submitted in confidence prior to January 1, 1975, and may, but are not required, to waive the rights of access to future confidential recommendations in the areas of admissions, job placement and awards. The student does not have access to medical, psychiatric or comparable records if these are used solely for treatment purposes but may designate another professional to examine these records. Students do not have the right to see parents' financial records submitted to the institution. Challenges to all records may be made only on the basis of accuracy and cannot be made as to judgments.

- Other than directory information, the school is prohibited from permitting access to educational records or personally identifiable information about students without their written consent. Exceptions are specific agencies and persons, such as school officials and certain federal or state officials. The school must keep a record of all such persons or agencies to which personal information is supplied. A copy of the act is on file in the Office of Enrollment Management. During registration, all students must record their decisions concerning letters of recommendation placed in the educational record by completing the privacy act waiver form. Prior to writing a letter of good standing or a letter of reference, status of the privacy act waiver form in the Office of Enrollment Management is determined.

Letters of Good Standing

All requests for letters to verify that a student is in good standing with the SON must be referred to the Office of Enrollment Management or associate dean for academic affairs.

Letters of Reference

School letters of reference are requested from the office of the associate dean for academic affairs or the director for the respective program. If the student has signed a waiver form, the following information is obtained from the student's record and included in a letter of reference:

1. The year of graduation;
2. Copies of the summary evaluation of student forms. Two summary evaluation of student forms will be completed by faculty and retained in the student's record. If the summary evaluation forms are unavailable, an instructor will be asked to provide reference information.
3. One copy of the reference material is placed in the student's file in the University of

Mississippi School of Nursing.

If the waiver form has not been signed, a letter is sent to the party who requests the reference stating that the school does not have written permission to release information. Copies of the letter are sent to the student and to the Office of Enrollment Management.

If the Office of Enrollment Management notifies the school that a signed waiver has been received, a letter of reference is written as described above. If the Office of Enrollment Management does not receive the signed waiver within 60 days, a letter is sent to the party requesting the reference stating that the student has not responded to the request to sign a waiver form.

Licensure

All RN, MSN and doctoral students who will provide any nursing care in Mississippi during their program must have a valid, unrestricted Mississippi RN license or privilege to practice (in case the student is a resident of another compact state). Students must be licensed or authorized to practice in the state where practice will occur, if not in Mississippi. Verification of current licensure is required yearly for the above students. The student must notify the School of Nursing of any licensure restrictions.

Patient Privacy

Students will be informed of UMMC's compliance plan, confidentiality policy, and the Health Insurance Portability and Accountability Act (HIPAA). As students approach clinical experiences, representatives from the Medical Center will present information and students will be expected to acknowledge understanding through appropriate documentation.

Information is available on the UMMC Document Center:

HIPPA overview <https://www.umc.edu/policy/viewpolicy.aspx?pid=A-OIC-HIP-GEN-ST-00001/>

HIPPA definitions <https://www.umc.edu/policy/viewpolicy.aspx?pid=A-OIC-HIP-GEN-PO-00035/>

HIPPA and social media <https://www.umc.edu/policy/viewpolicy.aspx?pid=A-OIC-GEN-GEN-PO-00007/>

Exposure policy <https://www.umc.edu/policy/viewpolicy.aspx?pid=H-CL-MICRO-PAN-PR-00002/>

Blood born pathogen standard <https://www.umc.edu/policy/viewpolicy.aspx?pid=H-CL-POC-POCT-PR-00072/>

Permission to Record or Copyright Intellectual Property

Students who wish to make still photographs, audio recordings, motion pictures or videotapes of any client must obtain the written consent of the client. A student must inform and consult with faculty prior to taking any such action. A form entitled media consent form for scientific use is available for this purpose. Two disinterested individuals must witness the signature of the client. The completed form is placed in the client's file. Permission to record, video tape or otherwise copy faculty-developed materials must also be obtained by the student before engaging in that activity. Questions regarding permission to record or copy for distribution of intellectual property

should be routed to the dean's office.

Professional Liability Insurance

Professional liability insurance is required for all students. Students are required to have student liability insurance in place during all clinical, practicum, and residency experiences. Several organizations, such as the [Nursing Service Organization](#), offer this type of insurance. Please note: All nurse practitioner students must purchase NP insurance.

** The deadline for submitting proof of student liability insurance is: Traditional and Accelerated BSN—Prior to orientation; RN-BSN—Prior to and during clinical and practicums; Graduate Students—Prior to and during clinical, practicum and residency experiences. **

Safety

To provide for the safety of clients at all times, learners are expected to be safe in the clinical laboratory experience. Although grades are not assigned until the end of the term, a learner who is believed to be a threat to client safety at any time may be immediately dismissed from the clinical area. The involved faculty will document the incident(s) which relate(s) to the learner being a threat, and the involved faculty and the course coordinator will recommend an appropriate consequence to the associate dean for academic affairs.

Student Access to Medical Records (UMMC)

Any student requesting access to the University Hospitals and Clinics patient medical records must be currently enrolled in a health-related profession school at the University of Mississippi Medical Center or in an affiliated program approved by the University Hospitals and Clinics. Any students wishing to review medical records must have a signed confidentiality statement on file in their respective clinical department. Each student must present a permission to review medical records and confidentiality statement form signed by an appropriate clinical instructor when requesting to review records. Each student may review no more than three records at any one time. The Health Information Service (HIS) reserves the right to require at least 24 hours notice to retrieve requested records. All records must be reviewed within the HIS (N102) department. Incomplete medical records may be reviewed in the Incomplete Area (H145) on Wednesday, Thursday or Friday. Pedi incomplete medical records is located in C108.

Transportation

Students are responsible for providing their own transportation for field experiences and for releasing the University and/or affiliated institutions from liability for any accidents in which they may be involved while traveling to and from these field experiences.

Students also must release the University from liability for any accidents en-route between the University of Mississippi Medical Center and other institutions and localities to participate in learning experiences. The travel waiver form must be signed and on file in the student's permanent file.

STUDENT DEVELOPMENT AND SERVICES

[The Office of Student Affairs](#)

The Office of Student Affairs is primarily responsible for acting in a student advocacy role. Additionally, this office is charged with facilitating student learning through coordination of learning resources and other services, and developing and implementing activities to enhance student recruitment and retention. The Office of Student Affairs also serves as a resource to student government within the University of Mississippi School of Nursing and coordinates communication of information for students.

[Office of Academic Support](#)

Jackson Campus

Office of Academic Support

University of Mississippi Medical Center

Verner Holmes Learning Resource Center, U155-A

T: 601-815-4233

F: 601-984-2970

http://www.umc.edu/academic_support/

The Office of Academic Support provides oversight to the following University of Mississippi Medical Center support services:

Academic Consulting Services http://www.umc.edu/academic_consulting/

University Tutoring Services http://www.umc.edu/University_Tutoring/

Academic Accommodations http://www.umc.edu/Academic_Accommodations/

[Academic Consulting Services](#)

The Office of Academic Support provides Academic Consulting Services to students, residents and fellows currently enrolled at the University of Mississippi Medical Center. Academic consultants meet individually with learners and provide assistance with developing the skills and behaviors that are essential to academic success and professional development. Services are available at no charge to the learner and may address a wide range of issues. These include transition to professional school, time management, study skills, stress management, testing strategies, interpersonal and communication skills, clarifying career goals, and coping strategies.

Individuals may initiate contact with the office or be referred by faculty. To make an appointment, individuals should go to the Office of Academic Support webpage and request [Academic Consulting Services](#).

[University Tutoring Services](#)

The Office of Academic Support manages University Tutoring Services, the peer tutoring program available at no cost to all students currently enrolled in any of the six schools of the University of Mississippi Medical Center. This program is designed to promote academic excellence through supportive instruction by peers with similar educational experiences and backgrounds. Tutoring occurs on UMMC's campus and scheduling is negotiated by the student and assigned tutor. You must be registered in the course for which you request tutoring to be eligible for the services.

Tutors are not available for all courses at the institution. Once you have submitted the Request for Tutoring Services, you will be notified if tutoring is available for the requested course and provided further information about the program.

To request tutoring or receive more information about available courses, individuals should go to the Office of Academic Support [University Tutoring](#) webpage and complete a Request for Tutoring online form.

[Academic Accommodations](#)

The Office of Academic Support manages academic accommodations at the University of Mississippi Medical Center.

The University of Mississippi Medical Center is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information or to request academic accommodations, individuals should go to the Office of Academic Support webpage and complete a [Request for Academic Accommodations](#).

[Academic Support at the University of Mississippi Oxford Campus](#)

Oxford students have access to the Academic Support Center, which offers several programs designed to facilitate academic success, from mentoring first-generation college students (STARS) to improving study skills (AST) and answering general questions via an e-advisor. Students from the Oxford campus may also use the services of the Office of Academic Support on the Jackson campus if they choose.

[Oxford Student Writing and Computer Resource Centers](#)

For writing assistance on the Oxford campus, students may contact the [University Writing Center](#) located in Lamar Hall, Suite C (3rd floor). Visit the website for specific locations, times and online appointment scheduling. A computer lab is available to all Oxford students at Weir Hall room 141. [Hours](#) are available for students.

[Bookstore](#)

The bookstore, which is open Monday through Friday from 7:45 a.m. to 4:30 p.m., serves all Medical Center students and is located on the ground floor of the Norman C. Nelson Student Union building. Textbooks and related supplies may be purchased in the bookstore. MasterCard and Visa are accepted for purchases. With a student ID card, personal checks for \$10 or less may be cashed with at least a \$1 purchase.

Financial Aid and Student Accounting

All students (Oxford and Jackson students) apply for financial assistance through the Office of Student Financial Aid located in the Verner S. Holmes Learning Resource Center. Eligibility is based on the need analysis. Loans and grants are awarded annually, and a student must reapply in order to receive financial aid for the new year. Additionally, students must be continuously enrolled to receive student aid. If continuous enrollment is interrupted, students must request a Leave of Absence (LOA) from the associate dean to delay repayment of outstanding student loans. For additional information on the financial aid policy and procedures, see the financial aid guidebook on the Office of Student Financial Aid [website](#). Oxford students: Please note you must use the school code for UMMC when completing your FAFSA.

Please Note: Your Financial Aid File must be complete and you must accept your Financial Aid Awards on the [MyU Web Portal](#) prior to funds being posted to your Student Tuition Account. Ensure that all requirements are met at least three business days prior to the scheduled disbursement date.

Health Insurance

Hospitalization insurance is required for all students at the University of Mississippi Medical Center. A group policy is available for students who do not have an independent policy. Students interested in learning more about this [group policy](#) may contact the [Office of Student Accounting](#). The policy on [Insurance Requirements for UMMC Students](#) is found in the UMMC Document Center.

Student and Employee Health Services (Health Clinic)

Jackson Campus

[Student and Employee Health](#) serves as the primary resource for occupational-health services such as immunization, tuberculosis screening, and non-symptomatic COVID-19 screening, when needed for academic purposes, such as documentation required for clearance to participate in learning activities at other institutions. Student and Employee Health is also the preferred option for initial assessment of non-emergency occupational health related injuries that occur on weekdays between the hours of 7:00 am to 4:30 pm. Student and Employee Health does not charge for provider or nurse actions in providing services to students, but charges may be incurred for laboratory or imaging services. Student and Employee Health can be contacted for appointments or questions about services by calling (601) 984-1185.

If there is a severe occupational injury or a situation, such as a blood or body fluid exposure, that requires urgent treatment at night or on a weekend, students should seek care at the UMMC Emergency Department and notify Student and Employee Health afterward. Students in Mississippi are not covered by Workers Compensation and so may incur costs related to workplace injuries. Normal healthcare procedures, such as billing insurance, will take place as appropriate.

Students may access primary care services through UMMC's Quick Care clinic, which is operated

by the Department of Family Medicine in the Lakeland Medical Building at 764 Lakeland Drive, Jackson, MS. Quick Care is a full-service primary care practice in a private, confidential setting, and will provide students a large spectrum of services, including sick visits, preventive services, and care for chronic conditions. The physician and other providers at the Quick Care clinic do not teach, evaluate, or make recommendations for student advancement. Quick Care is available Monday through Friday from 7:40 am to 4:20 pm and offers both in person and telehealth visits. To schedule an appointment at Quick Care students may call (601) 984-6800. Additionally, if students prefer to obtain primary care services elsewhere, they are free to do so.

The Student Counseling and Wellness Center assists students with managing the stresses and difficulties of daily life – life inside and outside the classroom. Mental health services for students are provided by a psychiatrist or nurse practitioner and clinical psychologists who do not have any role in any student's academic assessment or evaluation. Students should call (601) 815-1136 or (601) 815-5588 or email scwc@umc.edu to make appointments at the SCWC.

V.B. Harrison Student Health Center (Student Health Services)

Oxford Campus

The V.B. Harrison Health Center is open Monday through Friday, from 8 a.m. to 5 p.m. Please sign in before 4:30 p.m. Be sure to bring your student ID. All students currently enrolled are eligible for care. Spouses, faculty, staff and dependents of students are not eligible. The charges incurred from your visit must be taken care of at the time of your visit. There is staff available to assist you with filing your insurance paperwork. If you are covered under an insurance plan, please have a current card with you. This is so that you are covered in case you are referred to an outside specialist, or need to go somewhere in an emergency. You may choose to see the next available health-care provider, or request a particular provider. You are encouraged to seek medical attention as early in the day as possible. This is especially important if a referral is needed.

Student Counseling and Wellness Center

Jackson Campus

The University of Mississippi Medical Center (UMMC) and the Department of Psychiatry and Human Behavior have opened a new center to promote the mental health and wellness of all UMMC students. The newly established Student Counseling and Wellness Center is now available to all UMMC students to provide counseling and support services for a range of mental health concerns, including, but not limited to, depression, stress, anxiety, grief, adjustment issues and relationship problems. This service is free of charge and completely confidential.

The Student Counseling and Wellness Center is directed by Philip Merideth, MD and Danny Burgess, PhD. Hours of service include Monday, Tuesday and Thursday from 1 p.m. to 5 p.m.; Wednesday and Friday from 8 a.m. to 12 p.m. Please visit the Student Counseling and Wellness Center website at www.umc.edu/scwc/ for more information or call 601-815-1136 to make an appointment.

Mental Health Services at both Jackson and Oxford Campuses

Students in need of psychiatric emergency services should call 911 or go to the nearest emergency room. Students who need psychiatric services may call UMMC's Student Employee Assistance Program, Humana EAP at 866-219-1232 for a brief assessment and referral to a counselor in your area. The Office of Academic Support and Student and Employee Health Services may assist with referrals for this program as well. These services may also be accessed in a non-emergency. The Employee and Student Employee Assistance Program offers short-term counseling, up to three visits per issue per year, to help UMMC students and employees and members of their households manage everyday life issues. Examples of available assistance include: Emotional issues, Relationship concerns, Coping with a serious illness, Weight control, Sleeping difficulties, Loss of a loved one, Workplace concerns, and Smoking cessation.

When you call, you will talk with a trained professional who will:

- Ask you about your situation;
- Help you clarify the problem;
- Offer guidance and support;
- Connect you with experts who can help with work-life issues;
- Refer you to a local Student and Employee Assistance Program counselor for up to three face-to-face sessions.

Humana EAP and Work-Life Services is the UMMC student and employee assistance program. These services are confidential, and there is no cost to UMMC students or employees.

To access these services, call 1-866-219-1232 (TTY:711) or visit eapwl.com (username: ummc, password: ummc).

Work-Life Services include extensive assistance, information, and support to achieve a better balance between work, life, and family. Assistance with the following is available: Housing options, Educational services, Child/Elder care, Consumer education, Legal services, and financial services.

Mental Health Services at the University of Mississippi Oxford Campus

Students on the Oxford campus may utilize the services offered by the [University Counseling Center](#) on the Oxford campus. To make an appointment, call 662-915-3784. The Counseling Center is located at 320 Lester Hall on the main campus. Office hours are 8 a.m. to 5 p.m. Crisis intervention services are available on a 24-hour basis without appointment. A counselor is on call 24 hours a day for emergency assistance. After office hours, contact the university police department at 662-915-7234 and they will get in touch with a crisis counselor.

Learning Resource Center

The Division of Learning Resources, located in the Verner S. Holmes Learning Resource Center building, provides classroom support services, a computer laboratory, medical illustration and graphic arts, medical photography, film processing, television production and instructional development and evaluation services. Services of the division are intended for use in Medical

Center instructional, research and hospital in-service programs only, and students may use these services for a low cost for class-related projects. Rates are available from the division office.

Medical Center Hours

All Medical Center entrances are locked between 9 p.m. and 6 a.m. with these exceptions: main hospital entrance (open 24 hours); adult emergency room (open 24 hours); and children's hospital entrance (open until 1 a.m.). On weekends, all doors to the main complex except designated hospital entrances are locked from 12 p.m. (noon) Saturday until 6 a.m. Monday.

Diversity, Equity and Inclusion

The Office of Diversity, Equity and Inclusion (ODI) guides strategies for integrating diversity and promoting excellence into UMMC's three mission areas –education, research and health care. We foster a climate of inclusion throughout our workforce and student body, where respect for different points of views, backgrounds, and cultures are seen as strengths that enable the entire academic health center to benefit from each individual's unique talent and perspective. Their office is located in the Alumni House (room 319) and they may be contacted at 601-815-5340.

The SON Diversity and Inclusion Director is available to assist and refer all students for academic support. The office number is A221, and telephone number is 601-815-4138. On the Oxford campus, students can contact the [Office of the Vice Chancellor for Diversity and Community Engagement](#) or the [Center for Inclusion and Cross Cultural Engagement](#) for assistance.

Parking

Parking for students is free at Memorial Stadium at all hours. Shuttle services are available from the Memorial Stadium to the campus.

Students with a disability requiring special parking accommodations will need to obtain a special parking permit from Student and Employee Health Services. Parking (for these students) will be arranged on an individual basis. Cars parked illegally on campus will be towed away at the owner's expense.

Photocopying

The VPS Print system through Rowland Medical Library makes printing accessible for you across campus with many nearby locations.

How and Where can I print? You can access information on [how to print](#) from the Rowland Medical Library Web site

Currently, you will be able to print to the Pharos Print Cloud and release your print jobs at any of these Pharos Release Stations:

- Classroom Wing - 2nd Floor(just behind the SON)
- Rowland Medical Library Computer Lab (Ricoh and Canon Printers)

- 2nd Floor of the Library

Please make use of these available resources.

Postal Services

A contract station of the United States Post Office is located in the basement near the Medical School elevators and offers all standard services. The post office is open (for students) from 10:00 a.m. until 4:15 p.m. Monday through Friday. A United States Post Office drop box is located at the main entrance to the University Hospital.

Division of Institutional Advancement (Public Affairs)

The Division of Institutional Advancement is located in U015 of the Verner S. Holmes Learning Resource Center. This division is the only authorized channel for the release of information about the Medical Center to the media. All discussions with any media individual (T.V., newspaper) must receive prior approval from Public Affairs. Students must receive prior approval from the division before making comments to any media personnel, e.g., newspapers, television and radio. If this approval has not been received and a student is requested to make comments to any media personnel, the student should refer the person to Public Affairs at 601-984-1100. Under no circumstances should any student discuss with media personnel any information relative to the Medical Center without the prior clearance from Public Affairs.

Additionally, the division produces all institutional publications, including the monthly newsletter *Consult* and *eCV* e-newsletter publication; coordinates special events and special projects for the Medical Center programs and schools; and maintains the Medical Center master calendar, which lists all scheduled campus activities. Student suggestions are welcome for media stories or ideas for stories for the Medical Center's own publication.

Rowland Medical Library

The library is located in the Verner S. Holmes Learning Resource Center. Students are required to attend and complete an orientation to the library during a time set aside by program directors. Please see the Rowland Medical Library [website](#) for library hours as well as information regarding references and resources available.

Office of Enrollment Management

The Office of Enrollment Management is located in the Verner S. Holmes Learning Resource Center. The director of this office is responsible for maintaining official student records and verifying that students are eligible to sit for the licensure examination. Official copies of transcripts are available from this office for a fee. When a transcript is needed for the licensing examination, no fee is charged.

Student Union

The Norman C. Nelson Student Union building is located across the street from the Verner S. Holmes Learning Resource Center. The Student Union houses the governing student bodies of the Medical Center, bookstore, gym and food court. It also offers quiet study and relaxation space

for students.

Shuttle Service

The shuttle is available from 5:30 a.m. to 11:00 p.m. to and from the stadium parking lot. After that time, campus police will provide an escort, if requested, by calling the non-emergency campus police line at 601-815-3072. An app named SPOT can be downloaded to a smartphone from the [Shuttle Services webpage](#).

Escort Service at the Medical Center

Jackson Campus

Escort service is available to anyone after the shuttles have stopped running. To secure an escort to and from a destination, a student may call campus police from any on-campus phone by dialing extension 4-1360, or by dialing 601-984-1360 from a non-campus phone, or by telling campus police officers on duty.

Escort Service at the University of Mississippi

Oxford Campus

The University Police Department provides an escort service to provide an alternative to walking alone especially after it gets dark at night - just call UPD at 662-915-7234.

Telephone Directory

Students may access a faculty and staff directory information on Outlook, the UMMC website and the SON website. There is also a directory available through the MyU portal.

RESOURCES WITHIN THE SCHOOL OF NURSING

Access to the School of Nursing

Students have badge access to the SON on the Jackson campus from 6 a.m. to 8 p.m. seven days a week. There is no access after 8 p.m. and before 6 a.m. If you experience trouble with badge access, please contact the administrative assistant in the office of the associate dean for academic affairs (A334).

Awards and Scholarships

The Office of Student Affairs in conjunction with the University of Mississippi Medical Center's Office of Student Financial Aid coordinates the process of awarding scholarships. The Office of Student Affairs provides information and service regarding scholarships, awards and loans. Scholarships are available at different times throughout the year. When a scholarship becomes available, students are notified of eligibility requirements and application process via student email and Canvas postings.

The Christine L. Oglevee Memorial Loan Fund and the Nursing Emergency Loan Fund are administered by the Nursing Alumni Office. Applicants may request information from the Office of Student Affairs (A141).

The Thomasson Family Nursing Scholarship, established in 2004, is awarded to a junior student with demonstrated academic excellence and financial need who plans to work in Mississippi upon graduation. Preference is given to students who have responsibility to care for a young family or who have a family member deployed in the military.

The Nursing Education Loan/Scholarship Program (NELS) makes scholarships available to BSN, RN to BSN, RN to MSN, MSN, DNP, and PhD students who wish to advance their academic status. Applicants must be residents of Mississippi or have resided in the state for at least a year. Loan to service obligation can be discharged on the basis of one year's service in professional nursing for one year of loan received. Applications are available beginning in January and are awarded on a first come basis for the following fall. Further information may be obtained from the Board of Trustees of State Institutions of Higher Learning, P.O. Box 2336, Jackson, MS 39225-2336. IHL website.

The E. H. Sumners Foundation Scholarships were established in 1977 by Mrs. E. H. Sumners of Eupora, MS, to provide scholarship assistance for students from Webster, Montgomery, Attala, Carroll, and Choctaw counties who are enrolled at the University of Mississippi Medical Center. For more information about this scholarship, please contact the UMMC Office of Student Financial Aid website.

The Alma O. Brothers and Dr. Virginia L. Cora Endowed Scholarship in Nursing, established in 2013 to honor in perpetuity the late Alma O. Brothers, nurse and mother of Dr. Virginia Cora, and Virginia Cora, PhD, UMMC School of Nursing alumna and Emeritus Professor, and to provide a

scholarship to deserving nursing students at the University of Mississippi Medical Center. This scholarship is reserved for graduate students in the Adult-Gerontology Nurse Practitioner or Psychiatric/Mental Health Nurse Practitioner tracks within the Master of Science in Nursing program.

The L.P. Whitehead Scholarship was established by the Lettie Pate Whitehead Foundation. These awards are available to Christian female full-time undergraduate, both traditional and advanced standing, students who show evidence of financial need. For more information about this scholarship, please contact the UMMC Office of Student Financial Aid.

The Helen Reeves Turner, MD, PhD Scholarship, established in 2013, is awarded each year to a deserving student from one of the Medical Center schools. The recipient of this award, selected by the dean or her designee, exemplifies Dr. Turner's outstanding attributes of leadership, education, and service. * Students must meet specific scholarship and award criteria and may need to complete an application. Eligibility does not guarantee scholarship or award. Scholarships are awarded as funds allow.

Mattie D. Jones Clifton Memorial Scholarship Fund was established by Mrs. Clifton's family in 1987. A native of Raleigh, NC, Mrs. Clifton earned a diploma in nursing at the Mississippi State Charity Hospital Training School for Nurses in 1920. She worked as a registered nurse for a while, then married and left nursing to raise a family. After her husband's death, she re-entered the field and, from 1955 until her retirement in 1972, was the director of nursing at King's Daughters Hospital in Yazoo City. Preference for recipients of the Clifton Scholarship is given to older qualified students enrolled in the baccalaureate programs who are seeking to reenter the work force and/or to graduate students in the Nursing and Healthcare Administrator Track.

The Dean's Scholarship is awarded annually to an incoming doctoral student to recruit individuals who demonstrate distinguished potential for improving the health of Mississippians through nursing at the highest level of scholarship.

The Leigh Anne Ward and Bobbie G. Ward Endowed Scholarship in Nursing, established in 2011 to honor in perpetuity School of Nursing alumna Bobbie G. Ward and her daughter, Leigh Anne Ward, provides financial assistance to deserving students preparing for a career in nursing. It is awarded to a senior or Accelerated BSN student with an interest in pediatrics or medical surgical nursing.

The Jo-Ann McCullar Vandergriff Nursing Scholarship Endowment, established in 2016 by Mr. William and Jo-Ann Vandergriff. This scholarship is awarded to graduate nursing student seeking a Master of Science of nursing whose primary focus is in the area of family medical care.

The Dr. Kaye Bender Endowed Fund provides a scholarship for doctoral nursing students, with a specific focus on population health. Priority is given to PhD students.

The Regions Bank Scholarship, established in 1968, is awarded annually to a junior student with excellence in academic, clinical, and overall performance and with documented financial need.

The Hearin Scholarship Fund, established in 1988, offers full tuition scholarships to outstanding undergraduate students selected on the basis of academic record and documented financial need. This is a service scholarship and requires the student serve 30 months to five years (depending on length of the scholarship) as a full-time nurse in Mississippi immediately following graduation.

The Dr. Jeff Hollingsworth Memorial Scholarships are awarded to traditional undergraduate nursing students who are selected on the basis of academic record and have financial need. Preference is given to students from Hinds, Rankin, Madison, and Lauderdale counties.

The Pearl & Otis Walters Scholarship is presented annually to nursing student(s) with outstanding academic achievement who intend to practice in smaller Mississippi towns and communities.

The Edwin N. Rubenstein Scholarship, established in 1998, is awarded annually to a senior student who has demonstrated the most overall improvement from the junior to senior year.

The Otilie Schillig Memorial Scholarship Fund was established in 1984 through a gift to the Medical Center from the Schillig Trust. Miss Schillig, a native of Port Gibson, was a noted concert singer. At least one scholarship is available each year to an undergraduate student in the School of Nursing. All recipients must be in good academic standing, and preference is given to those students who intend to practice in smaller Mississippi towns and communities.

The Trustmark National Bank Scholarship, established in 1988, is presented to an undergraduate student with outstanding performance in nursing of children as demonstrated by excellence in academic, clinical, and overall performance.

Vicki Randle Bee Student Nurse of the Year Scholarship was established in 2006 by Alon Bee in memory of his wife, Vicki Randle Bee. The recipient is chosen by fellow senior students, and selection is based on the individual exhibiting nursing qualities valued by the School of Nursing.

The William Randolph Hearst Endowment Scholarship Fund, established in 2010 by the William Randolph Hearst Foundation, is an endowed scholarship awarded as a recruitment scholarship to an ethnic minority student who is a U.S. citizen and Mississippi resident seeking a traditional undergraduate nursing degree in the School of Nursing, who has demonstrated financial need, and has a pre-entry GPA of 3.0 or above. Although a recruitment scholarship, it is awarded upon successful completion of the first semester in the School of Nursing.

The Frances Marie Dean Scholarship in Nursing was established in 2006 by the Estate of Frances Marie Dean. The recipient is a nursing student at UMMC.

The Jessie Lynn Bidwell Memorial Scholarship was established in 2011 by Josie and Gene Bidwell in memory of their infant daughter. This scholarship is awarded to an undergraduate student

who has successfully completed his/her junior year and who exemplifies caring, compassion, and respect for children and their families. The recipient must also be in good academic standing in the School of Nursing.

The Amber M. Arnold Nursing Scholarship was established in 2010 by Amber Arnold. This scholarship is awarded to an undergraduate in the School of Nursing who is a single parent, demonstrates financial need, is a Mississippi resident and a citizen of the United States, and who has a minimum GPA of 3.0.

The UMMC 50th Anniversary Scholarship was established in 2005 and derived from the UMMC "Promises Kept" campaign. This scholarship is centered on academics, character, and performance. It rotates annually among the schools.

The Laura C. Blair Endowed Scholarship in Nursing was established in 2009 to honor in perpetuity Laura C. Blair, a University of Mississippi Medical Center alumna, by providing scholarships to nursing students. The recipient must be a U.S. citizen and Mississippi resident and seeking a nursing degree in the School of Nursing.

The Lorea May Honorary Nurse Award was established in 2009 by Dr. Marilyn May Harrington in honor of her mother, Lorea May, who always desired to become a nurse but due to lack of finances was unable to attend nursing school. It is awarded to an African-American senior traditional student or an accelerated student who desires to enter the field of pediatrics.

The Patricia Dyre Kimble Scholarship in Nursing, established in 2008, is an academic scholarship awarded to a student in the School of Nursing who demonstrates financial need, is in good academic standing, and has a genuine desire to pursue a rewarding and challenging career in nursing. The recipient must be a U.S. citizen and a Mississippi resident.

Florence E. King Endowed Scholarship in Nursing, established in 2013, is awarded to a student enrolled in the Master of Science in Nursing and Health Care Administrator track. The student must be a U.S. citizen, have financial need, and be pursuing excellence in academic performance. The student awarded must plan to pursue a career in hospital administration immediately upon completion of the MSN degree requirements.

The Christine L. Oglevee Memorial Award, sponsored by the Nursing Alumni Chapter and the School of Nursing, is presented annually at commencement to a graduating senior from the traditional BSN program who is chosen by the faculty as the most outstanding student in the class. The recipient's name is engraved on a plaque, which hangs in the School of Nursing.

The Yvonne Pressgrove Bertolet Award was established in 1986 with a gift from Yvonne and Bob Bertolet of Natchez. Mrs. Bertolet is an alumna of the School of Nursing. Junior students or those who have completed the junior year, who are from Mississippi or any other SREB state, who have a minimum grade point average of 3.50, who actively participate in extracurricular school and campus activities, and who demonstrate those qualities of caring and commitment which

exemplify the ideal nurse, are eligible for consideration of the scholarship.

The James T. Baird Memorial Scholarship, established in 2000, offers full tuition scholarship each year to an undergraduate Accelerated Program student in the School of Nursing. All recipients must be in good academic standing and have financial need. Students must have a commitment to practice in Mississippi.

The Allie Mae Fletcher Memorial Scholarship Award was established in 2004 in memory of the grandmother of Dr. Audwin B. Fletcher. This book award is presented to a nurse practitioner student who is of African-American descent. The recipient must be in good standing and preference is given to those students who intend to practice in smaller Mississippi towns or communities.

The Bernice M. Gamblin Memorial Scholarship was established in 2007 in memory of Bernice M. Gamblin, the aunt of Dr. LaDonna Northington, Dr. Monica Northington and Hiawatha Northington II. This scholarship is presented to an undergraduate student in good academic standing, with a caring attitude and an interest in working with adult clients with cancer.

The Richard N. Graves Award is presented at commencement to the registered nurse senior who is chosen by the faculty as the most outstanding registered nurse student in the class.

The Doris W. Gray Award, established in 1985, is awarded annually to the undergraduate student with outstanding performance in maternity nursing as demonstrated by excellence in academic, clinical, and overall performance.

The Eliza Pillars Registered Nurses Association Annual Award recognizes African-American undergraduate nursing student(s) with outstanding academic achievement.

The Class of 1965 Award, established in 2000, is presented annually to a third-semester junior or first-semester senior who is full time, in good academic standing, and demonstrates financial need.

The Duncan McCormac Memorial Scholarship award, established in 2004, is presented annually to a third-semester junior or first-year graduate student who is full time, in good academic standing and demonstrates the characteristics most admired in the conduct of the art and science of nursing.

The TJRD Award, given by alumni of the class of 2013, this award is given to two junior BSN students of ethnic minority, nominated by the undergraduate faculty.

Mississippi Blood Services Award is available to a full-time student in the graduate nursing program. Students must have a 3.0 GPA or higher.

The Mississippi Hospital Association Nurse Executive Award, established in 1998, is presented to the graduate student who demonstrates outstanding academic achievement and creativity in

developing the nurse executive role in the health delivery system.

The Bess C. Blackwell Nurse Executive Award, established in 1996, is presented to the graduate student who demonstrates overall excellence as a nurse executive.

The Bess C. Blackwell Scholarship in Nursing, established in 2008, is presented annually to an undergraduate nursing student who is a member of a group of underrepresented populations, based on GPA, letters of recommendation, and personal statement on desire to pursue a career in nursing.

The Rosie Lee Calvin Nurse Educator Award, established in 1996, is presented to the graduate student who displays overall excellence as a nurse educator.

The Elizabeth Ann Coleman Nurse Clinician Award, established in 1996, is presented to a graduating nurse clinician student with the highest academic GPA and who proves overall excellence as a nurse practitioner.

The Minta Uzodinma Community Nurse Award, established in 1998, is presented annually to the graduate student who demonstrates outstanding commitment to improve the health of the public.

The Jay Waits Graduate Student of the Year Award was established in 1986. The School of Nursing and the Nursing Alumni Chapter cosponsor this award and present it annually to a graduate student who, in the judgment of the graduate faculty, exhibits leadership, clinical and academic excellence.

Lippincott Undergraduate Book Award, established in 1998, is presented to an undergraduate student in recognition of scholastic excellence.

Lippincott Advanced Standing Book Award, established in 1998, is presented to an advanced standing student in recognition of scholastic excellence.

The Elsevier Science Graduate Book Award, established in 1998, is presented to a graduate student in recognition of scholastic excellence.

The Elsevier Science Doctoral Book Award, established in 1998, is presented to a doctoral student in recognition of scholastic excellence.

The Natural Medicines Comprehensive Database Recognition Award, established in 2001, is presented to the graduating MSN student who demonstrates promise in improving patient care, and shows an appreciation for scientific inquiry and an evidence-based approach to natural medicine. (This student is one who plans on completing a terminal degree in nursing or a related field.)

The Rene Reeb Research Award, established in 1998, is presented to a doctoral student who is in good academic standing, enrolled in the human experiences health care track, and demonstrates interest in qualitative research.

Sigma Theta Tau International Honor Society for Nursing, established in 1982 and chartered as the Theta Beta Chapter of Sigma Theta Tau, International honor society of nursing, on January 20, 1986, membership in the society is by invitation extended to undergraduate and graduate nursing students, nursing faculty and professional nurses who have shown superior scholarship, leadership and nursing achievements.

Sigma Theta Tau Outstanding Academic Performance Awards, established in 1986, are presented annually to a graduate student and undergraduate student in recognition of superior academic achievement, and activities reflecting the purposes of Sigma Theta Tau.

The University of Mississippi Medical Center Student Nurses Association Outstanding Junior Award is presented to the most active junior member of the University Chapter of MASN. The University of Mississippi Medical Center Student Nurses Association Outstanding Senior Award is presented to a senior student who has been active in MASN and has been a member of the University Chapter of MASN for two years.

Phi Kappa Phi Chapter, The National Honor Society of Phi Kappa Phi was founded in 1897, and the University of Mississippi chapter was chartered in May 1959. To qualify for membership, undergraduates must be seniors with high standards of scholarship and character. Graduate students and students in professional schools must have distinguished records.

Leaders in Service Award, this award is presented to students who have exceeded their service learning requirements and demonstrate extraordinary leadership skills.

Office of Alumni Affairs, Student Alumni Representative (STARS), is a collection of students from each school on UMMC's campus. These students represent the School of Nursing at various events sponsored by the Office of Alumni Affairs. Their community service has also surpassed their school of Nursing service learning requirements.

Outstanding Academic Achievement, an award that recognizes students who have achieved a 4.0 GPA during each semester enrolled.

The Marshal of the Class Award, the selection for Class Marshal for Commencement is based on GPA, commitment and service to senior class, school and university.

Dean's List, The Dean's List is recognition for undergraduate students who demonstrate superior academic achievement. Eligibility is based on successful completion of all required courses in a regular plan of study in the preceding semester in the School of Nursing with a semester average of 3.5 or higher.

The Master Preceptor Award, recognizes a preceptor who has demonstrated outstanding

performance in her/his role as a preceptor for our nursing students. The preceptor functions as a resource person, facilitator, clinical role model, educator, and consultant to the student. A Master Preceptor is one that has made extraordinary effort to help nursing students bridge the gap between classroom theory and clinical practice. The Master Preceptor functions as a positive professional role model for excellence in nursing.

DNP Supporter/Award, recognizes a DNP faculty / staff support person who makes significant contributions to DNP students learning, growth and success. One who consistently encourages, advises, and / or mentors DNP students, models professional behaviors, and promotes evidence-based practice changes led by the DNP.

Continuing Education Program

- The purpose of the Continuing Education program is to fulfill the school's mission to support lifelong learning and advance the professional development of faculty, staff, students and registered nurses at UMMC and the community (local, state and region). Participants are awarded contact hours of continuing education credit.

Policies related to the University of Mississippi School of Nursing students' attendance at SON continuing education program sponsored continuing education activities are as follows:

- The University of Mississippi School of Nursing currently enrolled RN-BSN and graduate students: one-half of stated UMMC fee for all Nursing Continuing Education Programs.
- The University of Mississippi undergraduate students: on a space-available basis; free plus cost of lunch (lunch is optional).

Publications

Vital Signs is a biannual publication of the SON Office of Student Affairs. *Vital Signs* highlights ongoing activities and accomplishments of faculty, staff, students and alumni in the School of Nursing. You can view [Vital Signs](#) on the SON website.

The *Medic* is the yearbook of the University of Mississippi Medical Center and consists of school pictures and candid photographs of students and faculty. The yearbooks are available in the fall for the previous year.

The *Murmur* is the Medical Center's student newspaper, which is published by the Associated Student Body. The responsibility for material printed in the *Murmur* resides solely with the Associated Student Body. Schools have student committees who submit items of interest and material for publication. Copies of the *Murmur* are delivered to the Christine L. Oglevee building and are placed in the student lounge.

SON Graphics Lab—Jackson Campus

The Graphics Lab supports SON faculty, staff and students with graphic projects such as poster printing; scanning; and binding jobs. The graphics lab is located on the third floor (A329) of the SON building on the Jackson campus. The graphics designer can be reached by email at adrobertson@umc.edu. Projects must be requested by a SON member listed above and be

school-related; no personal work will be accepted and/or completed. To print a poster, students must have permission from a current faculty member. If work is produced through a grant, the grant will be charged for supplies used. Posters must be sent to the graphics lab two weeks prior to the date needed to ensure enough time for designing, revision and printing. Large projects will also need ample time depending on the output and time of semester.

SON Clinical Skills and Simulation Lab

The SON maintains a Clinical Skills and Simulation Lab (CSSL) in the basement of the SON (A019, A022, A032, A034, A036) with annexes on the first floor of the SON (A136 and A139) and the second floor of the Classroom Wing (CW). These multifunctional areas serve as major learning resources for the SON that allow students to develop knowledge, skills and attitudes necessary for applying theory to nursing practice. This learning environment serves students in the SON by providing an excellent opportunity for self-directed independent learning, computer-based instruction, and the practice of nursing skills. The nursing labs and the CSSL are equipped with newborn, infant, child, adult and maternal human patient simulators (both high and mid-fidelity) as well as a wide selection of task trainers. The lab is equipped with cameras with recording equipment, which can be used for real-time, shared learning and in debriefing areas. In addition, through interdisciplinary partnerships, the SON has access to practice labs in the Judith Gore Gearhart Clinical Skills Center (CSC) and in the School of Medicine Simulation and Interprofessional Education Center (SIEC). These sites afford nursing students an opportunity to participate in interprofessional learning activities that focus on teamwork and communication.

Places to Eat – Jackson Campus

There are several food service centers, as well as vending machines, in various buildings on campus. The Norman C. Nelson Student Union offers breakfast and lunch from 7 a.m. to 2 p.m. Monday through Friday. The hospital cafeteria is located on the ground floor of the main complex near the hospital elevators. The cafeteria (for students, employees and visitors) is open 24 hours a day, seven days a week and provides three meals a day. Breakfast is served from 6:00 a.m. to 9:30 a.m.; lunch from 11:00 a.m. to 2:00 p.m.; and dinner from 5:00 p.m. to 8:00 p.m. Short-order items may be purchased at any time during the day. In addition, a specialty line is available for lunch from 11 a.m. to 1:30 p.m. Monday through Friday. The cafeteria also features a Chick-fil-a featuring breakfast and a reduced menu. The Wiser Hospital dining room on the first floor of that hospital is open for breakfast and lunch. Hours are 7:00 a.m. to 2:00 p.m. Monday through Friday. Students must have their ID badge to receive the 20% discount on meals. The Methodist Rehab Center lunch hours are from 11:00 a.m. to 2:00 p.m. Monday through Sunday. A Subway restaurant is located in the Addie McBryde building, down from the main cafeteria. It is open from 7:00 a.m. to 2:00 a.m. Monday through Friday; 8:00 a.m. to 11 p.m. on Saturdays; and 9:00 a.m. to 11:00 p.m. on Sundays.

Places to Eat – Oxford Campus

Students at the Oxford campus may visit [Ole Miss Dining Services](#) for dining options. There are multiple vending options located at the South Oxford Center.

University of Mississippi Food Bank Mission – Oxford Campus

The [University of Mississippi Food Bank](#) seeks to end campus hunger and alleviate poverty by discreetly providing nutritious food products and hygiene products free of charge to students and employees in the Ole Miss community.

SON Student Lounge – Jackson Campus

The University of Mississippi School of Nursing Student Lounge is located on the basement level in room A022 in Jackson. Access hours to the lounge are 24/7. The newly refurbished, modernized, professionally-designed lounge area includes a group study area, lounge area, laptop bar and eat-in café with both a refrigerator and microwave. Students have badge access to the SON building 24/7. A study area has been designated for students in AO26-2. The student lounge, located in room A022, contains tables, chairs, sofas, a color television, a telephone and a microwave. Guidelines have been established for the use and maintenance of the microwave as follows:

1. Any student using the microwave is responsible for cleaning up after her/himself.
2. If the microwave and refrigerator are not kept clean on a daily basis, they will be removed from the student lounge.

Doctoral Student Lounge – Jackson

Doctoral students have access to the doctoral student lounge in the SON (A111), which provides a quiet area for studying or as a meeting space.

Student Collaboration Space – Jackson

Students are encouraged to use the collaboration space located at A101. This space is equipped with power outlets, USB charging outlets, a clear glassboard, as well as a flatscreen for connecting laptops and/or mobile devices for information sharing.

Student Spaces – Oxford

Students at the Oxford campus have a lounge, located in NW 1900 at the South Oxford Center, for their use. Students have badge access to the building and student lounge 24/7. The space includes: couches, tables, chairs, USB charging outlets, and 2 color televisions with wireless projection capability. There is a kitchen adjacent to the lounge space with refrigerator, microwave, and coffee maker. Students are responsible for cleaning the kitchen appliances they utilize. There is an outdoor courtyard space adjacent to the lounge with a picnic table for student use. Students have 24/7 access to a smaller study room located in NW 1853, and there is a larger collaboration space located in NW 1902 with white board, a color television, and wireless projection capability for information sharing.

STUDENT LIFE AND ACTIVITIES

ASB Special Events

The Associated Student Body sponsors a variety of events throughout the year. All students, faculty, staff and their families are invited. A calendar of these events is available through the ASB.

SON Special Events

Special events are shown under upcoming events on the University of Mississippi School of Nursing website. Dates and locations are updated as they become available. Student volunteers are critical for the success of these events. Any student that would like to be involved in assisting with one of these events is encouraged to contact the Office of Student Affairs.

- **Pinning Ceremony**
The dean and faculty of the University of Mississippi School of Nursing sponsor a pinning ceremony for all senior Traditional and Accelerated BSN students in good academic standing during the last semester of their program.
- **Honors Day**
The dean and faculty for the University of Mississippi School of Nursing sponsor a reception in May to honor students for academic achievement. Honors Day is organized by the Office of Student Affairs and the Division of Public Affairs.
- **Commencement/Awards Day**
The Christine L. Oglevee Memorial Award is given at commencement to a senior BSN student who is chosen by the faculty as the most outstanding student in the class. The Richard N. Graves Award is a plaque given at Awards Day to the advanced standing (RN-BSN) student who is chosen by the faculty as the most outstanding registered nurse student in the class. Other Awards Day honors are noted in the UMMC *Bulletin*.

Intramural Sports Program at the Medical Center-Jackson Campus

Football, softball and tennis are offered through this program to female and male competitors. Information concerning the scheduling of events and practices is posted on bulletin boards and/or listed in the *Murmur*.

Intramural Sports Program at the University of Mississippi-Oxford Campus

Students may participate in football, softball and tennis on the Oxford campus. Information on schedules and types of activities can be found by contacting the Intramural Sports Office in the Turner Center room 112 or by calling 662-915-5573.

Fundraiser Policy

Please contact the University of Mississippi School of Nursing Office of Student Affairs for more information on the fundraiser policy. In accordance with UMMC policy, all fundraisers must be approved by the dean's office through the Office of Student Affairs.

To view the UMMC Policy of Sales, Solicitations and Fundraising Activity, click [here](#).

STUDENT GOVERNANCE

The *Student Handbook* is reviewed bi-annually and is available on the University of Mississippi School of Nursing website.

As representatives on a variety of University of Mississippi School of Nursing committees, students have a voice in the formulation and implementation of decisions regarding policies and procedures. Students also serve in the governance of the SON through their participation on standing committees and special appointments.

Professional Organizations

- District Nurses' Association, No. 13, Mississippi Nurses' Association
District 13 is the local chapter of the Mississippi Nurses' Association and the American Nurses' Association and functions as the professional organization for the advanced standing and graduate nursing students.
- Mississippi Association of Student Nurses (MASN)
The Mississippi Association of Student Nurses (MASN), a constituent of the National Association of Student Nurses, has the following purposes:
 1. to assume responsibility for contribution to nursing education in order to provide for the highest quality health care;
 2. to provide programs representative of fundamental and current professional interest and concerns;
 3. to aid in the development of the whole person, his or her professional role and his or her responsibility for health care of people in all walks of life.
- University Chapter of the Mississippi Association of Student Nurses (MASN)
The University Student Nurses' Association, which is a chapter of the Mississippi Association of Student Nurses and the National Student Nurses' Association, functions as the student professional organization for undergraduate nursing students. The organization elects a president and treasurer from the senior class, a vice president, recording secretary and director at large from the junior class, and a faculty advisor. The organization holds monthly meetings where students are introduced to nursing as a profession. Various social, community and fundraising activities may be planned during the year. State and national conventions are held annually, and students who are in satisfactory academic standing are encouraged to attend, if class schedules permit.
- Nursing Alumni Chapter
Nursing students may participate in the Nursing Alumni Chapter as honorary members until they graduate and become regular members. The Nursing Alumni Chapter often sponsors events for students and alumni.

Honor Societies

- Phi Kappa Phi
Members of this national scholastic honor society are selected on the basis of academic achievement. Induction into the society is conducted once each year. Second-semester

juniors, seniors and graduate students are eligible for membership.

- Theta Beta Chapter of Sigma Theta Tau

Sigma Theta Tau is the international honor society of nursing. The purpose of this society is to recognize superior achievement; recognize development of leadership qualities; foster high professional standards; encourage creative work; and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership are selected from the undergraduate and graduate nursing programs on the basis of academic achievement. A candidate for membership from the undergraduate nursing program must have a 3.0 grade point average and rank in the upper 35% of the class. An applicant who is a BSN-prepared nurse may apply as a leader applicant even when he or she is in graduate school.

Student Organizations

- SON Committee Service

Undergraduate and graduate students serve on standing faculty committees as non-voting members and other committees as requested by the dean. Students provide valuable feedback to committees and represent their fellow students. Vacant student committee seats are announced to students every fall, and self-nominations are received by the Office of Student Affairs. Students then select their representatives through an election process.

- SON Nursing Student Body

The purpose of this organization is to deal effectively with student affairs, to perpetuate the traditions of the University of Mississippi School of Nursing, and to promote understanding and cooperation between faculty and students. The NSB elects officers to serve annually to assist in fulfilling the purpose of the organization. A description of the officers and election process follows. The student body president shall be a member of the senior BSN class and will be elected by majority vote of his or her class within the last month of the spring semester preceding the year that he or she is to serve. The student body vice president shall be a member of the junior BSN class. The student body secretary, treasurer and parliamentarian may be any member of the nursing student body. The offices of vice president, secretary, treasurer and parliamentarian will be elected by majority vote of the student body by the end of the sixth week of the fall semester. A class officer is also eligible to hold a position as a nursing student body officer. Additional information is available in the NSB constitution available in the student affairs folder on Blackboard™.

SON Class Officers

Purpose of Class Officers

The purpose of class officers shall be to deal effectively with and conduct class affairs; promote understanding and cooperation between faculty and students of the class they represent; keep the student body officers informed of class affairs; facilitate communication between the student body officers and the student body; and guide class affairs within the framework of the student body constitution and *Student Handbook*.

Time of Election and Term of Office

The class officers of each senior class shall be elected within the last month of the end of their junior year. Each junior class election shall be held by the end of the sixth full week of the

semester following admission. Class officers shall hold office one year unless such officer should sooner cease to be a member of the class from which she or he was elected. Each office shall be filled at other times by special election. Special elections shall be held within 14 days of the aforementioned termination of said office. Students in ABSN programs in Oxford and Jackson campuses will elect a class representative for student government at mid-term of the first semester of the program.

Duties of Class Officers

- The president shall preside at all class meetings, call meetings as necessary or desired, and attend presidents' council. The junior class president shall serve as a voting representative from the University of Mississippi School of Nursing student body to the Associated Student Body council.
- The vice president shall fulfill duties and responsibilities of the president in the absence of or upon request of the president. The class vice president will work in coordination with the student body vice president on social events and community service and will serve as liaison to his or her respective class regarding these matters.
- The secretary shall keep an accurate list of names, addresses and telephone numbers of class members and be responsible for minutes and any class correspondence.
- The treasurer shall serve as a custodian of class funds, maintain accurate records of the class account, and serve on budget committees as needed.
- The reporter is responsible for compiling class news and submitting it to the editor of the *Murmur*. The reporter also is responsible for serving as assistant to the staff preparing the campus annual, *The Medic*.

Associated Student Body

The Associated Student Body (ASB) is composed of elected representatives and officers from the Schools of Medicine, Nursing, Health Related Professions, Dentistry and Graduate Studies in the Health Sciences.

The purpose of the ASB as described in the Constitution (1985), is to deal effectively with matters of student affairs; to perpetuate the traditions of the University of Mississippi Medical Center; to promote the best understanding between faculty and students; to control all matters which are delegated to the student association by the administration of the University of Mississippi; to work with the administration in all matters affecting the welfare of the student body; and to supervise all ASB activities in order that they may be conducted for the best interests of the student body as a whole and to the credit of the University of Mississippi Medical Center. ASB also develops activities relating to academic programs and sponsors extracurricular activities, including a film series, intramural sports and publication of the campus yearbook and the campus newspaper.

Student Government Communication

All official announcements concerning campus-wide student government activities are placed on a glass-enclosed board located outside the north entrance of the Medical Center. An Associated Student Body (ASB) officer or an ASB council member should be contacted about posting items

on this board. The University of Mississippi School of Nursing is represented, depending upon the size of student enrollment, in the ASB. All officers, included elected representatives, of the nursing student body serve in this capacity and are responsible for communicating ASB events and information to the nursing student body.

Graduate Student Council

The Graduate Student Council constitutes the student government executive organization of students enrolled in the graduate programs in the medical sciences. The Graduate Student Council is composed of the president, vice president, secretary/treasurer, one representative from each medical basic science department, and a representative from the graduate nursing program. Elections and installations of new officers are held in the spring semester.

President's Council

This council provides a means by which students, faculty and administrators are informed of class or school functions and provides an opportunity for communication among student leaders, faculty and administration. Council meetings should be held at least two times per semester, when requested by a member of the student body, or called by the nursing student body president. The nursing student body president is the presiding officer of this council. Other members include the director of student affairs, each student body officer, all class presidents, Mississippi Association of Student Nurses' president and the elected class faculty representatives. Formal reports of council meetings are made to the students through the class presidents. The student body secretary is responsible for recording minutes of the council meetings.

Ambassadors

The ambassadors are official student representatives of the University of Mississippi School of Nursing. Selected during the third semester of the Traditional BSN program, these student leaders participate in recruitment events; provide campus tours to prospective students; lead orientation groups; and serve as mentors to incoming students.

Through their activities and assignments, ambassadors meet course requirements for a leadership course. They receive special recognition at the school's annual Honors Day.

Selection for the ambassador program is based on a minimum GPA of 3.5 in required nursing courses, a completed application with documented leadership activities and an interview. Students are invited to apply if they meet minimum GPA requirements.

[Nursing Student Body and the Undergraduate Class Constitutions](#)

These can be accessed on the SON website on the [Student Organizations web page](#).

Please contact the SON Office of Student Affairs with any questions or comments related to this handbook.