

THE UNIVERSITY OF MISSISSIPPI

The Graduate School



The Graduate Student Handbook

I. Forward

The purpose of this handbook is to provide information to graduate students about policies, services, and the practices of the University of Mississippi. This handbook was written as a joint effort of faculty, graduate students, and administrators. It is not exhaustive in its content. Graduate students should consult the following resources for additional information.

- **The Graduate Catalog** states current academic and fee assessment policies that apply to all graduate programs. It also describes individual program requirements and lists graduate courses offered by Departments. A copy of this catalog can be found on this CD or on the web at:

http://www.olemiss.edu/depts/graduate_school/Catalogs/index.html

- **The M-Book** is a handbook of standards and activities published by the Division of Student Life. This handbook lists the various clubs, organizations, and cultural activities at the University. It also describes the Student Government functions and regulations and the services provided by the Division of Student Life. The M-Book is also the official source of information concerning various University standards, including matters of academic misconduct, disciplinary actions, appeals, scholastic requirements, residence hall regulations, and vehicle and traffic regulations. A copy of the M-Book is available at the Office of the Dean of Students (422 Student Union) or on the web at:

http://www.olemiss.edu/depts/dean_of_students/mbook.html

- **The Course Schedule** is a listing of courses offered during a particular semester. A copy of the current Course Schedule can be obtained at the Office of Admissions (Martindale).
- **The Campus Telephone Book** provides student and faculty phone numbers and E-mail addresses. A copy of the Telephone Book can be obtained at the Telephone Exchange office (Baxter Hall). A short list of important numbers can also be found on the web at:

<http://www.olemiss.edu/hospitality/cinfo/phone.html>

- **The Faculty and Staff Handbook** describes personnel policies that relate to the employment, rights, and responsibilities of faculty and staff. Some sections apply to graduate students who are employed as graduate

assistants. The Handbook is available on the web at
<http://www.olemiss.edu/depts/HR/handbook/page.htm>

- **The Home Page** of The University of Mississippi on the World Wide Web provides a variety of information about the University.

<http://www.olemiss.edu/>

Information about The Graduate School can be found on the web at:

http://www.olemiss.edu/depts/graduate_school/

II. Policies and Procedures

The policies of The University of Mississippi were created to ensure the maintenance of academic standards, to protect the rights and safety of students, faculty, and staff, and to satisfy compliance with governmental regulations. Below, various official policies are briefly described. This is a compilation of policies from various sources. Full statements of these policies can be found in the sources indicated.

A. Academic Policies

General: For a complete description of general academic regulations, procedures, and graduate degree requirements, please consult the **Graduate Catalog**. The Catalog includes an explanation of admission procedures and categories, University grading policies, regulations concerning probation, the minimum and maximum load requirements for Graduate Students in all categories, the defining standards of full and part time status, residency requirements, time limits to degree completion, policies regarding withdrawals, policies regarding the transfer of graduate credit from another institution, and final enrollment and degree application procedures. *It is the responsibility of all graduate students “to familiarize themselves with the academic requirements and regulations stated in the **Graduate Catalog**. Ignorance of these requirements and regulations, incorrect statements or advice from faculty or students, or misunderstandings of these procedures will not be accepted as cause for waiving any requirement or regulation” (Graduate Catalog 15).*

Graduate Degree Requirements: The **Graduate Catalog** states the minimum requirements for the Master’s, Specialist, and Doctoral degree programs. Some general requirements are summarized below. Specific requirements are listed by department in the **Graduate Catalog**. Additionally, some departments list degree requirements on their web pages, all of which can be accessed through The University of Mississippi’s home page (<http://www.olemiss.edu/>).

Master of Arts and Master of Science: These degrees require the completion of a minimum of 30 semester hours, of which a minimum of 18 hours must be in formalized classroom lecture courses. Most programs also require that 6 of the 30 total hours be thesis hours. These programs require the completion of a thesis. The Master of Arts or Master of Science degree must be completed within 6 years. Both degrees require the successful completion of a final oral examination.

Doctor of Philosophy (Ph.D.), Doctor of Arts (D.A.), and Doctor of Education (Ed.D.): At a minimum, these degrees require the following:

- 54 graduate hours
- at least two years (36 credit hours) at the University of Mississippi
- a minimum of one year (18 credit hours) in continuous residence
- a dissertation prospectus
- a comprehensive examination*
- a dissertation (including a minimum of 18 hours of dissertation credit and presentation of a written dissertation; D.A. programs require a doctoral essay instead of a dissertation)
- a final oral examination (the dissertation defense)

*Upon completion of the comprehensive examination, a student is admitted to candidacy for the doctorate and must be continuously enrolled until completion of all degree requirements. Continuous enrollment is defined as enrollment for at least three semester hours during two of the three terms of the calendar year: Fall, Spring, Summer. The penalty for failure to maintain continuous enrollment is a fee equal to six hours of tuition for each semester of suspended enrollment. It is expected that all doctoral students will have been admitted to candidacy (passed all parts of the comprehensive examination) within four years. The total duration of study for a doctoral degree may not exceed seven years. Students who have not defended a dissertation prospectus within seven years will forfeit all credit earned toward the doctoral degree.

Note: Generally, individual departments and programs have requirements in addition to the seven listed above. Often these involve preliminary examinations, foreign language requirements, seminars, internships, etc. The satisfaction of all requirements will be supervised by the student's advisor, dissertation prospectus committee, and dissertation committee.

Academic Discipline: The academic codes of discipline of the University extend to all students, including those in graduate programs. The Schools of Law, Engineering, and Pharmacy have separate codes and procedures. A complete statement of the academic codes of discipline can be found in the **M-Book**. All graduate students, especially those working as Graduate Assistants or Graduate Instructors, have a special responsibility to familiarize themselves with the disciplinary codes of the University. As stated in the **M-Book**, "every member of the University community is charged . . . with upholding high standards of honesty and fairness in all academic matters. Any action which is contrary to these standards is subject to academic discipline as are actions which are harmful to the facilities that support the academic environment. Mutual respect and fairness are the bases of the instructor-student relationship at the University of Mississippi." For a complete statement of all policies regarding academic discipline,

consult the **M-Book** (available at the Dean of Students, 422 Student Union) or read “Section Two: Academic Information,” available on the web at:

http://www.olemiss.edu/depts/dean_of_students/two.html

A portion of the second section of the **M-Book** is excerpted below.

I. ACADEMIC DISCIPLINE POLICY

A. Expectation of Honesty and Fairness

Honesty and fairness must be essential elements of the academic environment of The University of Mississippi. If either principle is diminished, the academic experience is devalued. In addition, it is important to recognize that applications for graduate and professional school, applications for employment and professional school, and applications for employment and professional licenses frequently require the applicant to state whether he or she has been found guilty of academic dishonesty. Accordingly, academic dishonesty is taken seriously at The University of Mississippi.

Every member of the University community is charged, therefore, with upholding high standards of honesty and fairness in all academic matters. Any action that is contrary to these standards is subject to academic discipline, as are actions that are harmful to the facilities that support the academic environment. Mutual respect and fairness are the basis of the instructor-student relationship at The University of Mississippi.

This Academic Discipline Policy applies to all students at The University of Mississippi, graduate and undergraduate, except for students enrolled in the School of Law and undergraduates in the Schools of Engineering and Pharmacy. Those students are subject to the approved academic discipline codes and procedures in their respective schools.

B. Examples of Conduct Subject to

Academic Discipline

B.1 Representing someone else's work as your own.

Plagiarism takes place when published material is copied verbatim or paraphrased without citing the source of the material. But plagiarism is not limited to copying published material. A student who copies another's homework, copies answers to test questions, or allows someone else to do work for him/her on homework or tests also violates the standards of honesty and fairness and is subject to academic discipline. A student who misrepresents the work of another as his or her own by handing in a paper purchased from a term paper service or using a paper prepared by another, or who engages another person to take a test (class-related or standardized, such as the GRE) in his/her stead, is subject to academic discipline. Violations in this area are not limited to prose or mathematics, but include art, music, computer programs, etc.

B.2 Knowingly allowing someone else to represent your work as his or her own.

Under section B.1 above, there are clearly at least two persons involved: the person who does the work and the person who falsely represents that work as her or his own. A

person who knowingly assists another person in falsely representing work also is subject to academic discipline.

B.3 Gaining or attempting to gain an unfair advantage.

Violations of the University's standards of honesty include possession of or an attempt to gain possession of a test prior to its being given. An attempt to gain possession does not imply that one must physically have an original of the test or assignment. Other violations include, but are not limited to, accessing computer files, breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage; using reference materials which have not been allowed by the instructor; using handwritten or printed notes during a "closed book/closed notes" test; stealing books or other materials from the Library, Museums, Computer Center, or other University facilities; removing pages from University-owned books or journals; and/or employing bribery, intimidation, or harassment in an attempt to gain unfair advantage.

B.4 Giving false information or altering documents.

Falsely attesting that work has been done when it has not been, falsely attesting that functions or classes were attended that were not attended, and altering answers to test questions after the tests have been graded and returned are examples of giving false information. Altering grade report forms or changing grade forms or class rolls, either in their physical or electronic (computer file) form, and altering, falsifying, or misusing any other University documents also constitutes a violation of expected standards of honesty. Falsifying research data or other scientific misconduct also may be considered a violation.

B.5 Disruptive behavior.

Disorderly behavior that disrupts the academic environment violates the standard of fair access to the academic experience. Some examples of disruptive behavior are purposeful acts, such as "shouting down" a seminar speaker, physically or verbally harassing an instructor or fellow student, or engaging in any type of disruptive behavior in a class situation that interferes with the ability of the professor to teach or other students to learn.

B.6 Harm to the facilities that support the academic environment.

A student who purposely harms the facilities that support the academic environment may be subject to academic discipline. Damage to books, laboratory equipment, computers, and other facilities violates the standard of fair access to the academic experience.

C. Violations Are Not Limited to the Areas and Examples Given

The academic discipline procedure can be invoked whenever the principles of honesty and fairness are violated and/or the facilities that support the academic environment are harmed. The examples given above are illustrative only (it is impossible to delineate or cite every possible violation), and any act that violates the principles of honesty and fairness may be subject to academic discipline. Some acts, such as sabotage of another student's work or sabotage of an instructor's records, may not fall neatly into any one of the six areas listed above but are subject to academic discipline if proved damaging to the academic environment at The University of Mississippi.

D. Procedure

In any case where the instructor in the course believes that an offense has been committed, the following procedure shall be observed.

D.1 When a faculty member believes that a student has committed an act of academic dishonesty, he or she shall seek to discuss the apparent violation with the student as soon as possible and give the student an opportunity to explain. If the faculty member still believes the student committed an act of academic dishonesty after discussing the matter with the student, the faculty member may recommend an appropriate sanction, such as grade reduction, retake of a test or examination, extra work, failure in the course, suspension, expulsion, or a combination of these sanctions.

D.2 The faculty member shall inform the student of the recommended sanction. If the sanction is less than probation, suspension, or expulsion and the student accepts the sanction as recommended by the faculty member, the matter shall stop at this point. The faculty member then shall submit a written report of the matter to the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean, with a copy to the student. In the case of a graduate student, the dean of The Graduate School also shall be given a copy of the faculty member's written report. If the sanction is probation, suspension, or expulsion, the faculty member shall submit a written report of the matter to the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean, the registrar, the provost, and the vice chancellor for student life, with a copy to the student. If the sanction is probation or suspension, the provost shall then direct the registrar to inform the student of the sanction imposed. If the sanction is expulsion, the provost shall inform the Chancellor, and the chancellor shall direct the registrar to inform the student of his/her expulsion.

D.3 The student may challenge the sanction by an appeal in writing to the chair of the Academic Discipline Committee within 14 days of the recommendation of the sanction by the faculty member. The student's written appeal request shall state, as simply as possible, why the faculty member's decision is unacceptable. Failure to make an appeal within this 14-day time period shall constitute a waiver of the appeal right.

D.4 The chair of the Academic Discipline Committee shall appoint a subcommittee to review all written requests for an appeal to determine if a formal hearing is warranted. If, in the opinion of the subcommittee, a formal hearing is not warranted, the Academic Discipline Committee based upon written evidence submitted by the student and faculty member shall make a decision on the appeal. If the student appealing the faculty member's decision is a graduate student, the chair of the Academic Discipline Committee shall notify the dean of The Graduate School of the request for an appeal and of the subcommittee's decision on whether a formal hearing is warranted.

D.5 If the appeal is based upon a recommendation of suspension or expulsion, a hearing automatically shall be provided the student if he or she so requests.

D.6 The student shall be permitted, at his or her expense, to have an ADVISOR or legal counsel represent him or her at the hearing and through all other stages of the academic discipline process. The role of the ADVISOR or legal counsel shall be limited to an advisory capacity only. He or she will not be permitted to make opening or closing statements, question witnesses, make oral argument, and so on. The student is entitled to present witnesses or other evidence, question opposing witnesses, and make opening and concluding statements on his or her own behalf.

D.7 The Academic Discipline Committee shall tape record all hearings and, when economically feasible, also shall have hearings recorded by a court reporter. The tapes and the court reporter's record shall be preserved until the time for all avenues of appeal available to the student shall have expired. At the student's request, and at his or her own expense, copies or transcripts of the tape and the court reporter's record shall be made available.

D.8 The Academic Discipline Committee shall have the right to approve the faculty member's recommended sanction, impose a lower sanction or no sanction, or impose a harsher sanction than recommended by the faculty member. Sanctions available to the Academic Discipline Committee may include, but are not limited to, one or a combination of the following penalties:

- (a) The student receives a reduced grade, F, or zero on the assignment;
- (b) The student receives a reduced grade or an F in the class;
- (c) The student is required to take another test or examination;
- (d) The student is required to submit another term paper, computer project, etc.
- (e) The student is placed on academic disciplinary probation;
- (f) The student is suspended;
- (g) The student is expelled.

D.9 To find a student guilty of a violation, a majority vote of the members of the Academic Discipline Committee hearing the case is required. The Academic Discipline Committee shall render a written decision within five working days of the completion of the hearing. The written decision shall contain findings of fact and conclusions. The chair of the Academic Discipline Committee shall notify the student and the faculty member of the committee's action and provide them with a copy of the written decision. In cases involving graduate students, the dean of The Graduate School also must be notified of the committee's action and given a copy of the written decision.

If, in cases involving undergraduates, the committee finds that no act of academic dishonesty was committed or recommends a sanction less than probation, suspension, or expulsion, the decision of the Academic Discipline Committee shall be final. Sanctions that include probation must be approved by the vice chancellor for academic affairs.

In cases involving graduate students, a committee finding that no act of academic dishonesty was committed is final, but the dean of The Graduate School shall review all committee decisions recommending sanctions and penalties, including decisions recommending the penalties of probation, suspension, or expulsion. In reviewing the committee's decision, the dean of The Graduate School shall consult with the dean of the college or school in which the course was offered, and, if different, the dean of the graduate student's degree program. The dean of The Graduate School's review of the committee's decision shall be on the record and without any right by the graduate student or his or her counsel or representative to present additional evidence or argument. The dean of The Graduate School shall, by written decision, affirm, modify, or reverse the committee's action within 10 working days of his or her receipt of the committee's written

decision. The dean of The Graduate School shall notify the graduate student of his or her action and give the graduate student a copy of his or her written decision.

If, in the case of undergraduates, the committee's decision recommends a sanction that includes suspension or expulsion, or, in the case of a graduate student, if the decision of the dean of The Graduate School recommends suspension or expulsion, then the student shall have the right to appeal this decision in writing to the chancellor within five working days of the student's receipt of the committee's or the dean of The Graduate School's written decision. The chancellor shall review the record and make a written decision upon the record as submitted. The student and his or her representative are not entitled to present additional evidence and argument to the chancellor. Upon making a decision, the chancellor shall notify the student, the chair of the Academic Discipline Committee, vice chancellor for academic affairs, the dean of The Graduate School, faculty member, department head, and the appropriate dean, of his or her action. They shall be given copies of the chancellor's written decision.

D.10 A student who has been suspended or dismissed may request a review of his or her case by the Board of Trustees of State Institutions of Higher Learning by submitting a written application for review to the board within 30 days of his or her receipt of the chancellor's written decision. The Board of Trustees will review the suspension or expulsion only upon the record submitted to it in accord with procedures outlined in The Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning, a copy of which is located in the Office of the Chancellor and is available to each student.

D.11 If the sanction is suspension or expulsion, the vice chancellor for academic affairs shall provide a written report of the outcome to the department chair, the dean of the school or college in which the course was offered, and, if different, the student's academic dean, the registrar, and the vice chancellor for student life, with a copy to the student. This written report shall not be provided until the appeals process is completed.

E. Attendance in Class Pending Outcome of Appeal

A student who has been informed that a grade penalty of failure has been imposed shall be immediately dismissed from the class involved unless the student plans to appeal the penalty. In the event of an appeal, the student may continue to meet the class until the appeal process has been concluded. The student should be given a grade of I (incomplete) during the pending of an appeal.

F. Offenses Not Associated with a Course

The policies and procedures outlined above are to be followed when academic dishonesty takes place in an academic course. When academic dishonesty not directly associated with a course taken for University credit is committed, the individual detecting the dishonesty shall serve in the same role as a faculty member in a course. Procedures paralleling those described above will be followed. Examples of such academic dishonesty include, but are not limited to, cheating on competency tests or on comprehensive examinations.

G. Penalties

The academic discipline penalty for the commission of any offense in most cases will be failure in the course. However, other penalties, such as lowering a grade, disciplinary probation, suspension and/or expulsion, may be recommended by the Academic Discipline Committee.

Graduate Students performing research should also familiarize themselves with the University's policies regarding *Research Misconduct*.

Academic Grade Appeal Procedure

This procedure provides the graduate or undergraduate student with a means of appealing a course grade that he or she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons unrelated to academic performance. As with the above standards of discipline, all graduate students, especially those serving as Instructors or Assistants, should familiarize themselves with this procedure by reading Part Two ("Academic Grade Appeal") of Section Two in the **M-Book**. This section can be found on the web at:

http://www.olemiss.edu/depts/dean_of_students/two.html

The introductory summary of the steps in this procedure, as found in the **M-Book**, is excerpted below. A more detailed description of each step follows this summary in the **M-Book**.

II. ACADEMIC GRADE-APPEAL

PROCEDURE

The grade-appeal procedure is designed to provide an undergraduate or graduate student at The University of Mississippi with a clearly defined avenue for appealing the assignment of a course grade he or she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. The student's request for a grade appeal may be taken successively to the professor, the chair of the department in which the grade was given, and the dean of the school or college to which the department belongs, with a possible resolution of the conflict at any stage. Either the student or the professor may appeal a decision made at the dean's level by making a written request for a review by an Academic Appeals Committee.

A final grade is the professor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examinations, and other class activities. There is a presumption that the professor who has conducted the course is professionally competent to judge the student's work, and in the absence of convincing evidence to the contrary, has evaluated it fairly. In all cases, the complaining student shall have the burden of proof with regard to all allegations in his or her complaint and in his or her request for review or hearing.

If any party fails to pursue any step of the grade-appeal procedure within its allotted time, the disposition of the case made in the last previous step shall be final. All correspondence and records shall be retained in the office in which the complaint is finally resolved.

In any situation in which a graduate student wishes to appeal the results received on his or her comprehensive examinations, he or she should contact the dean of The Graduate

School for a copy of The Graduate School Appeal Procedure, which shall apply in such a case.

In the outline below and in the sections that follow, time periods in Steps 1 and 2 are in calendar days and are measured from the first day of the regular semester that follows receipt of the grade being appealed. That is, for a grade received for work done in a fall semester (including grades awarded in the fall for I's received from previous work), the time deadlines are measured from the first day of the following spring semester. For grades received for work done in a spring or summer semester, the time deadlines are measured from the first day of the fall semester. The remaining time periods are in calendar days and are measured from the date of an initiating action.

A. Outline of Grade-appeal Procedure and Time Schedules

Step 1 Informal Consultation With

Faculty Member

Must be initiated within 30 calendar days. Must be completed within 45 calendar days.

Step 2 Appeal to the Department Chair(s)

A written appeal must be submitted to the chair of the department in which the course is being appealed and to the chair of the department in which the student is majoring (if different). The department chair has 15 calendar days from receipt of the appeal to achieve resolution of the appeal.

Step 3 Appeal to the Dean

A written request that the appeal be forwarded to the dean of the school or college in which the course was offered must be submitted to the department chair within seven calendar days following the end of the 15-day time period in Step 2. (In the case of a graduate student, the appeal is forwarded to the dean of The Graduate School.) The department chair must forward the request and pertinent material to the dean within five calendar days of receipt of the request. The dean must render a written decision within 15 days of receipt of the appeal.

Step 4 Appeal to Academic Appeals

Committee

Either the student or the faculty member may request a review by an Academic Appeals Committee. A written request must be submitted to the vice chancellor for academic affairs within 15 days of the receipt of the dean's decision.

Important Note: As a consequence of the above procedure, all faculty members (including instructors) are required to retain grade-related materials (graded exams and papers, records of grades and attendance, etc.) until the end of the next regular (Spring or Fall) semester. Materials related to an ongoing appeal must be retained for six months following the completion of the appeal process.

B. Non-Academic Discipline Policy and Disciplinary Procedures

The University of Mississippi has established procedures for handling misconduct of a personal or organizational nature, including fraud, alcohol and drug abuse, disorderly conduct, personal assault, vandalism and theft, unauthorized entry, possession of firearms, arson and false alarms, gambling, unauthorized assembly, disregard for University authority, hazing, and disturbing noise. The **M-Book** delineates the various procedures for hearings, sanctions, and appeals.

Appeal of a Graduate Comprehensive Examination

The University of Mississippi awards graduate degrees only to those students who demonstrate to the graduate faculty a high level of academic competence achieved through intelligence, scholarship, and industry. The determination of fitness for a particular degree rests solely upon the judgment of the graduate faculty. The comprehensive examination, required of every doctoral student and many Master's students, is an important measure of academic competence.

Every department offering a graduate degree has the authority to establish a limit on the number of times a student may sit for comprehensive examinations and on the time that must elapse before a failed examination can be retaken.

If a graduate student believes that the results of his or her comprehensive examinations were based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic and professional evaluation, the following appeal procedure may be pursued. In all cases of complaint, the student will have the burden of proof with respect to all allegations in the complaint. If the student fails to pursue any step in the procedure within the time allowed, the disposition of the case made in the last previous step shall be final. Retention of all correspondence and records related to the appeal is the responsibility of The Graduate School. A complete statement of the procedure can be found in the **M-Book**. The summary of the process that follows is provided as introductory information. Students considering an appeal should carefully review the official policy of the University as printed in the **M-Book**.

- **Step One:** Within 5 days of receiving notification of failure, the student may appeal, in writing, to the chair of the department. Consulting with the exam coordinator, the chair will attempt to resolve the appeal within 10 class days dating from the receipt of the written appeal. The chair must then inform the student, in writing, of the results.
- **Step Two:** If the appeal is not resolved, a student may submit a written appeal to the Dean of The Graduate School within 5 class days of the chair's denial. If clear and convincing evidence suggests that the committee was biased in its initial decision, the Dean may assign a newly constituted committee to administer a

second examination. The Dean will deliver his decision, in writing, to the student, the department chair, and the Vice Chancellor for Academic Affairs.

- **Step Three:** Either the student, the department chair, or a majority of the original examining committee may appeal the Dean's decision. The appeal must be made, in writing, to the Vice Chancellor of Academic Affairs within 5 class days of the Dean's decision. All previous decisions will be stayed pending the outcome of this final appeal. Using all available resources, the Vice Chancellor will make a final determination which will be communicated, in writing, to the student, the department chair, and the Dean of The Graduate School.

Substance Abuse Prevention Policy

In compliance with the federal Drug-Free Schools and Communities Act, the University of Mississippi has implemented a substance abuse prevention policy. This policy prohibits the unlawful possession, use, or distribution of drugs and alcohol on school premises or during school activities by **any** student, faculty member, or staff member of the University of Mississippi.

Mississippi laws regarding alcohol and drugs, as well as a list of health risks associated with these products, are printed in the **M-Book**, the **Campus Phone Book**, and the bulletin "Abuse Prevention Policy on Alcohol and Other Drugs" (available in the Office of Human Resources). In all cases, the sale or consumption of alcohol on University property, the state of public drunkenness, the possession of alcoholic beverages by persons under age 21, the use of false identification, and driving under the influence are strictly forbidden. A summary of the laws and penalties relating to offenses of this kind is available at the University Police Department (Kinard Hall).

In addition to state and federal penalties, the University of Mississippi will impose disciplinary sanctions on any student or employee who violates these policies. Depending on the nature of the offense, employees may be suspended or terminated. Those graduate students with assistantships or instructorships should consult the **Handbook for Faculty and Staff** for more information on policies, penalties, and procedures. Possible sanctions for students include probation, suspension, expulsion from the University and its residential units, restitution of damages, required enrollment in a treatment program, and/or a combination of these penalties.

Sexual Harassment Policy

The University of Mississippi has adopted the policy that all faculty, staff, and students have the right to work and learn in an environment free from harassment due to unwelcome and unwanted sexual attention. Beyond any civil and criminal repercussions (sexual harassment is a violation of federal law), offenders will be subject to appropriate University disciplinary action. Students who violate these policies may face expulsion; faculty and staff may face dismissal.

Sexual harassment is defined as any unwelcome sexual advance, any request for sexual favors, and/or other verbal or physical conduct of a sexual nature when a) submission to such conduct is made (explicitly or implicitly) a condition of employment or education, b) submission to or rejection of such conduct is used as the basis of for academic or employment decisions, or c) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance by creating an intimidating, hostile, or offensive learning or working environment.

Acts of Sexual Harassment include, but are not limited to, the following:

- Physical Acts (rape, assault, touching, etc.)
- Direct or Implied Threats Regarding Employment or Academic Status
- Direct Propositions of a Sexual Nature
- Subtle Pressure for Sexual Activity
- A Pattern of Conduct that Embarrasses or Humiliates
- Use of Sexually Degrading or Vulgar Language to Describe a Student or Employee
- Suggestive or Obscene Comments or Gestures
- Gratuitous Display of Sexually Suggestive Objects, Pictures, or Cartoons

Procedures for addressing complaints of sexual harassment are described in the **M-Book**, the **Faculty and Staff Handbook**, and in the bulletin "Sexual Harassment: A Guide for Students and Employees," available in the Office of Equal Opportunity and Regulatory Compliance (217 Martindale). During investigations of such matters, the University takes all reasonable steps to preserve confidentiality.

Equal Employment Opportunity and Regulatory Compliance

The University's Director of EO/RC (217 Martindale) is responsible for implementing, monitoring, and evaluating the EO/RC program. A copy of the EO/RC Plan will be made available to any employee or student upon request.

Policy of Nondiscrimination on the Basis of Disability

The University of Mississippi complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Information about the above Acts and their implications is available in the Office of Student Disability Services (On Campus in Martindale, or on the web at <http://www.olemiss.edu/depts/sds/>). A summary of University policies and procedures for students with disabilities is also printed in Part V of Section Six in the **M-Book**, and can be read on the web at:

http://www.olemiss.edu/depts/dean_of_students/six.html

Smoking Policy

The University of Mississippi has banned smoking in all academic and administrative buildings, in the Coliseum, the Union, Vaught-Hemingway Stadium, the baseball stadium, and in designated dormitory floors and wings.

Vehicle Registration and Traffic Rules

All faculty, staff, and students who operate a vehicle (automobile, truck, motorcycle, bicycle, or another vehicle) on University property are required to register the vehicle within 48 hours of arriving on campus. All vehicles must be registered, even those that will only appear occasionally on campus. Vehicles must be registered at the University Police Department (Kinard Hall). While operating a vehicle on campus, all students, faculty, and staff must obey the driving and parking regulation of the University. These regulations are available in the **M-Book** and in the Campus Phone Book. They are also available on the web at:

http://www.olemiss.edu/depts/u_police/Traffic/trafficrules.htm

Policies and Procedures for Graduate Assistantship Administration

The following general policies and procedures have been adopted by the University of Mississippi. They apply to the hiring, training, supervision, reappointment, and status of graduate assistants and instructors. All graduate instructors and assistants should familiarize themselves with these policies. Because of their importance, these policies are reprinted here in their complete form as found in the **Graduate Coordinator's Handbook**.

1. INTRODUCTION

Herewith are stated the policies of the University of Mississippi governing the appointment, training, supervision, evaluation, reappointment, and rights and privileges of graduate assistants. (For the purposes of this document, a Graduate Assistant is defined as a student enrolled in and actively pursuing a graduate degree and employed in an academic unit or academic support unit on assignments that enhance professional development.) Regardless of the source of funding for a graduate assistantship, these policies apply. Individual departments will have specific procedures and practices in accord with these general policies. Because of the variation in the duties of different types of graduate assistants and in the duties needed for different departments, only general statements and examples are given below.

Graduate assistants are considered to be both students and employees. They are important contributors to the mission of the University through the teaching of lower-division courses,

laboratory and review sessions, the performance of research, and the administration of certain services. At the same time, graduate assistants are actively pursuing an advanced degree and their duties as graduate assistants should enhance their overall professional preparation.

The stipends associated with graduate assistantships provide the financial support for these individuals to attend graduate school, and, for the University, provide a means of recruiting highly qualified students into graduate programs.

In the statements below, the term graduate assistant refers to all types of assistants. Likewise, the general term, department, refers to any academic department, research institute, administrative or service office, or signatory faculty member employing a graduate assistant. When statements apply to certain types of graduate assistants or employing units, this will be indicated.

2.0 TYPES OF GRADUATE ASSISTANTSHIP POSITIONS

The following types of positions are available through the University for the employment of graduate students.

2.1 Graduate Instructor: This is an appointment to serve as the primary instructor of an undergraduate course. Such courses will generally be multi-sectional and the graduate instructor will be supervised by a permanent faculty member. As stated in section 3.0, a graduate student employed at this level must meet specific qualifications.

2.2 Graduate Teaching Assistant: This is an appointment to serve as a proctor for a laboratory or discussion session, or as a grader. A teaching assistant is not responsible for assignment of final grades in a course.

2.3 Graduate Administrative Assistant: This is an appointment to perform various types of administrative or service tasks for an academic department or university office or program.

2.4 Graduate Research Assistant: This appointment is made by an academic department, research institute, or faculty member (having a funded research project) to a student to assist in performing various types of research activities.

3.0 QUALIFICATIONS

3.1 Academic Qualifications: To be eligible to receive any of the above graduate assistantships, a student must be admitted as a Full-Standing or Conditional student in a graduate program within the University. The student must be enrolled, during the semesters in which the appointment is in effect, according to the schedule in section 4.2.

3.2 Graduate Instructors: Students who are appointed as Graduate Instructors must have completed a minimum of 18 hours of graduate course work (with a minimum grade point average of 3.0) in the assigned field of instruction. Exception can be made for relevant non-academic experience or the possession of specific skills. Exceptions must be approved by the Graduate Dean's office before the appointment is made.

3.3 English Language Requirements: Students for whom English is not their native language will be required to fulfill both the TOEFL (Test of English as a Foreign Language) score requirement for admission into graduate school and the TSE (Test of Spoken English) or SPEAK (institutional test of spoken English) score requirement for appointment to a teaching position. The minimum requirements for the TOEFL, TSE or SPEAK examinations are to be determined by The Graduate School; individual departments may require higher scores for their appointments.

4.0 PROCEDURES FOR APPOINTMENT AND ADMINISTRATION

4.1 Appointment Levels and Periods: Ordinarily, graduate assistantship appointments are made as either one-quarter or one-half time positions. This implies a 10 hour to 20 hour work effort per week. Depending on the type of assigned duties, the actual work time may vary and will be determined by the department supervisor. (Only under special circumstances may a student be employed on a basis of more than one-half time. See the Faculty and Staff Handbook for an explanation of these circumstances. Appointments for less than one-quarter time may also be made).

Appointments are made for a one-semester or two-semester (academic year) period. (Research assistantship positions may be made for any duration up to a 12-month period.) Students who are making good progress toward their graduate degree and who receive good evaluations will usually be considered for reappointment; reappointment to a position is not made automatically from one period to the next and depends on the needs of the department supervisor and the availability of funds (procedures for reappointment are outlined in section 6.0). Departments may choose to establish a maximum number of semesters of support for their students.

4.2 Enrollment Requirements: Students who receive at least a one-quarter time graduate assistant appointment must be enrolled for at least six graduate hours during the semester(s) of employment. The maximum level of enrollment is 12 hours for students with one-quarter or one-half time service appointments. (For students with one-half time appointments, a maximum of 9 hours can be in course work; the balance may be in thesis, dissertation, or recital hours). Students with less than one-quarter time appointments must enroll for at least three hours (and a maximum of fifteen hours) of graduate course work. The Faculty and Staff Handbook lists these and additional regulations pertaining to course load for graduate student assistants, including regulations governing the summer session and regulations governing the enrollment levels of three-quarter time appointments. Graduate assistants who have a one-half time or greater appointment are expected to devote full time to their combined assistantship duties and degree program and not be employed outside of the University.

4.3 Appointment Procedures: Appointments to graduate assistantships are recommended by an academic department, research institute, administrative or service office, or a funded faculty member. Appointments are made through the Department of Personnel, contingent on the availability of funds. Personnel form #7 (e-form) is used for the appointment of Graduate Instructors; personnel form #6 is used for the appointment of other graduate assistants. [All University personnel must complete a Personnel form 19 in order to be employed.] Personnel forms #6 and #7 are forwarded by departments to The Graduate School, where a check is made of the proper admission status of the appointee and, in the case of Graduate Instructors, the requisite 18 hours of graduate course work in the area. When an exception to the 18 hour rule is needed for the appointment of a Graduate Instructor, a department head must justify the qualifications of the candidate in a written request to The Graduate School. This request must be signed by both the department head and the dean of the school/college in which the graduate assistant will be enrolled. The Graduate School will advise the Office of Human Resources of the eligibility of the student to be appointed to a teaching position.

4.4 Appointment Letters: The terms of individual appointments will vary from department to department and it is the responsibility of the administrative head of a department to state in writing the terms of appointment to new appointees or to students who are appointed to new assistantship positions. The letter should provide information regarding the following conditions, where appropriate:

- a. the title, percentage time, and period of the appointment;

- b. the stipend level for the above period and the availability of supplemental fellowships, including conditions for receiving a tuition scholarship;
- c. the minimum and maximum red course enrollment during the appointment period;
- d. evaluation procedures and required grade point average and performance requirements for continued employment;
- e. procedure for reappointment;
- f. deadline for acceptance of the assistantship offer;
- g. assistantships are usually subject to taxation and must be declared as income;
- h. date on which the appointee is required to report for work duty or training.

The following information should also be provided, if it is applicable or known at the time the appointment is made:

- i. a description of the duties for the assistant;
- j. the name of the faculty supervisor;
- k. required training sessions;
- l. required English tests or courses for international students).

In addition, this letter may include an indication of any awards for superior performance, departmental regulations regarding the maximum length of support, and any resources which are available to the appointee for the performance of assigned duties (i.e., the availability of office space, clerical services, computers, or teaching supplies).

A copy of all appointment letters should be sent to The Graduate School. In the case of international students, a copy of the appointment letter should also be sent to the Office of International Programs so that immigration forms can be processed.

4.5 Conditions for Termination: The appointment of a graduate assistant may be terminated by the University, upon the recommendation of the departmental head, for the following reasons:

- a. incompetent job performance or neglect of duty;
- b. misconduct that is job-related;
- c. moral turpitude;
- d. physical or mental ailment or condition which significantly impairs or limits job performance and cannot reasonably be accommodated;
- e. financial exigency or discontinuance of the work for which the appointment is made;

f. mutual agreement;

g. failure to maintain a graduate grade point average of 3.0 and/or failure to maintain the minimum enrollment obligation.

For the purposes of termination, Personnel Form #4 is used.

4.6 Obligations of the Department Head to the Appointee: It is the duty of the department head to consult with the graduate assistant to attempt to resolve any problems of performance and reappointment. Except in the instance of Graduate Research Assistants, the department head is responsible for providing written correspondence to a graduate assistant regarding 1) any change in the terms of appointment, including notification of reappointment for additional periods, ii) evaluation of job performance, and iii) any complaints received by the faculty supervisor or department head concerning the student's job performance, and iii) any complaints received by the faculty supervisor or department head concerning the student's job performance.

In the case of Graduate Research Assistants who are supported by extramural funds and under the direct fiscal authority and supervision of an individual faculty member, the process may be less formalized. To every extent possible, however, the rights of the student should be protected.

4.7 Other Guidelines: Situations involving academic grade appeals or charges of academic dishonesty and involving students in classes taught by Graduate Instructors or Graduate Teaching Assistants will follow the procedures outlined in the M Book.

4.8 Role of The Graduate School: All records pertaining to the appointment, supervision, and evaluation of graduate assistants are maintained by The Graduate School. Copies of appointment letters, the name of the graduate assistant's supervisor, and letters of periodic evaluation are to be sent by the departments to The Graduate School. The Graduate School confirms the admission status and, for Graduate Instructors, that 18 hours in the teaching area have been completed.

5.0 TRAINING, SUPERVISION, AND EVALUATION

5.1 Orientation Program: For Graduate Instructors and Graduate Teaching Assistants, departments will provide an orientation program for new appointees and for those for whom teaching duties will be changed. This orientation program will differ among the departments since teaching duties vary. For Graduate Administrative Assistants and Graduate Research Assistants, training will usually be provided, as necessary, by the supervisor.

5.2 Supervision, Evaluation, and In-service Training Workshops: For all Graduate Instructors, Graduate Teaching Assistants, and Graduate Administrative Assistants, a faculty supervisor will be designated by the department. The supervisor is responsible for assuring the proper training of assistants and for evaluating their performance. Informal evaluations and recommendations may be provided by the supervisor to the assistants during the appointment period. At the end of the period, a written evaluation, prepared by the department head in consultation with each student's supervisor, will be provided to each Graduate Instructor and Graduate Teaching Assistant. These evaluations are used to aid the student in the development of teaching skills and for decisions regarding reappointment. In-service training workshops, in addition to the orientation program, will also be provided for Graduate Instructors and Graduate Teaching Assistants.

Graduate Instructors may also be evaluated by university-wide student-teacher evaluation surveys or by similar departmental surveys. These survey results should not substitute for the department head's evaluation.

6.0 REAPPOINTMENT PROCEDURES

The following criteria will determine the eligibility of Graduate Instructors, Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Administrative Assistants for reappointment:

- a. evaluations of performance by the supervisor;
- b. recommendation of the student's academic advisor;
- c. a minimum graduate grade point average of 3.0 in each semester of enrollment (or in the Law School the requirements for graduations
- d. length of cumulative support by an assistantship and time in a degree program (optional departmental policy);
- e. availability of funding and continuance of the work for which the appointment is made;
- f. other written criteria as determined by the department making the appointment.

The degree of emphasis placed on each criterion will be determined by the department. If the above criteria are met satisfactorily, students can expect an extension of their assistantship at the original stipend level.

The actual procedure for reappointment will differ among departments. In some cases, a student must formally apply for reappointment by a specified date preceding a new period. In other cases, reappointment may be awarded in the letter of evaluation. Individual departments will explain their reappointment procedure in the initial appointment letters.

7.0 RIGHTS AND BENEFITS

7.1 Rights Pertaining to Assistantship Duties: The department employing the graduate assistant has the responsibility of providing the space, materials, equipment, and services necessary to carry out assigned duties.

7.2 Tuition Waivers and Scholarships: Students who receive any graduate assistantship providing at least \$600 per semester and who are not residents of Mississippi receive a waiver of the nonresident fee for themselves and their spouses.

Students who receive a minimum graduate stipend from any University assistantship, fellowship, or scholarship and who register for at least nine hours of graduate credit will be eligible to receive a partial tuition scholarship for that semester. (The minimum stipend level was set at \$1800 in 2002; this level may change. For the current minimum trigger stipend level, contact The Graduate School.)

7.3 Right to Written and Timely Communication Regarding Appointments:

All appointment and reappointment offers must be made in writing by the department head to the student. The appointment of new graduate assistants should be made as early as possible, preferably before June 1 for the following fall semester; however, due to uncertainty regarding the availability of funds, a department may be unable to offer such appointments until a much later date. Offers of reappointment to students should also be made as soon as is possible. For example, reappointment offers for the fall semester should be made within one month following the completion of the spring semester.

7.4 Grievance Procedure: Graduate assistants who have grievances regarding their appointment and assigned duties should follow the Graduate Assistant Grievance Procedure.

7.5 Vacation, Sick Leave, and Retirement Benefits: Because graduate assistants are temporary employees, they are not eligible to accrue any vacation, sick leave, or retirement credit, or to participate in employee insurance programs. Graduate assistants are covered under the University's Workers' Compensation program.

TUTORING POLICY FOR GRADUATE ASSISTANTS

No one who is teaching a section of a course may also accept payment for tutoring a student in that section. This prohibits a Graduate Assistant from accepting positions as a tutor for that section either in other University units (such as the Athletic Department) or in non-University agencies; it also prohibits a Graduate Assistant from accepting payment for tutoring a student in his or her course or section independently (i.e., as a private arrangement between the student and the Graduate Assistant).

No one who works for a faculty member as a Graduate Assistant with responsibilities for a particular course or section of a course (for example, as a test grader) may accept payment for tutoring a student who is in that faculty member's course or section of a course.

No one who is teaching a section of a course, in which the same departmental examination is given to multiple sections, may accept payment for tutoring a student in **any section of that course**.

Graduate Assistants who work as laboratory assistants may not accept payment for tutoring a student who is in any of the laboratory sections for that course.

Individual departments may impose more stringent restrictions on their Graduate Assistants' tutoring activities, so long as those restrictions apply uniformly to all Graduate Assistants in the department and do not have the effect of discriminating against any individual or group of individuals.

Graduate Assistants are reminded that they must avoid any type of tutoring activity (for additional pay) that might lead to real or implied conflicts of interest or that might compromise the academic integrity of the University.

Tutors must not discuss a student's work with a Graduate Assistant who is teaching that student, if the results of that discussion might, intentionally or unintentionally, seem to pressure the Graduate Assistant to give the student an unfair advantage or to assign a particular grade.

Tutors must not prepare students' assignments for them.

Tutors must not use their access to information about assignments or examinations within the department to give the students they are tutoring an unfair advantage over other students.

Graduate Assistants should not recommend to their own students that they seek tutorial assistance from other Graduate Assistants, but might instead recommend that they seek assistance from the Academic Support Center.

Research

The University of Mississippi has established important policies regarding research activities undertaken by graduate students, undergraduate students, faculty, research associates, individuals with postdoctoral or adjunct appointments, and any other individual who is employed by or enrolled by the University. All graduate students engaged in research must familiarize themselves with the Compliance Policies and

Guidelines Administered under the Office of Research. These policies and guidelines extend to all areas of research, including research involving animal or human subjects and research involving biological, chemical, and radiological materials. Health and Safety Regulations, the Objectivity in Research Policy, and the Research Misconduct Policy are also pertinent to graduate students engaged in research. The complete Compliance Guidelines and Policies of the University of Mississippi can be obtained through the Office of Research (Old Chemistry Building) and can be found on the web at:

http://www.olemiss.edu/depts/research/compliance_policy.html

Appropriate Use of Information Technology

The University of Mississippi has established a policy that sets forth the privileges of and restrictions on students (including graduate students), faculty, staff, and other users with respect to the computing and telecommunications systems located at the University of Mississippi. This includes desktop systems, hand-held computers, lab facilities, centralized servers, classroom technology, the campus network, dial-in services, etc. This policy attempts to define and give examples of various sorts of activities which are detrimental to the welfare of the overall community and which are therefore prohibited. It also describes the process by which violators are identified, investigated, and disciplined. It should be noted that some activities which are legal are in violation of this Policy and are prohibited with respect to University computing and network systems. A copy of the Appropriate Use Policy can be obtained from the Office of Information Technology (Powers Hall) or can be found on the web at:

<http://www.olemiss.edu/ause.html>

Additional University policies regarding the use of technology can be found on the web at:

<http://www.olemiss.edu/depts/it/policy/>

III. Financial Assistance

This section provides general information regarding a variety of sources of financial assistance available to graduate students. A complete and current list of funding opportunities available to graduate students can be found on the web at:

http://www.olemiss.edu/depts/graduate_school/finaid.html

Graduate Assistantships

A large number of graduate students receive financial assistance from the University in the form of Graduate Assistantships, which require some type of service by the graduate student that is related to the degree being pursued. These positions are usually offered by a department and inquiries should be addressed to the chair of the department in which graduate study will be undertaken. The policies and procedures related to the employment of graduate assistants are printed in the second section of this Handbook.

Other Fellowships and Awards

In addition to the above graduate assistantships, a variety of other non-service fellowships and awards are available. An incomplete list follows. A detailed, complete, and current list of funding opportunities can be found on the web at:

http://www.olemiss.edu/depts/graduate_school/finaid.html

National Science Foundation Graduate Fellowship Program
Oak Ridge Associated Universities/Department of Energy Graduate Fellowships
Isaac Eugene Brown Fellowship (Music)
Robert L. Lipsey, Jr. and James C. Rubright Scholarship (Classics)
Ernst and Whinney Graduate Accountancy Scholarship
Federation of Schools of Accountancy Outstanding Student Award
National Association of Accountants Outstanding Graduate Student Award
Ross, Eubank, Betts, and Company Accounting Achievement Award
Chevron M.B.A. Fellowship
John M. Palmer M.B.A. Fellowships and Assistantships

Graduate Honors Fellowships are provided by The Graduate School on a competitive basis for incoming students with exceptional academic qualifications. Recipients of Honors Fellowships may also receive departmental assistantships and/or other fellowships. The nonresident fee is remitted for all Honors Fellows. Applicants must be nominated by the department in which they intend to pursue a degree.

Underrepresented Minority Opportunity Fellowships are available to students who are members of underrepresented groups, have been accepted for admission to a graduate program in conditional or full standing status, and are not full-time employees. These awards include a non-resident fee and tuition scholarship. Also, underrepresented students who are registered for at least nine hours of graduate credit are eligible for a non-service scholarship valued at \$1,250 per semester during the academic year; this scholarship can supplement a departmental assistantship. Recipients of these underrepresented student scholarships are also eligible for consideration for a non-resident fee and tuition scholarship. The criterion of being underrepresented in a particular graduate discipline and policies regarding the length of time a student may receive these awards are developed by The Graduate School. Requests for these fee

waivers and scholarships should be directed to The Graduate School by the Department recommending admission of the student.

Graduate Tuition Scholarships are provided for every Full Standing and Conditional graduate student who is also a recipient of some form of assistantship or fellowship amounting to at least \$1800 per semester and who is enrolled as a full-time student. Students who receive assistantships and/or fellowships amounting to at least \$600 per semester, and who are not residents of Mississippi, along with their spouses, are not required to pay the nonresident fee. Regulations regarding the definition of *legal residence*, for the purpose of assessing fees, are explained in the Graduate Catalog.

Note: Graduate Assistants are paid by mailed check or by direct deposit. Graduate Assistants must visit the Student Employment Office (Johnson Commons East) before the start of the semester in which they will be employed. Personnel forms must be completed and (if desired) the direct deposit form. Graduate Assistants are paid twice a month during the school year (on approximately the 15th and 30th of each month). State and federal taxes will be withheld for Graduate Assistants. Recipients of other fellowships may also be liable for government taxation. Questions about payment may be directed to the Student Employment Office at (662) 915 – 5690.

IV. Academic and Research Resources

While it is not practical to present a full listing of the resources available at the University of Mississippi, an abbreviated listing follows. For details about these resources and others, consult the companion document to this Handbook, “Things I Need to Know upon Arriving at Graduate School,” located as a PDF file on this CD. Additional information can be obtained through various departments, centers, and research institutes. The University of Mississippi offers a myriad of resources to support the research and teaching of graduate students.

Library and Research Resources

The John Davis Williams Library is the general library for the University community, and houses the main collection of books, periodicals, microforms, manuscripts, government publications, audiovisual materials, and maps. The Library and its branches hold 1,075,000 volumes, 2 million microforms, and 8,500 current periodical and serial subscriptions. Additionally, licensed access is provided to 14,000 digital books, 2373 electronic journals, and 93 electronic databases. The Library is a member of the Association of Southeastern Research Libraries and participates in a regional consortium, "Kudzu," that provides a system of linked online catalogs at 14 research libraries across the Southeast, connecting more than 180,000 students and faculty to more than 23 million volumes. On the web at

http://www.olemiss.edu/depts/general_library/

A Listing of Subject Guides with contact information for library subject specialists is located at

http://www.olemiss.edu/depts/general_library/files/subject/index.html

Since 1883, the Library has been one of only 50 regional depositories for U.S. Government publications. The Government Information Services Department offers print, microforms, maps, and electronic media. The Department also serves as a depository for State of Mississippi documents.

The Department of Archives and Special Collections, located on the third floor of the John Davis Williams Library, houses one of the world's finest collections of books, manuscripts, and memorabilia devoted to William Faulkner. The Mississippi Collection contains over 26,000 volumes and 300 manuscript collections of Mississippiana. This collection includes holdings of early works on Mississippi as well as comprehensive author collections of Mississippi writers William Faulkner, Eudora Welty, Tennessee Williams, Richard Wright, Willie Morris, and Larry Brown. The library displays changing exhibits of interest to students and the general public from its collections of Mississippiana, incunabula, and other rare books and manuscripts.

The Science Library, a branch of the J.D. Williams Library, opened September 1997 in the Thad Cochran National Center for Natural Products Research Building. It contains more than 65,000 volumes, and receives approximately 450 journals and standing order serials devoted to pharmacy, chemistry, and related science reference materials.

Office of Information Technology

The Office of Information Technology (OIT), located in Powers Hall, manages many campus technology services, including the University's central administrative and academic computing facilities and the campus network. The Mississippi Center for Supercomputing Research (MCSR), located on the UM campus, is operated under the authority of the OIT. The OIT also manages the general purpose student labs and the IT Helpdesk, which provides frontline technical support to students, faculty, and staff. The Help Desk can be reached by phone at (662) 915-5222, or on the web at

<http://www.olemiss.edu/helpdesk/>

For a complete listing of resources and services available, visit the Office of Information Technology on the web at

<http://www.olemiss.edu/technology/>

Faculty Technology Development Center

An important and often overlooked resource for graduate instructors and assistants, the FTDC provides materials and instruction to enhance the use of computer technology in classrooms and laboratories. Working through the Department of Human Resources, the FTDC offers a wide range of complimentary workshops, designed enhance the technological skills of faculty members. Workshops include introductions to various software applications, including Adobe Acrobat, Excel, and PowerPoint, and web design workshops aimed at users of various levels of competency. Especially valuable for graduate instructors, the FTDC offers workshops covering the features of Blackboard, the easy-to-use Web application that allows instructors to move coursework and instruction to the Web. Through the FTDC, graduate instructors and assistants may also checkout equipment (lcd projectors, tvs, vcrs, digital cameras, etc.) for use in the classroom. For more information about the services offered by the Faculty Technology Development Center, contact Penny Rice at (662) 915-7918, or visit the FTDC on the web at

<http://www.olemiss.edu/depts/ftdc/about.html>

University Publishing Center

The Publishing Center (915- 7066) is an auxiliary enterprise that provides a full range of publishing, printing, and photographic services for faculty and students. Offered at competitive rates, the University Publishing Center provides photocopying, binding, scanning, typesetting, and editorial and graphic design services for the production of printed materials such as flyers, brochures, business cards, etc. and for the production of World Wide Web applications and digital media. Located with the University Publishing Center in Gerard Hall, Imaging Services (915- 7260) provides photographic and digital imaging services to clients within the Oxford/University community, including studio and location photography, presentation materials, large-format printing, color copies, 35mm slide processing/duplication, computer imaging and scanning, and b/w print processing.

Academic Support Center

The Academic Support Center offers professional, quality advising and support to undergraduate students. The ASC includes among its duties the development and implementation of academic support services offered to Ole Miss students. ASC advisors place particular emphasis on academic advising, including advisement of enrolled students without declared majors as well as advisement and support for students in Health Professions degree programs and pre-professional tracks. The ASC staff oversees the academic advising program during Summer Orientation for all entering Freshmen, and provides support for faculty advisors, including workshops, printed materials, and an advising web page. Graduate Instructors can refer students to the Academic Support Center, located in 350 Martindale (915- 5970), on the web at

<http://www.olemiss.edu/depts/asc/main.shtml>

Student Disability Services

The Office of Student Disability Services (SDS) at The University of Mississippi is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations which support University standards and academic integrity. University policy provides for reasonable 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).

SDS provides classroom accommodations to all students on campus who disclose a disability, request accommodations, and who meet eligibility criteria.

Graduate students with disabilities should contact the SDS (234 Martindale) at 915-7128. More information regarding the services offered by SDS is on the web at

<http://www.olemiss.edu/depts/sds/index.html>

Graduate Instructors may also contact the SDS for suggestions for working with students with disabilities, instructor tips for compliance with ADA and Section 504, instructor and student responsibility regarding the most commonly provided accommodations, how to challenge an accommodation request, and tips for teaching students with disabilities.

The Graduate School

The Graduate School, located in the Old Chemistry Building, performs a variety of administrative functions for graduate students and serves to maintain the quality of all graduate programs. The Graduate School tracks the progress of each graduate student, retaining and updating a file for all those enrolled. The Graduate Council is the official body that creates policies regarding graduate programs. The Dean of The Graduate School, with assistance from the Associate and Assistant Deans, interprets and enforces these policies. Additionally, The Graduate School publishes *The Manual for Thesis and Dissertation Preparation*, which prescribes the proper format for these documents. The Graduate School is located in 113 Old Chemistry, and can be reached by phone at (662) 915- 7474. The Graduate School offers extensive information and resources on the web at

http://www.olemiss.edu/depts/graduate_school/

Office of Research

The Office of Research provides extensive services to graduate students engaged in research. The Office of Research works closely with The Graduate School to obtain external funding and support for those students. For a complete list of services, contact the Office of Research at 915-7482, or visit them on the web at

<http://www.olemiss.edu/depts/research/office.html>

V. Organizations: Honorary, Professional, and Special Interest

Graduate Students are encouraged to participate in the large number of organizations that exist at The University of Mississippi. A partial listing of these organizations is offered here. A more complete list is printed in the **M-Book**, and on the web at http://www.olemiss.edu/student_life/orgs.html

Graduate Student Council

The Graduate Student Council serves the graduate student population, officially representing its interests in University manners. Open to all graduate students at the University, the GSC, in describing its mission, is “committed to retaining high academic standards, to promoting democratic principles, to fostering close cooperation between students and faculty, to facilitating graduate interdepartmental communication, to encouraging worthy projects in the interests of the graduate student body, and to serving the general welfare of our institution. The Graduate Student Council government consists of four executive officers, five associate officers, and thirty-eight senators from across the campus.”

Contact the executive officers of the GSC by E-mail at gsc@olemiss.edu. Information about the current officers of the GSC, meeting times, events, and services is on the web at

<http://www.olemiss.edu/orgs/gsc/>

Honorary Organizations

Alpha Kappa Delta – international sociology honor society. 915- 7421.

Beta Gamma Sigma – national business administration honor society. 915- 5820.

Chi Epsilon – national civil engineering honor society. 915- 7063.

Kappa Delta Pi – international education honor society. 915- 7063.

Pi Alpha Theta – national history honor society. 915- 7148.

Phi Delta Phi – education honor society. 915- 7063.

Professional Organizations

American Chemical Society – national society for professionals and students in the chemical sciences. On the web at <http://www.olemiss.edu/orgs/SAACS/>

American Institute of Aeronautics and Astronautics – a technical society devoted to science and engineering in the field of aerospace. For more info call 915- 7219.

American Institute of Chemical Engineers – a society devoted to the profession of chemical engineering. On the web at <http://www.olemiss.edu/orgs/AICHE/>

American Society of Mechanical Engineers – a professional society of mechanical engineers and students. For more information call 915- 7219.

Institute of Electrical and Electronic Engineers – a national professional organization. On the web at <http://www.ee.olemiss.edu/ieec/>

Institute of Transportation Engineers – On the web at <http://www.olemiss.edu/orgs/ite/>

Lamar Society of International Law – a society for the purpose of increasing the interest, understanding, opportunities, and services of international law. 915- 7361.

National Black Law Student's Association – On the web at <http://www.olemiss.edu/orgs/blsa/>

National Education Association – a national organization with the mission of promoting the teaching profession. For more information call 915- 7063.

Sigma Xi – a national scientific research society. On the web at http://www.olemiss.edu/orgs/sigma_xi/

University of Mississippi Geological Society – On the web at <http://www.olemiss.edu/orgs/umgs/>

Special Interest

Black Graduate and Professional Student Association – On the web at <http://www.olemiss.edu/orgs/bgpsa/>

English Graduate Student Body – On the web at <http://www.olemiss.edu/orgs/egsb/>

Educational Psychology Graduate Student Organization

Engineering Student Body – a local organization of undergraduate and graduate students in the School of Engineering.

American Indian Science and Engineering Society – On the web at <http://www.olemiss.edu/orgs/aisesoc/>

VI. Programs and Concerns for International Students

Located on the 3rd floor of Martindale (Student Service Center), the Office of International Programs is dedicated to furthering the internationalization of the University of Mississippi. With the well-being of the University's international community as its central focus, the Office of International Programs is engaged in the enhancement of diversity, international cooperation, and understanding among the peoples of the world. Orientation programs designed specifically for international students are held each fall and spring. ***Attendance is required of all new international students.*** More information can be obtained from the Office of International Programs, open Monday – Friday 8AM-5PM CT, at the following phone number: (662) 915 -7404. Or on the web at

http://www.olemiss.edu/depts/international_programs/index3.html

International Activities

Social and educational events for Internationals and Americans are coordinated by the Office of International Programs. The office sponsors speakers and cultural programs in the community and on campus.

Additionally, there are many international student organizations at the University of Mississippi. These groups sponsor dinners, parties, and programs as social and educational events. The following groups are currently active at the University.

Chinese Student Association – <http://www.olemiss.edu/orgs/roc/>

Friendship Association of Chinese Students -- <http://www.olemiss.edu/orgs/facss/>

India Association -- <http://www.olemiss.edu/orgs/ia/ia.html>

International Students Organization-- <http://www.olemiss.edu/orgs/iso/>

Korean Student Association -- <http://www.olemiss.edu/orgs/iso/>

Malaysian Student Association -- <http://www.olemiss.edu/orgs/msa/>

Thai Student Organization -- <http://www.olemiss.edu/orgs/tso/>

Health Insurance

The University of Mississippi requires all international students to maintain health insurance coverage as a condition of enrollment. This policy is designed to protect the student.

In addition, all family members of J-1 visa holders are required by federal law to have health insurance at all times while in the United States. Failure to maintain the required health insurance will result in release from the University and immediate departure from the United States.

Due to these requirements, all international students will be enrolled in a health insurance plan at the time of registration. Details on the health insurance coverage are available from the Office of International Programs.

Language Requirement

All applicants whose native language is not English must present evidence of satisfactory proficiency in the English language as indicated by official results of the Test of English as a Foreign Language (TOEFL) through the Educational Testing Service (ETS), Princeton, NJ 08540 USA. Student applicants must request that the testing center send the results to The Graduate School at the University. TOEFL test scores will be automatically sent without extra cost to the University Office of Admissions if, during testing, the student writes The University of Mississippi's four-digit code (1840) in the space provided on the TOEFL test answer sheet.

Please note the following restrictions:

If a TOEFL score of 550 (213 on the computer-based test) or above is attained, students achieve full standing: unrestricted enrollment. (Some departments require higher results)

All students with scores at or above 550 will be re-tested with The University of Mississippi English Placement Test prior to registration.

If a TOEFL score less than 549 (212 on the computer-based test) or a score less than 80 on The University of Mississippi English Placement Test is attained, students are required to take and successfully complete EFS 100 (English as a Foreign Language) during the first semester of enrollment (EFS 100 must be repeated until satisfactory results are attained.) Students who satisfactorily complete EFS 100 must present a TOEFL score of at least 550 within the first semester of enrollment.

NOTE: Additional language requirements apply to those international students who have been awarded graduate instructorships. Those international students given teaching responsibilities are required to earn acceptable scores on the TSE or SPEAK test,

administered by the English as a Second Language (ESL) program at the University of Mississippi. For details about these requirements contact your department, the Office of International Programs, or the ESL program at (662) 915- 1560.

Proper Visa

A proper visa is required of those international students who accept employment as graduate assistants or instructors. The process of changing the status of a visa usually takes 90 to 120 days and an assistantship cannot begin until the proper visa is obtained. Contact the Office of International Programs (662-915-7404) for information regarding visa requirements.

Employment

International with proper visas may work on campus 20 hours or less per week while school is in session. Full-time employment is allowed during vacation periods. Full assistantships are usually considered 20 hour per week positions and would thus be the only employment allowed during school sessions. Students must be enrolled each fall and spring in order to accept employment from the University. Part-time enrollment in the summer will limit the employment allowance to 20 hours per week during that period. For details about these policies, contact the Office of International Programs (662-915-7404).

Full Course of Study

International students are required to maintain a full course of study until their final semester. Graduate students are required to enroll for nine hours of classes per semester. Once coursework has been completed, course loads consisting of thesis or dissertation hours may be reduced to three hours per semester. For details about this policy contact the Office of International Programs.

I-20 Graduation Date

International students are expected to graduate one year before the date listed in item #5 of their I-20. NOTE: A one year grace period has been included to enable students to complete their studies. If more time is necessary, an extension of stay must be requested 30 days in advance of the graduation date listed on the I-20. Failure to request this extension prior to this deadline will result in a loss of visa status, loss of assistantship, and mandatory departure from the United States. For details about this policy contact the Office of International Programs (662-915-7404).

Income Taxes

Earnings from employment, including assistantships and scholarships, are normally subject to Federal and State income taxes. Because various countries have tax treaties with the United States, all of which mandate different regulations, students should consult with an advisor from the Office of International Programs regarding this issue.

NOTE: All international students and family members who are not American citizens or permanent residents are required to file Federal Income Tax, even if they have earned no income in the United States. This regulation includes infants not born in the U.S.

VII. Rights and Responsibilities of Graduate Students

All graduate students (degree-seeking or non degree-seeking) are subject to the general academic requirements described in the Graduate Catalog and to the specific requirements of any academic department from which they intend to receive graduate credit. Although all departmental policies must be consistent with those of The Graduate School, departments may impose requirements that exceed those of The Graduate School.

The policies and regulations described in the yearly Graduate Catalog take effect with the Summer Session of that academic year. Students are subject to the policies and requirements in use at the time of their admission. Readmitted students are subject to the policies and requirements current at the time of their readmission. Students seeking a second graduate degree will be subject to the policies and requirements in effect during the semester or term of their admission to the new program. Exceptions to this policy must be approved by The Graduate School. When specific requirements are changed for a particular department or program, the newer requirements should apply to an admitted student, provided that an adequate notice is given and that the changes do not retroactively affect parts of the program that have been completed by the student.

Graduate assistants and instructors have additional rights and responsibilities as described in section III of this handbook. All graduate students are also bound by the academic, research, and conduct policies outlined in section II.

In addition, the following rights and responsibilities apply to graduate students.

1. **Right to Learn.** Degree-seeking graduate students have a right to enroll in any graduate course for which they have the required prerequisites. However, the academic department has the sole right to determine which courses will apply to the degree being sought. Any required courses should be offered at least once during the average time required to complete any particular degree. A student has the right to an advisor and an advisory committee. A student has the right to have input into the selection of his or her advisor. Although comprehensive

examinations are scheduled at the discretion of the faculty, students have the right to a timely arrangement.

2. Right to periodic evaluations. Each graduate program or department will have a procedure for the evaluation of its students. A graduate student has the right to receive an annual written evaluation of his or her progress.
3. Right to appeal. A graduate student has the right to appeal grades in courses and the results of a comprehensive evaluation, as described in section II of this handbook. A graduate student may also appeal other policy decisions in writing, via the Dean of The Graduate School, to the Graduate Council.
4. Right to confidentiality of records. The academic records of a graduate student are made available to a student's advisor and the department's Graduate Program Director. However, a student has the right to a reasonable expectation of confidentiality in his or her grades and the results of comprehensive examinations.
5. Academic governance. The policies that govern graduate students are vested in the faculty, as represented by the members of the Graduate Council. These policies are interpreted at the departmental level and by The Graduate School. Graduate students have input into the development of such policies through the graduate student representative to the Graduate Council. Students may also have some input into policy decisions at the departmental level.
6. Familiarity with policies and standards. Graduate students are expected to familiarize themselves with the academic requirements and regulations included in the Graduate Catalog. They have a right to obtain, from The Graduate School, the Graduate Catalog in effect during the semester or term in which they were admitted. Additionally, they have the right to seek clarification, from The Graduate School, of any of its regulations and policies. Ignorance of these requirements and regulations, incorrect statements or advice from faculty or students, or misunderstanding of these policies or procedures will not be accepted as cause for waiving any requirement or regulation of The University of Mississippi or The Graduate School.