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Conduct
Under the laws of the state of Mississippi, the Board of Trustees of State Institutions of Higher Learning shall have general supervision of the affairs of The University of Southern Mississippi. This board has delegated the power and authority to the president of the university to maintain standards of academic achievement and student conduct. The Division of Student Affairs has the basic responsibility to administer those regulations governing conduct at the university.

Students who register at the university agree to conform to its regulations and policies. Students are defined as all persons enrolled at the university, both full-time and part-time or a person seeking admission or accepted to the University for admission. A student is subject to the laws of the community and state, and enrollment as a student in no way relieves him/her of this responsibility. The fact that civil authorities have imposed punishment will not prevent the university from protecting its own educational purposes and community by taking suitable action against the student under university regulations.

The University of Southern Mississippi recognizes that students are adults with full federal rights and responsibilities who are expected to take personal responsibility for their conduct. The university will not police students’ private lives on or off campus nor violate their privacy rights in any way. These regulations derive their authority both from the students (as an article of the SGA constitution) and the administration of the university (as the Code of Student Conduct.)

Section 1. The Judicial Authority

A. In all organizational and individual discipline cases, the judicial authority of the SGA shall be vested in the dean of students, the student judicial council, the university appeals committee, the university president, and the Board of Trustees of State Institutions of Higher Learning.

B. In all cases solely concerning violations and interpretation of the SGA code and constitution, the SGA judicial authority shall be vested in the necessary lower courts and one student supreme court.

Section 2. The Student Judicial Council

A. The student judicial council shall consist of nine (9) student members who shall serve staggered terms. Five (5) members shall be appointed for two-year terms, and four (4) members shall be appointed for one-year terms. These students must remain in good academic standing as designated in the most recent university catalog and, at the time of appointment, have one semester of prior residency at Southern Miss. These students shall be representative of the Southern Miss student body. The chair of the student judicial council shall be the attorney general of the SGA, and he or she may have no vote in its judicial proceedings.

B. These students shall be appointed by the SGA president with the advice and consent of the student senate and shall be subject to final approval by the university president. All vacancies shall be filled under the above provisions for the remainder of a vacant term.

C. The student judicial council shall have original jurisdiction in all cases concerning violations of university regulations whether by an individual or an approved student organization. However, accused students may choose to have their cases heard by the dean of students.

Section 3. The University Appeals Committee

A. The university appeals committee shall consist of four (4) members of the faculty and/or staff appointed annually by the university president and four (4) students appointed by the SGA president, with the advice of
the student senate and subject to final approval by the university president. The term of all student appointments shall be until resignation, graduation or other departure from the university. In addition to the eight (8) members, there shall be a chair appointed by the university president.

B. The university appeals committee shall have appellate jurisdiction on all cases originating in the student judicial council and the Office of the Dean of Students.

Section 4. The Student Supreme Court and Its Lower Courts

A. Original jurisdiction in cases resulting from violations of the SGA code shall be vested in judicial bodies as created in the judicial title of the SGA code.

B. The student supreme court shall consist of four (4) associate justices and one (1) chief justice, appointed by the SGA president with the advice and consent of the senate whose term of service shall continue until resignation, graduation, other departure from the university, or removal by impeachment.

C. The student supreme court shall have appellate jurisdiction in all cases concerning violations of the SGA code. It shall have original jurisdiction in all cases of constitutional interpretation and impeachment.

D. The student supreme court and its lower courts shall have the following powers:

1. To issue injunctions and writs in accordance with the SGA constitution in SGA matters
2. To issue subpoenas for SGA public records, films or other information
3. To issue summonses to call witnesses in cases concerning the SGA constitution, code and procedures

Section 5. Disciplinary Proceedings

A. The dean of students shall give in writing the options available to the accused student or organization for adjudication along with the hearing procedures.

B. The dean of students shall have the power to take any reasonable action to ensure the safety of the university community and university property and to preserve an academic atmosphere prior to full judicial hearing. These actions are subject to approval by the vice president for Student Affairs or his/her designated representative.

C. The dean of students shall assist the SGA attorney general with the presentation of the case.

D. The Dean of Students Office or judicial body may postpone disciplinary proceedings. Any rescheduling of disciplinary proceeding must meet the requirements set forth in Section 7A of the Code of Student Conduct.

Section 6. A majority of the membership of each judicial body must be present to hear a case, unless a lesser number is approved by both parties to the case.

Section 7. In all judicial proceedings, the accused shall have the right to the following:

A. To written notification of the charges of sufficient particularity to prepare a defense, to a summary of written evidence that is to be presented, to the names of adverse witnesses, to the date of the alleged violation, and to the time and place of the hearing, at least 72 hours prior notice to the hearing

B. To be assisted by any adviser he/she chooses at his/ her own expense. The adviser may be a parent or attorney who will be allowed to make closing remarks during the hearing but may not participate otherwise.
C. To present information and to have an opportunity for reasonable testimony or discussion

D. To call witnesses

E. To a speedy and closed hearing unless all parties concerned agree upon an open hearing

Section 8. Each judicial body shall have the following powers and duties:

A. To issue requests for witnesses to appear on behalf of either party

B. To issue requests for relevant university documents on behalf of either party

C. To authorize depositions in lieu of oral testimony when deemed necessary

D. To adjudicate violations of the SGA code, constitution or university regulations within their respective jurisdictions

E. To keep an adequate record, as determined by the dean of students, of the proceedings and to make this record available to the accused after the hearing upon request

Section 9. Rules of Evidence

A. All decisions of responsibility or non-responsibility shall be decided on the basis of the preponderance of evidence.

B. Information can be considered by a disciplinary body only if it is introduced before that body in the presence of the accused. If the accused is unavailable for a hearing, then every effort must be undertaken to inform the accused of the existence of the information, and the accused must be given every opportunity to respond before that body reaches a decision.

C. Each judicial body shall have the opportunity to adopt its own rules of information in addition to those specified in the SGA constitution and code.

D. A victim of a campus violation may submit a victim impact statement. A victim impact statement is a written statement that describes the harm or loss suffered by the victim of a violation. The Dean of Students office or judicial body considers the statement when the accused student is sanctioned. The victim impact statement is intended to give victims of an offense a voice in the judicial process; it allows victims to explain to the judicial body and the accused, in their words, how the violation has affected them. A copy of the victim impact statement is provided to the accused student. The statement will be part of the information considered in the judicial process. A victim may be questioned by the accused student about the statement.

Section 10. Appeals

A. In all judicial decisions either party shall have and be notified of the right to appeal the decision of the judicial body entering judgment. If the decision is appealed, no action shall be taken—except those measures necessary to ensure the safety of the university community, to protect university property, and to ensure an academic atmosphere—until the appellate process has been exhausted.

B. The request for appeal shall be filed within 72 hours of the written notification of the decision. The request shall be filed with the Dean of Students office.
C. Student judicial council decisions and those made by the dean of students may be appealed to the university appeals committee, and the university appeals committee’s decisions may be appealed to the university president who may, in turn, appoint a hearing officer. Decisions of the university president may be appealed to the Board of Trustees of the State Institutions of Higher Learning. In cases of expulsion, the Board of Trustees hears appeals of the university president's decision.

Section 11. Interim Suspension

A. When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute clear and present danger to the university community or property, he or she may take swift and immediate action to suspend such a student from university enrollment on an interim basis.

B. In such cases, the student will be afforded a preliminary hearing with the administrator designated in part A, unless this action is not possible due to circumstances at the time or to inaccessibility.

C. Whenever suspension occurs under the provisions of this section, the student shall be accorded review by the student judicial system at the earliest possible date following the suspension.

D. If, at any time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension.

Disciplinary Sanctions of Code of Student Conduct

If the dean of students or the student judicial council, as the case may be, finds that the student has violated the Code of Student Conduct, then that forum will include in its official decision a prescribed punishment which may take any of the following forms:

A. Private Reprimand: The student may be merely reprimanded in writing and warned and admonished to refrain from future misconduct.

B. Restitution: The dean of students and student judicial council both have authority to order that the student, as a condition of his/her continued presence in the university community, render monetary restitution for the damages or injuries caused by his/her misconduct.

C. Probation: The student may be placed on probation, with or without non-punitive sanctions, which may include counseling, appropriate community service or exclusion from residence halls, in which case no further sanctions will be assigned unless the student is subsequently responsible for further misconduct during the probationary period. The time frame and the conditions of a probationary sanction can be set at the discretion of the forum. Probation implies that a further code violation during the probationary period will be dealt with more severely than if it stood alone.

D. Campus/Community Service: The student may be assigned to a community service site located on or off campus, with his or her acceptance. A predetermined number of hours must be completed by a given date.

E. Suspension: The student may be suspended from the university for the remainder of any ongoing semester; for a longer, but definitely stated, period of time; for a future semester or semesters or indefinitely, with a date set forth in writing at which time the student will be given the privilege of applying for readmission, with such application to be reviewed and acted upon by the student judicial council or dean of students, depending on which forum heard the original complaint.

F. Expulsion: A student may be immediately and permanently separated from the university.
G. Interim Suspension: When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute a clear and present danger to the university community or property, he or she may take swift and immediate action to suspend such a student from university enrollment on an interim basis. Whenever suspension occurs under this provision, the student shall be accorded review by the student judicial system at the earliest possible date following the suspension. If, at any time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension.

Student Survival Guide Handbook
This document provides students with information that will aid in their academic success.
http://www.usm.edu/institutional-policies/061700-student-survival-guide-student-handbook

Academic Honesty
When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the dean of students.
In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension or expulsion. Academic dishonesty also includes any submission of false documents such as add/drop forms, substitutions, special requests, etc. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

Plagiarism
Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original and borrowed material constitutes plagiarism.

Because students, as scholars, must make frequent use of the concepts and facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.
Plagiarism is committed in a number of ways:

1. reproducing another author’s writing as if it were one’s own
2. paraphrasing another author’s work without citing the original
3. borrowing from another author’s ideas, even though those ideas are reworded, without giving credit
4. copying another author’s organization without giving credit

Plagiarism is a serious offense. An act of plagiarism may lead to a failing grade on the paper and in the course, as well as sanctions that may be imposed by the student judicial system.

Family Educational Rights and Privacy Act (FERPA)
The University of Southern Mississippi, consistent with the regulations of the Family Education Rights and Privacy Act as amended in 1974, insures students the right to inspect and review their educational records within 45 days from the time of the request.

- Written consent required prior to disclosure of information to anyone other than the student. (p.10)
  http://www.usm.edu/sites/default/files/groups/office-registrar/pdf/ferpa_release.pdf
- Academic or other personal information (including grades) cannot be released by phone or email
- Directory Information not included http://www.usm.edu/registrar/ferpa-student-privacy
The University of Southern Mississippi  
Consent to the Release of Academic Information

Student Information

Last Name: ___________________________  First Name: ___________________________

Student Number or Social Security Number: _________________________________

The Family Educational Rights and Privacy Act (FERPA) http://www.usm.edu/registrar/ferpa provides procedures for the appropriate consent for the release of academic information. However, there are cases when a parent, guardian, employer or other interested party requests information from a faculty or staff member (Registrar, Advisor, Instructor, etc.) about a student. This form is applicable to students who are at least 18 years old but who wish to release information to the person(s) listed below. Please complete the following information:

I, (print name) _________________________________________, grant permission to The University of Southern Mississippi to release the following confidential academic information to the person listed below.

Information listed below deemed relevant to my academics at Southern Miss may be released:

Yes____ No____

Grade and Grade Point Information (requires a written request*)  
Complete Transcript when requested (requires a written request*)  
Class Schedule (requires a written request*)  
Academic Status information (requires a written request*)  
Academic Progress toward Degree (may be released verbally, over the telephone)  
Graduation Information (may be released verbally, over the telephone)

Name of person(s) to whom this information may be released via written request or verbally, as indicated above:

__________________________________________________________________________

Relationship of person(s) to student____________________________________________

I acknowledge that I may revoke this “Consent to the Release of Academic Information” in writing at any time by sending such authorization to The University of Southern Mississippi, Office of the University Registrar, 118 College Drive #5006, Hattiesburg, MS 39406-0001. I also acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a violation of my right to privacy under federal and state law.

________________________________  ________________________________
Student Signature  Today's Date

*Written request may be submitted via fax. Fax # (601) 266-5816

Revised March 2007 – Office of the University Registrar
The University of Southern Mississippi  
School of Human Performance and Recreation  
Academic and Behavioral Code of Conduct  
(For consideration for use by departments)

I. PREAMBLE

The students, faculty (i.e., any person hired to conduct classroom activities or research at the university), and administrators of the School of Human Performance and Recreation (HPR) recognize that honesty and integrity are fundamental expectations in the academic and business communities. Further, the University has established clear guidelines for dealing with academic dishonesty and behavioral misconduct as stated in both the University Bulletin and Student Handbook. Accordingly, the School of Human Performance and Recreation adheres to the University-established guidelines and hereby establishes its own Code to be adhered to by all HPR administrators, faculty, and students. This code applies to classroom, online, and hybrid teaching formats, including off-campus teaching and learning environments.

II. FACULTY AND ADMINISTRATORS’ RESPONSIBILITIES IN SUPPORT OF ACADEMIC AND BEHAVIORAL INTEGRITY

The faculty and administrators of HPR share responsibility with our students for implementing the HPR Academic and Behavioral Code of Conduct. This includes, but is not necessarily limited to, accepting responsibility for:

A. Informing students that every student enrolled in an HPR course is automatically bound by the school’s Academic and Behavioral Code of Conduct. Additionally, faculty may include the following paragraph in their course syllabi that references the Academic and Behavioral Code of Conduct:

   Because this course is offered by the School of Human Performance and Recreation, all students enrolled in this course will adhere to the HPR Academic and Behavioral Code of Conduct as stated. Student violations will be formally reported in writing to the Director of the School and the reporting form held on file indefinitely. Each faculty member reserves the right to handle each violation on its own merits and may impose any sanction(s) within University guidelines deemed necessary and appropriate.

B. Clearly specifying parameters of permissible and impermissible academic and behavioral conduct in specific contexts, such as course assignments and exams, classroom discussions, and behavioral and professional expectations while participating in a School or University-sponsored field trip, seminar, conference, internship, practicum, student-teaching assignment, or volunteer/service-learning opportunity to name a few.

C. Ensuring that examinations are properly proctored and, to the best of the faculty’s ability, ensure that no student has an advantage over another.

D. Whenever feasible, updating and modifying examinations and other graded assignments from one semester to another.
E. Responding to violations of the Code according to the established procedures (see “Code Violations”).

F. Communicating information regarding violations of the Code to the HPR Director, the Associate Dean of the College of Health, the Dean of the College of Health, the appropriate administrator of Student Services for HPR, and any other authorized University personnel.

G. Treating all students in a fair, non-arbitrary, and nondiscriminatory manner.

H. Following University and federally-established privacy guidelines by maintaining confidentially of students’ work, grades, disability accommodations, etc. except when released by student in writing or in person. (FERPA)

I. Using students’ work for the purpose of assessing course mastery and for their own purposes only with the students’ knowledge, permission, and proper crediting.

III. STUDENT RESPONSIBILITIES IN SUPPORT OF ACADEMIC AND BEHAVIORAL INTEGRITY

Academic dishonesty and behavioral misconduct threaten the entire University community and undermine the personal and intellectual development of our students. Academic dishonesty and behavioral misconduct devalue the efforts of honest students, degrade the reputation of the University, College, School, and Program, and ultimately, undermine the value of one’s educational experiences and degree. Academic dishonesty and behavioral misconduct trivialize the efforts of faculty to educate and accurately assess the progress of their students. Finally, academic dishonesty and behavioral misconduct are harmful to the student who engages in them because they interfere with the student’s moral, intellectual, and professional development.

According to this Code, cheating is unauthorized and inappropriate behavior as defined by each individual HPR faculty member. Academic dishonesty and behavioral misconduct can include, but are not limited to, the following:

A. Preparation of Course Work and Classroom Behavior

1. Plagiarism (i.e., copying words, concepts, or ideas from any source and submitting the material as one’s own without acknowledging the source by the use of footnotes, quotation marks, or both). The complete definition of Plagiarism can be found in both the USM Student Handbook and any USM Undergraduate or Graduate Bulletin.

2. Submission of the same or substantially similar assignment to two or more different faculty members, without permission of both, regardless of the semester or time frame. Submission of the same or substantially similar assignment to the same faculty member in different courses, regardless of the semester or time frame.

3. Unauthorized use of outside sources, copyrighted material, or another student's material.

4. Citation of sources not actually used in preparation of an assignment.

5. Providing to or receiving from any source assistance inconsistent with the instructor's expressed
expectations regarding collaboration; this includes the unauthorized collaboration of classmates or other
students in other sections of the same course, whether lecture based or online delivery format, regardless
of the semester or time frame.

6. Revealing information to other students regarding pending written or other assignments, unless
authorized by the instructor.

7. Falsification of data or results from research or laboratory experiments; deliberate written or oral
misrepresentation of results in all matters of research and reporting.

8. Obtaining course assignment answers in a manner or from sources not authorized by the instructor which
includes, but is not limited to, inappropriate use of the Internet.

9. Talking (without permission) or creating distractions during exams, presentations, or classroom
demonstrations and lectures.

10. Failing to follow instructor directions as they pertain to classroom and examination behavior; including,
but not limited to, leaving the room without permission, failing to clear desktop of books, papers, and
failing to securely store book bags, notes, etc. during exams.

11. Failing to follow prescribed behavioral codes of conduct in specific contexts, such as course assignments
and exams, classroom discussions, and behavioral and professional expectations while participating in a
School or University-sponsored field trip, seminar, conference, internship, practicum, student-teaching
assignment, or volunteer/service-learning opportunity to name a few.

B. Examination Behavior

1. Using unauthorized books, notes, papers, calculators, or other materials or devices including cell phones,
pda’s, music/recording devices, etc. during exams.

2. Taking an exam for another student or permitting another student to falsely identify him or herself in taking
an exam.

3. Receiving unauthorized help from or giving help to another student during an in-class or take-home exam.

4. Taking longer than the allotted time to complete an exam.

5. Revealing information to another student about an examination which has not been returned to students by
the instructor or has not been authorized by the instructor.

6. Obtaining examination answers in a manner or from sources not authorized by the instructor (includes, but
is not limited to, inappropriate use of the Internet).

7. Altering answers on an examination after it is given back by the instructor in an attempt to improve one’s
grade.

8. Manipulating exams (including those exams delivered in online courses) in any way through the use of
technology, failure to take an exam during its scheduled date and time without prior permission or sufficient documentation as required by instructor, or making false statements concerning such.

C. Communications

1. Knowingly making a false charge under this Policy.

2. Disclosing information about any charge or proceedings under this Code to anyone other than the HPR Director, the Associate Dean of the COH, the Dean of the COH, the appropriate administrator of Student Services for HPR, and any other authorized University personnel.

3. Knowingly giving false information to a member of the faculty to request an alternative date or time for an examination or assignment.

4. Knowingly giving false information to another academic institution or a prospective employer about academic performance.

5. Knowingly giving false information to any employee or representative of the University in order to achieve a more favorable outcome for the student.

6. Providing information regarding Disability Accommodations is the responsibility of the student afforded such accommodations. Students must submit appropriate documentation prior to a timed exam or assignment and make arrangements with the faculty member to complete the work in an approved, proctored environment. In most cases, accommodations are not retroactive and begin once the appropriate documentation is presented to the faculty member.

7. Forging names of students, instructors, and/or officials of the School, University, or off-campus learning/teaching sites.

8. Falsifying any class documentation or University document/form; including but not limited to, lab reports, practicum/clinical/internship time logs and reports, site/clinical instructor evaluations, and Add/Drop forms.

9. Intentionally circumventing School or University processes and/or failing to follow proper chain of command in order to achieve a more favorable outcome for the student such as when completing Add/Drop forms, appealing a grade, or withdrawing from the University to name a few.

D. Use of the University Libraries and Library materials

1. Improperly removing materials from a library (e.g., by failing to sign out materials or falsifying an authorizing signature).

2. Intentionally misplacing materials within a library.

3. Marking, cutting, or otherwise defacing library materials.

4. Unauthorized use or destruction of computers and other library materials.
E. Use of HPR Computer Facilities, Laboratories, and Equipment

1. Unauthorized use of a computer file, program, user name, user ID or user password; including the use of another student’s ID and password or allowing another student the use of your ID and password for the purpose of accessing and/or manipulating online course materials and exams.

2. Making unauthorized copies of software licensed by the University or acquired for use in a course.

3. Interfering with others’ use of computer programs, facilities, or laboratories (i.e., imposition of a "virus," "worm," or other malware or spyware, or alteration of a class program).

4. Unauthorized use or destruction of computers, facilities, laboratories, or equipment.

5. When sharing computers for authorized collaborative work (i.e. Dartfish), deleting, altering, or editing another person’s computer files or data.

IV. CODE VIOLATIONS

All faculty, staff, and students of the School of Human Performance and Recreation are strongly encouraged to report all suspected violations of this code. A faculty member who is responsible for a course may respond to a violation within the context of the course in the manner he or she deems appropriate in accordance with the University of Southern Mississippi Student Handbook. The faculty member will report the violation and his or her disposition of the violation using the “Academic and Behavioral Misconduct Incident Reporting Form” (p. 16) to the School Director through the HPR Student Services Office. Instances of academic dishonesty or behavioral misconduct may also be reported to the School Director by a faculty member, administrator, student, or person outside of the School whose purpose it is to supervise a student in an academic or professional setting. When a student has engaged in academic dishonesty or behavioral misconduct, through the School Director the faculty member may wish to report the incident to higher authority for further review and disposition. The incident reporting form will be held on file indefinitely in the School of Human Performance and Recreation.

*The School of Human Performance and Recreation Academic and Behavioral Code of Conduct has been adapted in part from The University of Southern Mississippi Undergraduate and Graduate Bulletins, the Student Handbook, and the College of Business Academic Integrity Policy.

*Adopted by full faculty vote on May 2, 2008.
Student Involved/ ID#: ______________________________ Today’s Date: _____________

Course Number and Section: ____________ Instructor: ______________________________

Date of Incident: _______________

Note: A separate report is required for each student involved. Please attach copies of any supporting documentation (i.e. TurnItIn Originality Report, copy of student exam/paper, etc.).

The following academic and/or behavioral conduct violation occurred in the class listed above:

The following describes how I selected to deal with this violation:

This violation is serious enough that it should be reported to the HPR Director for further review and disposition? Yes ___ No____

Acknowledgment: Acknowledgment is not an admission of guilt, but rather that the student has been informed of the violation and sanctions and is being reported to the School of HPR and may result in further disciplinary action. Refusing to sign the document does not prevent the violation from being reported.

Instructor’s signature/date ______________________________ Student’s signature/date ______________________________

Received (HPR/Student Central File): ______________________________

Signature/date ______________________________
Academic Advisement Tools
USM College of Health: Degree Requirements

The General Education Curriculum (Core) is interwoven with college and departmental requirements and with the student's experience within the broader university community. The General Education Curriculum encourages the spirit of inquiry, the breadth of awareness, and the skills of analysis that provide a foundation and context for the challenges and possibilities of a lifetime of learning.

All students are required to complete the same basic thirty-five (35) hour core, including, but not limited to:

- English Composition,
- Two laboratory-based sciences,
- College Algebra or higher level mathematics,
- Social Science,
- Humanities and Literature,
- Aesthetic Values, and
- Decision Making and Responsibility

Students must also demonstrate competency in written and oral communication, as well as computer literacy.

Beginning in the 2006-2007 academic year, a minimum of 124 (or more in some programs) total hours is required for a student to graduate, with a 2.00 overall GPA, as well as a 2.00 in the major and minor. At least 62 hours must be from a senior institution, 45 hours must be at the junior (300) level or above, and the last 32 hours must be achieved in residence at Southern Miss.

Student following earlier bulletins (2005-2006 and prior) are required to complete a minimum of 128 (or more in some programs) total hours, with a 2.00 overall GPA, as well as a 2.00 GPA in the major and minor. Additionally, at least 64 hours must be from a senior institution. All of these statistics are automatically computed for students on their SMART Form. Please note: Some departments have specific GPA requirements above the 2.00 minimum required. Know your curriculum and please do not guess about other departments' curriculum GPA requirements.

General Academic Rules

General Education Hour Requirements

- Minimum 124 (128) total undergraduate hours
- Minimum 62 (64) hours from a four-year institution
- Minimum 45 hours of Junior/Senior level (300/400)
- Last 32 hours taken at USM (Hattiesburg or Gulf Coast)

Grade Point Average (unless otherwise indicated by program requirements)

- 2.00 over all courses attempted at USM
- 2.00 over all courses attempted within the major
- 2.00 over all courses attempted within the minor

University Hours Limitations

- A limit of 62 total hours (50%) through examination, independent study (IS), with no more than 9 hours in one field.
- A limit of 30 hours by examination (CLEP/AP)
- A limit of 18 hours Pass/Fair (P/F)
- A limit of 12 hours by IS and P/F in one Department
Choice of Bulletin
The choice of bulletin for a student to follow and graduate under depends on three factors: (1) the year the student entered a college or university (not just Southern Miss); (2) that the bulletin must not be more than six years old (inclusive) at the time of graduation; and (3) that the student must have been enrolled in a college or university (not just Southern Miss) the year of that bulletin. In short, for their degree requirements students may use the catalog and curriculum of the year they entered a college (providing that catalog is not more than six years old at the time of graduation), or they may use any subsequent catalog of a year in which they were enrolled. A student's choice of bulletin must be approved in writing by both the student and the major department.

MINOR: The Pre-Med 'minor' is just a checklist of courses for students to verify that they have pre-reqs for applying to med school once they graduate from USM. It is not really a minor and does not appear on their final degree clearance (I drop pre-professional 'minors' before I process degree apps anyway). Science/Tech is the only office that can ADD one of the pre-professional 'minors', but anyone can drop a minor (pre-professional or regular minor).

The student MUST go to dept of the minor to submit the forms IN that dept. For example, a student wants to add Community Health and Accounting. The student must complete the form with Community Health who will sign it and send to Reba for processing because it is 'owned' by CoH. However, Accounting is 'owned' by the College of Business, so the student must go to CoB/Accounting to complete the form. Then the CoB, who 'owns' Accounting, will add it to the student's record.

Now, with that said, we can DROP a minor (regardless of who 'owns' it) on any College of Health student provided the program that they are in doesn't require a minor...in that case, the student's advisor should submit a signed Change of Major form indicating that we DROP the minor. We just cannot ADD a minor that we do NOT own.

Exemptions and Substitutions in the Curriculum
Departmental substitutions must be approved by the adviser and department chair. These are courses required in the major that are not part of the university's General Education Curriculum. General Education Curriculum substitutions must be approved by the adviser, chair and dean of the student's major, chair and dean of the course, and the University Provost.

Forms for both departmental and general education substitutions are available in departmental offices.

GEC Substitution Guidelines and Processes (as of 1-15-10)
(Effective date GEC substitutions must be processed: 2003-04 bulletins forward)
ANY REQUIRED GEC SUBSTITUTION SHOULD BE ON FILE BEFORE A STUDENT FILES FOR GRADUATION TO ASSURE THE COURSE WILL MEET DEGREE REQUIREMENTS.

GEC 01. Written Communication
- ENG 101 – GEC Substitution Form required if course is not automatically coded as ENG 101 (a direct equivalent)
- ENG 102 – GEC Substitution Form required if course is not automatically coded as ENG 102 (a direct equivalent)

GEC 02. Basic Science & Mathematics
- MAT 101 – GEC Substitution Form is NOT required if the course is a higher level than college algebra (excludes MAT 128 and the course must have a MAT prefix).
• **Science + Lab** – The following sciences have been approved by the GEC. All other Lab Sciences must be covered by the program/plan Articulation Agreement as published with IHL and do not require additional approval.

AST 111/L and AST 112/L  
BSC 103/L (Note: cannot take with BSC 110/L or BSC 111/L)  
BSC 110/L (Note: cannot take with BSC 103/L) and BSC 111/L (Note: cannot take with BSC 103/L)  
BSC 250/L and BSC 251/L  
CHE 104/L  
CHE 106/L and CHE 107/L  
GHY 104/L and GHY 105/L  
GLY 101/L  
GLY 103/L  
MAR 151/L  
PHY 103/L  
PHY 111/L and PHY 112/L  
PHY 201/L and PHY 202/L  
PSC 190/L

**Note:** If a department restricts the science option, they have the liberty to substitute any of the above science options without a GEC substitution being required.

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**GEC 03. Global History & Culture**

ANT 101 or GHY 101 or SOC 101 – a GEC substitution is required for any course not in this list. **Note:** If a department restricts the social science option (i.e. Business requires SOC 101), they have the liberty to substitute any of the above social science options without a GEC substitution being required.

ENG 203 – If the course is transferred in from a Mississippi Community College, a GEC Substitution Form is **NOT** required for **British Lit, English Lit** or **American Lit**. If the course transfers in from any school **other** than a MS Community College, a GEC Substitution Form **IS** required for British Lit, English Lit, or American Lit. **Any other literature** (i.e. Mississippi Literature), regardless of where it was taken, requires a GEC Substitution Form.

HIS 101 or 102 and/or HIS 101, HIS 102, PHI 151, REL 131 – GEC requires that one HIS course be completed. Students have the option to take one of the remaining three courses for their second option. At this time, HIS 201 and HIS 202 (transfer only from any other 2yr or 4yr institution) have been approved as substitutions and **no** GEC Substitution Form is required. HIS 201=HIS 101 and HIS 202=HIS 102…no other combinations are approved. Also, if a student transfers in only one History course (i.e. HIS 201), once the student is enrolled at USM, he must complete the courses required by the USM GEC. In this example, the student would complete HIS 102, PHI 151, or REL 131. **Note:** If a department restricts the option (i.e. Business requires HIS 101 and HIS 102) they have the liberty to substitute either PHI 151 or REL 131 without a GEC substitution being required.

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**GEC 04. Aesthetic Values**

ART 130, THE 100, DAN 130 or MUS 365 – A GEC Substitution Form is required if the course is not covered under the Mississippi Community College Articulation Agreement and is not a direct equivalent to our course.
GEC 05. Decision Making & Responsibility

COH 100, ECO 101, PS 101, PSY 110, PHY 171 – a GEC Substitution Form is required if not covered under the Mississippi Community College Articulation Agreement and is not a direct equivalent to our course. However, ECO 201 can sub for ECO 101 without a GEC Substitution Form being required (an agreement made by Dr. George Carter, Chair of the Economics Department as 201 is a higher level course of 101).

GEC 06. Computer Competency Requirement

Any course currently approved by GEC as a CCR course can be substituted by the department without a GEC Substitution Form being required. Transfer courses that do not have a direct USM equivalent, but are accepted by course description, title, or Articulation Agreement (i.e. microcomputer applications) may be substituted without GEC approval. Other courses must be approved via the GEC Substitution process with final approval by the Provost.

GEC 07. Writing Intensive Requirement

Any course approved by GEC as a WI course can be substituted by the department without a GEC substitution being required. Transfer courses . . . . .

GEC 08. Oral Communication

SCM 111, SCM 305, SCM 320, SCM 330 are approved oral communication courses by GEC. Some majors restrict (i.e. Business requires SCM 111). Departments can substitute one of the above options without a GEC Substitution Form being required.

GEC 09. Capstone Requirements

Substitutions should not be made as a capstone course assesses the degree program.

DEG 01-04. Departments can make substitutions at will and no substitution form is required for degree awarding purposes.

Advisement Reminder: Substitution Requests for ALL COH students (both campuses) MUST come through the COH Dean’s Office FIRST! COH strictly adheres to the GEC Requirements in each bulletin and to the current Junior College Articulation Agreement published by IHL. For Substitution Requests not covered by the Articulation Agreement (i.e. courses taken at another MS Senior Institution or at a non-MS institution), the request(s) MUST have a course description attached for the term in which the course was completed. Because courses change over time, it is imperative that we determine the exact course content the student experienced and determine if it fulfills our GEC student learning outcomes. Therefore, if, for example, you are requesting a substitution on a “Literature” course taken in Fall 1987 at Florida State, the student/advisor must provide a course description for that exact course (prefix, #, title, and description) from the Fall 1987 term. Prior course descriptions can usually be found online or by contacting the school’s Registrar’s Office. Once I receive and review the paperwork/documentation, I will determine if a coding error was made when the transfer work was posted or if the request needs to go through the GEC Substitution Approval process.

The same documentation is required for Permission to Transfer Credit Requests.

***Providing the course description(s) with the appropriate form(s) makes my job much easier and faster.***
Examples:

**Intro to Literature for ENG 203** - Such a course is appropriate as an introduction to literary study — if that — but it is not a historical and cultural study of a body of literature. The reason why World Literature is in the GEC rather than just any “literature” class, is that we’ve agreed that students must be exposed to literature from a global perspective across space and time. The learning objective is to critically engage students to a culturally and aesthetically broad range of literary productions.

**Logic/Critical Thinking is more of a direct equivalent for PS 102 and no PS 101**

**Modern Lit for ENG 102** - is not an appropriate substitution for ENG 102. While I realize some schools conflate a lit course with the second freshman composition course, we do not. Their course is a genre class, focused on literary form. Our class is focused on research and rhetorical strategies — as well as the production of an extensive research project.
THE UNIVERSITY OF SOUTHERN MISSISSIPPI

COLLEGE OF HEALTH

PERMISSION TO TRANSFER CREDIT – UNDERGRADUATE

*Attach a Copy of the Student Degree Progress Report (PDF Faculty Version)*

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID</th>
<th>PROGRAM/MAJOR</th>
</tr>
</thead>
</table>

INSTITUTION WHERE COURSE WILL BE TAKEN

<table>
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<tr>
<th>SEMESTER/YEAR</th>
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</table>

Will you also be enrolled at Southern Miss? ____YES____NO  If YES, give number of hours being taken at Southern Miss ______.

Are you currently using transfer credit to satisfy degree requirements? ____YES____NO. If YES, acceptance of community/junior college work is limited to one-half of the total requirements for graduation in a given curriculum. Please review your degree requirements with your advisors.

This request will violate the resident hour requirement that a student must earn his/her last 32 hours at USM; therefore, please waive this requirement. ____YES____NO  If yes, Provost approval required.

<table>
<thead>
<tr>
<th>TRANSFER COURSE(S)</th>
<th>USM COURSE(S)</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Prefix &amp; Number</td>
<td>Prefix &amp; Number</td>
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REQUIRED SIGNATURES:

Student: ___________________________________ Date: ______________________________

Advisor: ___________________________________ Date: ______________________________

Chair/Director: ______________________________ Date: ______________________________

Dean: _____________________________________ Date: ______________________________

Provost: __________________________________ Date: ______________________________

Notes to student:

- An OFFICIAL transcript must be submitted to the USM Admissions Office upon completion of the course work.
- This form is NULL & VOID if the student is on Academic Probation or Suspension.
REQUEST FOR COURSE SUBSTITUTION

Attach a Copy of the Student Degree Progress Report (PDF Faculty Version)

Student: ________________________________ EMPLID: ________________

Major/Emphasis: __________________________ Minor (if applicable): ________________

Campus: HBG □ GC □ Catalog Year: ________________

Substitution/Waiver Area (appropriate code indicated in parenthesis):*

<table>
<thead>
<tr>
<th>Course Area*</th>
<th>Code</th>
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<tr>
<td>General Education</td>
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<tr>
<td>Major</td>
<td>(MJ)</td>
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<tr>
<td>Emphasis</td>
<td>(EMP)</td>
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<tr>
<td>Minor</td>
<td>(MNR)</td>
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<tr>
<td>64 HRS from a 4-year school</td>
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<tr>
<td>45 HRS of 300/400 level courses</td>
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<tr>
<td>Last 32 HRS in residence</td>
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</table>

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<thead>
<tr>
<th>Required Course</th>
<th>Substituted Course</th>
<th>Sub Area*</th>
<th>Justification</th>
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Required Signatures

Major Advisor____________________________________ Date__________________

Major Director/Chair________________________________ Date__________________

Dean of Student's major________________________________ Date__________________

Gen Ed Dir/Chair________________________________ Date__________________

Gen Ed Dean________________________________ Date__________________

Provost________________________________ Date__________________

Note: These changes are effective only for the emphasis & catalog year specified above. If the student changes his/her major area, emphasis area, or bulletin year, these substitutions must be resubmitted for approval under the new program.
Class Attendance and Absences

Classes are to meet on every regularly listed class day in the schedule, including days immediately before University holidays. No other department or instructor in the University has the right to take a student out of one of your regularly scheduled class periods. Some functions, however, are important to the university and will require students to be off campus or away from a scheduled class. Such legitimate activities should normally be announced by a memorandum from the appropriate departmental or dean's office.

It is the responsibility of each professor to notify classes in writing at the outset of each semester as to the attendance requirements. When it appears to an instructor that a student has discontinued a class without officially dropping the course, the instructor will report this fact on the midterm roster. Some of you will be teaching a course that has a standard departmental syllabus; others will be expected to develop a syllabus. We recommend that you consult closely with your department chair or course coordinator. (See Undergraduate Bulletin, pp. 71-78 for general information about Academics) Professors should establish in writing an attendance policy for students in their courses. As a general rule of thumb, some departments have used these guidelines: A student's grade may suffer after three absences from Tuesday-Thursday classes, four absences from Monday-Wednesday-Friday classes, or two absences from night classes; the students may, at the instructor's discretion, receive a grade of "F" after seven absences from Tuesday-Thursday classes, 10 absences from Monday-Wednesday-Friday classes, or four absences from night classes. Professors who require a university excuse in order for students to make up missed work should send such students to Alfreda Horton, assistant to the vice president for student affairs, University Union room 221, Phone 266-4025.

As for faculty absences, insofar as possible, try to announce well in advance when you must miss class. Generally, it is preferable to find a substitute than to dismiss class altogether; sometimes an alternate assignment can replace a single missed lecture. Faculty must always notify their departments in the event of a missed class. Discuss this issue with your chair or director.

Computer Competency

As part of the General Education Curriculum (the "core"), students must demonstrate basic computer competency, including: skill in electronic collaboration; the ability to create structured electronic documents; the ability to do online research and evaluation; and competency in the operation of a computer. The specific way students demonstrate literacy is determined by the department of the major. Many programs in the College of Health have chosen to use CSC 100 (Introduction to Computing). Other programs have developed courses within their own department that teach specific computer literacy skills appropriate to the particular major. If you are uncertain of your department's policy, speak to your chair/director.

Articulation Agreement between the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges

The Office of Community and Junior College Relations (of the IHL) works with the Mississippi State Board for Community and Junior Colleges to maintain an articulation agreement between the state's two-year colleges and universities. The articulation agreement serves as a "minimum" course transfer agreement and is not intended to replace any individual articulation agreement between a particular community/junior college and a university which would allow additional courses to transfer into a specific program of study. It should be noted that the articulation agreement must be honored by all institutions within the state.

The Articulation Agreement is not intended to address the equivalency of specific courses (e.g., ENG 1113 for ENG 101). Rather is it is meant to help students understand which courses at the community or junior college will transfer for credit toward a bachelor's degree at the university of their choice. For example, most programs within the College of Arts and Letters simply list eight (8) hours of "Laboratory Science." Although the General Education Curriculum at Southern Miss limits the choice of laboratory sciences to a list of twenty lecture/laboratory combinations, there are many other laboratory based courses offered by community/junior colleges that will be automatically accepted through the Articulation Agreement (e.g., PHY 2244, Physical Science). Conversely, the inclusion of a course (or courses) will preclude a department/school from denying the applicability of those courses, except due to a low grade (e.g., English BA lists HIS 2213 and HIS 2223
(American History I and II) as acceptable history courses for transfer students). The current (September 2009-August 2010) version of the Articulation Agreement is available on the Community & Junior College Relations page of the IHL website (http://www.ihl.state.ms.us/cjc/articulation_agreement.html)

Add/Drop Policy
During the first five class days, students may add and drop classes on a space-available basis using SOAR; no special permission is required. From the sixth class day through the end of the first six weeks, students may continue to drop classes, their names should not appear on the permanent class roll, and their transcript will not show their participation in the class at all. During this period, students may add classes only with permission of the instructor. The "Permission to Add or Drop Classes "After the Deadline" form must be signed by the student, instructor and chair/director of the department offering the course. Students are required to personally obtain all of the needed signatures, including delivery of the form to the Office of the Registrar.

After the end of the first six weeks is the "Last day to drop classes without academic penalty" as published in the Academic Calendar. Students may withdraw from courses only in cases such as unavoidable emergency as determined by the instructor and chair. The same "Permission ..." form is used to drop after this period. This procedure may be used for dropping one or more classes, but not for dropping a student's entire course schedule. Dropping all of one’s classes is considered to be withdrawal from the university, and must be initiated by the student through the Office of the Dean for the college in which the student's major program is housed. Students who withdraw from the university will be assigned the default grade of WP. If such a student has withdrawn while failing your course, you should initiate a change of grade form.

Closed classes are always a problem at registration. When advising, please provide students with a short list of alternate courses in case all sections of a recommended course are closed. Advisers can check to see whether a class or section is still open through SOAR. Students register themselves on SOAR by appointment only.

Auditing Courses
There are two ways to audit a lecture course: pay the full fee for the course or buy through the Office of the Registrar (601.266.5006) a Listener's License for $30. The former records the audit on the student's transcript; the latter requires the prior permission of the instructor. Auditors are not to participate in class (thus activities courses may not be audited). Courses taken for audit do not count for credit or graduation, and, therefore, are not counted in determining eligibility for receiving or maintaining financial aid. A student who takes a course for audit (noncredit) must meet the class in the same manner as a student regularly enrolled. Although no credit is awarded, a student who meets the instructor’s requirements for a successful audit will receive an appropriate entry on his or her official record. The instructor has the right to remove a student from the final grade roster for nonattendance. The credit option (audit to credit or credit to audit) may not be changed after the deadline for adding courses. The fee for audit is the same as if registered for credit. [http://www.usm.edu/sites/default/files/groups/office-registrar/pdf/listeners_licence_request_for_approval_form.pdf](http://www.usm.edu/sites/default/files/groups/office-registrar/pdf/listeners_licence_request_forApproval_form.pdf)

Withdrawal Procedures
Students finding it necessary to withdraw from the university may begin the process via their SOAR student center with the "Drop ALL Courses" link. Within SOAR, they will view a series of panels that will explain the academic and financial impact in withdrawing from the university at that point in time. After making the requests, the appropriate university personnel including their advisers, chairs and deans will review the requests and potentially discuss alternatives with the students. Upon approval of the withdrawal and final processing, students will receive an e-mail giving instructions on how to return to Southern Miss. If students need further assistance in withdrawing, they should contact the Registrar’s office.

Developmental Courses
The University offers a number of developmental (remedial or high school level) courses in the essential disciplines of English, mathematics, and reading; these are numbered 090 and 099 to distinguish them from
college credit courses. Generally they meet every day or at least five hours a week, so scheduling can be difficult. You may wish to recommend these courses to students in academic difficulties, but they will be required for students with specific ACT scores. Required remedial (099) courses must be taken during the first semester of enrollment.

IHL Course Replacement Policy for Entering Freshmen: Intermediate (099) Courses

The following statements in regard to developmental education curriculum for university system institutions are based on existing board policies set forth in the board’s policies and bylaws; they are set forth to assist the institutions in proper implementation of board policy and to assure compliance with the requirements set forth by the board.

1. All entering freshmen enrolled at an IHL university with an ACT Mathematics subtest score of 16 or less will be required to take and successfully complete Intermediate Mathematics (MAT 99) during their first semester of enrollment. Students whose Mathematics subtest score is 17, 18, or 19 should be strongly encouraged to take Intermediate Mathematics.

The Department of Mathematics would like to encourage students to take any required introductory math courses such as MAT-099, MAT-100, or MAT-101 as early as possible. Too often a student is struggling in their senior year with trying to complete their GEC math requirements.

In advising students, please remember that an ACT math subscore of 20 or higher is required for MAT-100 or MAT-100. Students without an ACT score, or whose ACT may not fully reflect their capabilities may take a one-time placement exam to determine if they can enter MAT-100 or MAT-101 instead of having to take MAT-099 first. Please note that only non-STEM students may enrol in MAT-100, i.e., this course is only for those students whose curriculum does not require them to take any further mathematics courses. A grade of C or higher is also required by any student to be allowed into MAT-100 or MAT-100, if they were required to take MAT-099.

2. All entering freshmen enrolled at an IHL university with an ACT English subtest score of 16 or less will be required to take and successfully complete Intermediate English (ENG 99) during their first semester of enrollment. Students whose English subtest score is 17, 18, or 19 should be strongly encouraged to take Intermediate English.

ACT Sub-score 20 and above take ENG 101

ACT Sub-score 17-19 take ENG 100E

ACT Sub-score 16 and below take ENG 100E and ENG 99E

3. All entering freshmen enrolled at an IHL university with an ACT Reading subtest score of 16 or less will be required to take and successfully complete Intermediate Reading (CIE 99) during their first semester of enrollment. Students whose Reading subtest score is 17, 18, or 19 should be strongly encouraged to take Intermediate Reading.

4. Students taking Intermediate Reading (CIE 99) will not be permitted to take courses in literature or the social sciences.

5. Students taking two or more intermediate (99) courses: (a) must enroll in the year-long Academic Support Program (LS 101) and (b) will not be permitted to take more than 15 semester hours, including intermediate courses (99) and the Academic Support Program (LS 101). The one-hour credit new students earn for Orientation (GS 100) is the exception.
Academic Standards

An undergraduate student will be allowed to continue in the university as long as the cumulative grade point average (GPA) indicated in the following scale is maintained. A higher minimum allowable GPA is sometimes specified by specific colleges within the university. In such cases, the more stringent requirements supersede those that follow.

Total Hours Attempted Minimum Cumulative GPA Required

- (Including transfer credit) (Southern Miss work only)
- 0 - 14 1.50
- 15 - 29 1.75
- 30 and above 2.00

Total hours attempted will include credit taken at the university and approved transfer credits. Courses in which a student received grades of I, E or P will not earn quality points that contribute to the Southern Miss GPA.

The university expects all students, regardless of whether they are enrolled part-time or full-time, to meet certain academic standards. If a student fails to maintain the quality of work necessary to make reasonable progress toward graduation, then the student will be placed on academic probation or suspension. The purpose of this policy is to help students re-establish an acceptable level of academic performance.

Academic Probation

**Academic Probation** - if a student does not attain the minimum cumulative GPA as indicated above, he or she is placed on academic probation at the end of the semester. Academic probation will be removed when the student attains an acceptable cumulative GPA.

**Academic Probation Continued** - if the cumulative GPA at the end of the semester the student was on academic probation is lower than the minimums specified above or the semester GPA was at least a 2.00, the student will be placed on academic probation continued. A student may remain on academic probation continued for as long as he or she earns a semester GPA of at least a 2.00.

A student placed on academic probation continued may not enroll in a subsequent semester without the prior written approval of the chair or director of the student's current department or school and the dean of his or her college.

A student placed on academic probation continued who fulfills the conditions of his or her contract may not enroll in a subsequent semester without the prior written approval of the chair or director of the student’s current department or school. Attaining the required minimum cumulative GPA will clear all probation categories. [http://www.usm.edu/registrar/forms](http://www.usm.edu/registrar/forms)

Academic Suspension

After one semester on suspension, a student may be readmitted with prior written approval of the chair or director of the student’s current department or school and the dean of his or her college. A student readmitted following academic suspension must earn a minimum semester GPA of at least 2.25 or attain the required cumulative GPA. A student readmitted after academic suspension but who fails to attain the required semester GPA will be suspended for two semesters (fall, spring or summer).
Readmission after the required suspension period requires reinstatement to the university through “the change of academic status” process initiated with the chair or director of the student’s current department or school and the dean of the college in which the student was enrolled as a major.

Students who are suspended may appeal the suspension through their college process. If readmitted under a suspension appeal contract, a minimum term GPA will be required by the college. Students meeting the term GPA will be able to have continued enrollment each subsequent term. The contract will be re-evaluated each term against the student's term GPA until the overall GPA is obtained. [http://www.usm.edu/registrar/forms](http://www.usm.edu/registrar/forms)

**Post Enrollment Requisite Checking (PERC) Document not yet in Soar Tutorials**

- Appropriate requisites must be in the system at the time the student pre-registers for the course in order for the PERC process to flag the appropriate students and their courses.
- Students who do not have a complete transfer transcript on file will be classified as NOT satisfied in the PERC process.
- Departments must recognize that grade changes AFTER the PERC has been run will not change the initial PERC status. Run the Enrollment Roster again immediately prior to request a drop on the student’s account.
- Training on the PERC process must be completed before access can be granted.
- Students are not automatically dropped for ‘not satisfied’ classification due to impact on financial aid, housing, scholarships, etc.
- **KEY:** The college/department is responsible for contacting the student PRIOR to dropping a student from the class so the student is able to adjust their schedule.

Navigation: Curriculum Management, Enrollment Requirements, Post Enrollment Checking

At the end of the semester, the Registrar’s Office will run the Post Enrollment Requisite Checking process as a part of the END OF TERM PROCESSES. Colleges/departments will be notified when the process is complete so PERC rosters can be run.

Departments should run the Enrollment Requirement Roster to determine which students should be notified on incomplete prerequisites.

**Email Policy**

All University business is to be conducted through the USM email system.

[http://www.usm.edu/itech/student-e-mail-policy](http://www.usm.edu/itech/student-e-mail-policy)

[http://www.usm.edu/institutional-policies/021401-email-use-policy](http://www.usm.edu/institutional-policies/021401-email-use-policy)

**Change of Major**

[http://www.usm.edu/institutional-policies/061706-change-major](http://www.usm.edu/institutional-policies/061706-change-major)

Any student wishing to change his or her major within a college must secure the approval of the dean. A student wishing to transfer from one college of the university to another must make application to, and be approved by, the dean of the college he or she wishes to enter. The University of Southern Mississippi does not require students to have a 2.0 grade point average in order to change majors. Individual departments, however, are free to create their own standards regarding grade point averages and changes of majors. Should such policies prevent a student from declaring a major, that student can elect to change to undeclared status until they are academically in a position to declare a major.
College of Health
Change of Major / Change of Catalog Yr ONLY/ Add COH Minor / Add 2nd UGRD Career
(Circle Appropriate Action)

Process should originate in the Department in which the new undergraduate major/minor is located

__________________________________________________________________
________________________
Student's Name (please print)

ID Number

Has Permission to Change From:

College

Major/ Emphasis Area

TO:

Catalog Yr.

COH Major/Emphasis Area/SOAR Code

HBG

GC

Online

Campus Code (Circle one)

ADD MINOR:

Catalog Yr.

COH Minor Area of Study / SOAR Code

Student's Signature

Date

Chair/Director Signature

Date

Adviser's Name

ID Number

Dean's Office Signature

Date

Processed

Upon completion, this form MUST be submitted to the College of Health Dean's Office (Fritzsche-Gibbs Hall or mail to Box 5040) for SOAR processing. Inaccurate/incomplete forms will be returned to the department for correction prior to being processed. Questions? COH Dean's Office 6-5253 (8/2011)
Application for Degree Process

http://www.usm.edu/registrar/graduation-commencement

Before you sign off on any degree application, please verify the following basic items:

1) A *current* DPR must be attached (please verify the date of the DPR located under the student’s name and id# in the upper right-hand corner of the first page),
2) Please review the DPR to verify that the student ‘qualifies’ for graduation in that he/she is in good academic standing and is registered for his/her remaining courses, and
3) The student has obtained all necessary signatures, such as for minor(s), teacher licensure, etc.

Commencement Information

http://www.usm.edu/commencement

Undergraduate Certificate Process

Beginning May 2009, the Office of the Registrar began issuing official certificates to students completing an active certificate program at either the graduate or the undergraduate level. The awarding of certificates will be based upon the procedures outlined below.

Approval of Certificate Programs

1. Certificate programs must be approved by Academic or Graduate Council. IHL does not approve certificate programs but does receive notification of each approved certificate program offered at USM.
2. Once a certificate program has been approved by Academic or Graduate Council, Institutional Research will be responsible for establishing codes for each certificate plan (at the undergraduate and/or graduate level).
3. Certificate program students are not included in the first-time freshmen cohort.

Admission of Students into Certificate Programs

1. Certificate students (undergraduates) do not have to meet regular admission policies. However, certificate students who decide to pursue an academic program must meet regular admission policies before being admitted into an academic program.
2. Certificate students will be coded as C9.
3. Certificate students will be manually registered for classes each term by the certificate department.
4. Certificate students will receive a BCT with FAB block to keep from getting financial aid. There will need to be a C9 reason code on the FAB. Graduate School will need a C9 reason on the AID.
5. Certificate only students can qualify for non-federal loans but no government aid.

Awarding of Certificates

1. A certificate can be awarded prior to a standard degree (at the graduate level).
2. The department owning the certificate program is responsible for auditing each student for certificate verification.
3. The department will send notification of certificate completion to the Registrar’s Office via the Application for Certificate form attached.
4. Upon receipt of the certificate verification, the Registrar’s Office will award the certificate in PeopleSoft. Certificates will be awarded at the end of each term on the official established degree confirmation date (May, August, and December).
5. The Registrar’s Office will be responsible for ordering the certificate after fees are paid ($30 undergraduate; graduate students should contact the Graduate School for fees).
6. The Department/Graduate School will be responsible for mailing the certificate to the student.
7. Certificate program students are not eligible to participate in commencement ceremonies. Colleges can hold a separate certificate ceremony if they choose.
8. Certificates granted prior to the effective date of this policy will be entered into PeopleSoft via transcript text by the Registrar’s Office to indicate the student has completed a certificate program.
9. Certificates granted as of the effective date of this policy will be entered in PeopleSoft on the student’s Program/Plan panel. The certificated program row will be “COMP’d” when the program is completed by the student and verified by the department.
10. Student’s completing certificate programs prior to May 2009 will only have the certificate originally awarded by the certificate department. In the event a student requests a duplicate certificate, a fee will be applied.
11. Student’s completing certificate programs beginning May 2009 or later will receive an official certificate awarded by the Registrar’s Office. Duplicate certificates may be obtained for a fee.

Honors Curriculum and Requirements

General Honors (Freshmen and Sophomore Years)
- Honors freshmen must enroll in the University Forum during both the fall and spring semesters of the freshman year. The course consists of a series of lectures and other events on the Southern Miss campus and is graded on a pass/fail basis. Southern’s Online Accessible Records, also known as SOAR, identifies the course as HON 321 in the fall and HON 322 in the spring.
- General Honors students must complete 20 Honors hours from the General Education Curriculum by the end of the sophomore year.
- General Honors students must complete the University’s General Education Curriculum by the end of the sophomore year.
- A 3.25 Cumulative GPA must be maintained.

Senior Honors (Junior and Senior Years)
- Senior Honors students must enroll in HON 301, a three-hour Prospectus Writing course, during the junior year (and preferably the first semester of the junior year). To successfully complete the course, students must prepare and submit a satisfactory prospectus.
- Senior Honors students must enroll in a total of three hours of independent research (typically the 492H course in the student’s home department) taken over two or three semesters.
- Senior Honors students must pass a comprehensive examination in his/her major discipline in the semester in which he/she will graduate.
- Please review Honors College Handbook (13-page PDF) for details on senior thesis requirements.
Notes

- Honors classes offered in active learning format include field trips that will be arranged primarily on weekends or during semester breaks. Students may only enroll in one active learning course per semester.
- The Honors College accepts AP/IB/transfer credit that the University approves but will not apply the credit to the required twenty Honors hours.
- General Honors students must enroll in a minimum of 4-6 Honors hours each semester to ensure satisfaction of the twenty-two Honors hour requirement by the end of the sophomore year.
- General Honors students must enroll in a minimum of sixteen credit-hours each semester.
- General and Senior Honors students must maintain a minimum cumulative GPA of 3.25.
- Please see details of the Honors College Curriculum and requirements in the Honors College Handbook (13-page PDF).
- Students may not enroll in Honors core classes beyond the sophomore year. (for example, ENG 203H, PSY 110H, etc.)

COH Latin Honors

There is an option for students to graduate with Latin Honor from the COH of Health (p. 36)
Application for a Degree with Latin Honors Designation

Name

Date of Filing

EMPLID

Planned Graduation Date

Department/School

Major

I understand that the following requirements must be satisfied in order for a student, who is NOT a member of the Honors College, to receive a degree with Latin Honors Designation (i.e., summa cum laude, magna cum laude, and cum laude):

1. Written notice of intent to meet these requirements filed with the department chair/director one calendar year prior to graduation;
2. The satisfactory completion of a comprehensive examination in the major field, such examination to be designed and administered by the department involved;
3. The satisfactory completion of a senior project resulting in a written report on that project and meeting guidelines based on those presently in effect for Senior Honors projects;
4. A sufficiently high grade point average (3.25-3.49 for cum laude, 3.50-3.79 for magna cum laude, and 3.80 or above for summa cum laude); and
5. The filing of the application by the student with the degree application by the appropriate published deadline. The Application for a Degree with a Latin Honors Designation is to be submitted to the Registrar’s Office with the degree application.

Note: No later than two (2) weeks prior to graduation, the department chair must verify by memo that the student has met all of the above requirements. This memo should be sent through the Dean’s Office to the Registrar’s Office.

Student’s Signature

Date

Chair/Director’s Signature

Date

Dean’s Signature

Date

Original must be filed with the Registrar’s Office / Copies for each after signatures are obtained. December 18, 2012

Undergraduate Bulletin: Degrees with Honors

Students with exceptional academic records may be awarded degrees with honors or highest honors based on hours attempted at The University of Southern Mississippi. A degree with honors will be granted to a student who maintains a cumulative grade point average of 3.5 or more. A degree with highest honors will be granted to a student who maintains a cumulative grade point average of 3.8 or more. Graduation with Latin designations will be granted to students who complete the requirements for Senior Honors in the Honors College. As an alternative to Senior Honors, graduation cum laude will be granted to students who meet the following stipulations: (a) the satisfactory completion of a comprehensive examination in the major field, such examination to be designed and administered by the department involved; (b) the satisfactory completion of a senior project resulting in a written report on that project meeting guidelines based on those presently in effect for Senior Honors projects; (c) notice of intent to meet these requirements must be filed with the department chair/school director at least one calendar year prior to graduation; and (d) an overall grade point average of 3.25 to 3.49. Graduation magna cum laude will be granted to students who meet the following stipulations: (a), (b), and (c) above, and (d) an overall grade point average of 3.50-3.79. Graduation summa cum laude requires (a), (b), (c), and (d) an overall grade point average of 3.80 or above.
Online Exam Proctoring

For questions concerning The University of Southern Mississippi online class proctored exams, please contact the proctor and training specialist in the Learning Enhancement Center on the Hattiesburg campus. Even though there is a proctor specialist located on the Gulf Coast campus, all exam(s) or password and instructions are sent to the proctor and training specialist in Hattiesburg at proctor@usm.edu.

Each faculty member is responsible for administering the exam(s) in a face-to-face setting. This gives students in the area a chance to take the exam in a classroom setting. You are responsible for arranging the time, day, and location for your exam(s) and informing your students of this information. If a student has a work or class conflict or lives outside of the area and cannot take the exam during the face-to-face time, they will need to locate a proctor.

COH Proctoring

In some instances it may be necessary to arrange proctoring for students that are not on campus, but who are completing course. The following form should be completed and submitted with appropriate documentation of off-site personnel vetting (p. 33).
Any student who is in need of a proctor, regardless of location, must complete this form.

Please print a copy of the Application for Examination by Proctor and complete all the information and make a copy for yourself. You may request up to three exam dates and times per course on this application.

You must allow a minimum of fifteen working days before the scheduled examination date during the fall and spring semesters (nine working during the summer semester) for your application to be processed and to assure mailing of the exam and materials to the testing center. We will **not** be able to accommodate proctor requests within 48 hours or less of the exam date and time.

(Please print legibly or type. All information must be provided.)

Name of course: _____________________________________________________________

Proctor name: _____________________________________________________________

Title: _____________________________________________________________

Email address: _____________________________________________________________

Address: _____________________________________________________________

City, State, Zip: _____________________________________________________________

Telephone number: _____________________________________________________________

I have contacted the person whose name appears above, and he/she has agreed to supervise an examination on the following date(s) and time(s) and in the following location.

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Student’s name: _____________________________________________________________

Signature (required): _____________________________________________________________

Student ID number: ______________ Telephone number: _________________________

Email address: _____________________________________________________________

City, State, Zip: _____________________________________________________________

Return the completed and signed form to: LeAnne Casiano, M.S. leanne.casiano@usm.edu
601/266-5790 (fax)
SOAR
SOAR Tutorials

http://www.usm.edu/lec/lec-home/training/soar-documents/

http://www.usm.edu/lec/training/soardocs/90/Publishing%20Content/HTMLPages/

Security for SOAR access

Security for SOAR access must be obtained from LeAnne Cirlot after completing appropriate tutorial sessions. Emergency access may be granted with permission.

SOAR Faculty Center

- View your list of advisees
- Email one or all advisees
- View Bio/Demo data on advisees
- View Negative Service Indicators – prompts students to address such issues as financial aid or business services holds, immunization holds, etc.
- View student enrollment appointments windows-assigned based on academic level and GPA

Service Indicators – SOAR

Information regarding a student's academic and financial status can be found on the Service Indicator page of SOAR. (Records and Enrollment > Student Background Information > Service Indicators).

Positive Service Indicators (🌟)

A positive service indicator is used to indicate actions or statuses that will not prevent registration and/or Add/Dropping a class. The indicator is a red star (see picture above). There are numerous positive indicators, the most common being:

- **DND**: Do Not Drop - The student's current enrollment should not be canceled. Applied only after the student has met the minimum payment for the current semester's fees
- **MPD**: Minimum Paid - Applied in conjunction with the DND, it indicates that the student has met the minimum payment for the current semester's fees
- **PAH**: Post Academic History - The student's archived academic records need to be posted into SOAR
- **RAD**: Readmitted - The student has been readmitted for the semester indicated.

Negative Service Indicators (🚫)

A negative service indicator is used to indicate actions or statuses that will prevent registration and/or Add/Dropping a class. The indicator is the red circle with a slash through it (see picture above). The indicator appears when there is a hold on a student's information due to an outstanding balance, financial aid hold, etc. Click on the indicator to determine the problem. Most negative service indicators prevent access to registration. The most common include:

- **BCT**: Block Current Term Enrollment - The student is not allowed to register or make changes to the current semester's classes
- **BNT**: Block Next Term Enrollment - The student is not allowed to register or make changes to the next semester's classes
- **PRC**: Probation Continued - The student is on Academic Probation Continued; they are not allowed to register or make changes to the current or next semester's classes
• **SUS**: Suspension - The student is on Academic Suspension; they are not allowed to register or make changes to the current or next semester’s classes

Students who are on academic suspension must go through the normal approval processes to get cleared from academic suspension to enroll at USM or at any other institution. Students need to submit the ‘Petition for Suspension Clearance’ form to the appropriate academic areas for consideration. The only additional process is the service indicators that must be removed by the administrative personnel if the student is cleared.

• **RNT** - Service Indicators placed on student’s SOAR by Admissions does NOT hinder enrollment. They are placed as a reminder that the student needs to submit immunization records and/or final transcripts.

• **DPT** – the service indicator that the academic departments must RELEASE if they approve for the student to register for classes. Students then submit the form to academic dean for consideration.

• **CLG** – the service indicator that the academic dean must RELEASE if they approve for the student to register for classes. Students then submit the form to the Registrar’s Office/Readmission Clerk for final processing. A **TERM CONTRACT GPA** must be included for continued enrollment in future semesters.

• **SUS** – the service indicator that the Registrar’s Office or Readmission Clerk removes if the DPT and CLG are released once the student brings the suspension clearance form to the appropriate office.

Service indicator access for the DPT and CLG codes have been granted to the appropriate personnel as I have been notified. If access is needed, please have the chair and/or associate dean send an email request with name and emplid to me.

Grade Entry – SOAR

http://www.usm.edu/registrar/grade-entry

Steps for NA Grade Roster:

1. Enter a grade of **NA** on any student on your roster who has **not attended your class at this point in the semester**.
2. Once the NA grade roster has been reviewed for attendance, change the status to **Ready for Review**.
3. If all students on the roster have attended, please change the status to **Ready for Review** without entering any grade on that roster. The ‘Ready for Review’ status will indicate to us that the roster has been checked for attendance.

![Grade Entry Image]

**NOTE:** If you have a student attending that is NOT appearing on your roster, you should have them complete a Permission to Add form in order for them to continue attending your class.

Complete grade roster instructions and policies are available at the Registrar’s Office website under Faculty/Staff > Grade Entry. (http://www.usm.edu/registrar/grade-entry).
Faculty have the option to import their grades from a Comma Separated file (*.csv) process. Instructions are available on the Registrar’s Office website.

**MID-TERM GRADE ROSTERS**

To assist retention and advisement efforts, the University administration requires instructors to enter mid-term grades for all undergraduate students enrolled in their course(s). These grades will allow university officials the ability to assist and advise students based on their current academic performance. This information is critical in determining proper course placement when advising students in a few weeks. Mid-term grades must be entered by _______________ (date designated for specific semester).

**FINAL MINI SESSION/8W1 GRADE ROSTERS**

Final 8W1 grade rosters have been generated and are now available for faculty to enter grades. On Tuesday, October 23, 2012 at 5 p.m., the Registrar’s Office will generate the grade posting process allowing all entered grades to be reflected on the student’s transcript. Additionally, mini Session grades entered after August 31 will be posted to the student’s transcript.

Instructors/proxies must be attached to the course to enter grades. If an instructor cannot see the roster on S.O.A.R., it indicates he/she is not attached to the course. Departmental schedulers are able to assign approved instructors or proxies as needed via S.O.A.R.

Login to your S.O.A.R account to begin entering final grades. If you have forgotten your password, please contact the Help Desk to determine the process for resetting your password.

**Online Grade Change**

Navigation: Faculty Center, Final Grade Roster – Request Grade Change link.
Approval navigation: Worklist from SOAR page.

1. PRIMARY instructor initiates via SOAR final grade roster. *Can add a student not on the roster at the bottom of grade roster list. Student will be charged tuition prior to the Registrar’s Office processing the grade change.
2. Chair and Chair designee gets email, makes decision and enters via WORKLIST panel.
3. Dean and Dean designee gets email (if approved at Chair level), and enters via WORKLIST panel.
4. GRAD dean and designee gets email (IF GRAD course), and enters via WORKLIST panel.
5. Registrar’s Office/Grad School processes approved requests.
6. Nightly email is generated to student and instructor on grade changes that have been processed.
7. Reminder emails to process worklist will be sent periodically.

*Summer 2011 – grade change for or online grade changes will be accepted.

Beginning September 1, 2011, only online grade changes will be accepted.

Chair/Chair designee or Dean/Dean designee is able to request a grade change on behalf of instructor via USM email.

Student Registration
Students should use the planner found in the student center to begin planning their schedule. With advisors approval the student can then submit their planner to register for the semester.

How to Use the USM Schedule Planner

1. Visit the Student Center

   ![Schedule Planner](image)

   1. Click “Schedule Planner” link.
   2. Launch the Schedule Planner

2. Follow The Directions To Plan Schedules

   ![Schedule Planner](image)

   1. Add Courses To Take Next Term
   2. Add Breaks To Block Off Times for No Class
   3. Click “View” To View Schedules!
   4. When you’ve found a schedule you like, click “Send Schedule to Shopping Cart” to begin registration!
Physical Environment Resources
Work Orders

Emergencies

Any disaster, unusual occurrence, utility malfunction or equipment failure that presents imminent danger to life or property is considered an emergency and should be reported immediately to the Physical Plant Work Control Center at (601) 266-4414, Monday through Friday, 7:30 a.m. to 4 p.m. After office hours, on holidays or weekends, contact University Police Department at (601) 266-4986.

Submission Process

A work order must be submitted for all non-emergency requests made during Work Control Center office hours: 7:30 a.m. to 4:00 p.m. Routine failures and maintenance needs should be reported to the Building Liaisons (PDF) when possible.

Instructions

1. Click the Submit Work Order icon, and log in using the username and password, usmwork.
2. Click the link to "Submit Work Request."
3. Select the appropriate building from the drop down list.
4. Complete all required fields on the request form.
5. If the work required is chargeable to your department, please enter your PeopleSoft budget string.
6. Click Submit.
7. You will receive an email indicating your "Request Number."
8. Work Control Center personnel will accept or decline your Work Request. You will receive an email indicating receipt, and if accepted a "Work Order Number." The Work Order Number may be used to search for this request through the query link and review charges once the job has been closed.

If you have any questions or experience a problem submitting or searching for a work order, please contact the Work Control Center at 601.266.4414.

Service Fees & Cost Estimates

Physical Plant Services

Physical Plant Services are those for which the Physical Plant receives budget allocation and are therefore rendered without charge.

Examples of Physical Plant Services include:

1. Maintenance of academic structures
2. Maintenance of walks, streets, driveways, landscaping and grounds
3. Operating and maintaining utility systems
4. Custodial services in academic buildings

Departmental Services
Departmental Services are the financial responsibility of various individual schools and departments, for which Physical Plant does not receive budget allocation.

Charges to the requesting department are on a cost-only basis for labor and material when the work is performed by the Physical Plant. A bid and/or cost estimates are received for services performed by vendors.

Departmental service requests should be submitted by budget authorities. (Budget authorities should establish a policy on the matter of authorization for departmental services requests). This procedure is permissible if there is a clear understanding that when such requests are made there is an obligation on the part of the department to honor the charge, which will be processed in PeopleSoft following the rendering of services.

Examples of Departmental Services include:

1. Alterations to buildings or structures assigned to departments and activities
2. Addition of special equipment (laboratory equipment, venetian blinds, special lighting, etc.)
3. Painting at a time other than that specified in the regular maintenance painting cycle

**Cost Estimates** Download the [Request for Cost Estimate Form](#) (PDF).

Requests for cost estimates for modifications, alterations or other tasks must be submitted on a request for cost estimate form and routed through the following for signatures before being submitted to the Physical Plant: department head, dean or director, the responsible vice president, senior associate provost for administration and operations and the vice president for business and finance for signatures. The estimate will be prepared and returned to the originator of the request. Work may then be authorized by:

1. Assignment of a PeopleSoft code for funding and routing to the Vice President for Business and Finance for approval.
2. Requesting university administration approval and funding for the work from the vice president for Business and Finance. PeopleSoft code for funding will be assigned by Administration.

**COH Classroom Keys**—For keys to specific classrooms see your department administrative assistant. If there isn’t a “keeper of the keys’ you can contact the building liaison for the keys.

**iTech Services**

Welcome to the Help Desk Work Order Application. In order to enter a work order you must be a faculty, staff, adjunct or affiliate. If you are not one of those listed you can submit a work order by doing one of the following: [https://www4.usm.edu/itech/workOrder/](https://www4.usm.edu/itech/workOrder/)
1. Call the Help Desk at 601-266-HELP.
2. Stop by the Help Desk located in the Cook Library, Room 209.

Enter your CampusID (w000000) and Password to begin.

**Please Note:** We will retain your CampusID and password securely on the server for up to 30 minutes. After 30 minutes of inactivity you will need to reenter your CampusID and password.

All services from iTech can be accessed via this link: [http://www.usm.edu/itech](http://www.usm.edu/itech)

**Eagle Alert**

To ensure the safety of students, faculty and staff, The University of Southern Mississippi offers the Eagle Alert emergency notification system.

Students, faculty and staff can [sign up](http://www.usm.edu/itech) to receive time-sensitive emergency messages via text and voice messages to cell phones and home phones. Eagle Alert allows the university to better inform the campus community of imminent danger and emergency situations.

Participation in this system is not mandatory, but **enrollment is strongly encouraged**. You will be eligible to receive alerts 24 hours after you have signed up.

Eagle Alert is a secure system, and messages will be sent through the system only in an emergency and for periodic testing. It will not be used to send advertising or spam to personal phones.

The university also distributes emergency alerts to official Southern Miss e-mail addresses.

**General questions**

Contact, the University Police Department, 601.266.4986 or [http://www.usm.edu/police](http://www.usm.edu/police)

**Reporting a Crime**

The university encourages prompt and accurate reporting of all crimes, suspected crimes and other emergencies.

All reports are responded to quickly by the appropriate emergency personnel. When reporting a crime or other emergency, the following information should be provided:

- Nature of the crime or emergency
- Name, address and phone number of caller
- Location of the incident
- Description of the scene and suspects
- Description of any vehicles involved, especially license plate numbers

**In Case of Fire**
The most important tool to remember in case of fire is to stay calm and know your exits.

IF YOU HEAR A FIRE ALARM

- Immediately evacuate the building via the shortest and safest route.
- Do not use elevators.
- If you notice smoke, use the alternative escape route.
- As you leave the building – knock on doors and yell "fire."
- Do not hesitate or stray from your path as you leave.
- Do not stop or go back for belongings.
- Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
- Crawl low if you have to go through smoke.
- Go to a safe area or to a pre-assigned exterior area for your building if you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
- If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and report exactly where you are.
- Stop, drop and roll if your clothing catches fire.

IF YOU DISCOVER A FIRE

- Leave the fire area and close the door to the area.
- Sound the fire alarm.
- Immediately evacuate the building via the shortest and safest route.
- Proper use of fire extinguishers within extinguisher limits and by trained individuals is optional but should not be attempted until building alarm is actuated and people are evacuated.
- Do not use elevators. A fire can disrupt the operation of elevators and trap occupants inside.
- If you notice smoke, use the alternate escape route.
- Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
- Crawl low if you have to go through smoke.
- Go to a safe area or to a pre-assigned exterior area for your building.
- From the nearest phone in a safe area, call 911.
• Await emergency response personnel at a safe location and direct them to the scene.
• If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
• If you are trapped during a fire emergency, close all doors between you and the fire and stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call 911 and tell them exactly where you are.
• Stop, drop and roll if your clothing catches fire.

ONCE YOU HAVE EVACUATED
• From the nearest phone in the safe area, call 911.
• If you suspect that someone is missing or trapped, contact firefighters on scene or at the fire engine, police officers or ambulance personnel.
• Await emergency response personnel at a safe location and direct them to the scene. Report the fire to the hall office or the nearest available resident adviser. Do not re-enter the building until instructed to do so by the fire department.
• Follow directions of fire and police personnel.
• Report to the person who is taking roll.
• Never re-enter the building to save your personal belongings.
• Stay calm.
Department Forms
ACKNOWLEDGEMENT AND AUTHORIZATION FOR RELEASE OF INFORMATION

The Family Education Rights and Privacy Act (FERPA), which is sometimes referred to as the Buckley Amendment, was passed by the United States Congress in 1974, and the U.S. Department of Education subsequently created corresponding regulations. One of the purposes of the law is to protect the privacy of students’ educational records.

The University of Southern Mississippi has entered into Affiliation Agreements with several medical facilities in order to provide for clinical educational experiences and training for students participating in its Medical Technology Program. Pursuant to those agreements, each participating affiliated entity designates a Clinical Laboratory Education Director and an Education Coordinator. Although those individuals are not direct employees of USM, they are involved in providing the clinical experience and training and assist USM faculty in providing and completing the educational experience of students enrolled in the Program.

I understand that the Clinical Laboratory Education Directors and Educational Coordinators of each affiliated entity are involved in many aspects of my education and clinical training. Those coordinators participate in the admissions, educational, training, disciplinary, and appeals processes of the operation of the Department of Medical Technology and the clinical experiences and training provided by the respective affiliated entities. I understand that as a result of such participation, each Clinical Laboratory Education Director and Educational Coordinator has access to my educational records which are protected by FERPA. The disclosure of my educational records occurs through both documentary and oral disclosures. Notwithstanding the protections of FERPA, I realize that disclosure of my educational records with the Clinical Laboratory and Education Directors and Educational Coordinators of affiliated entities may be necessary from time to time in order to enhance and complete my educational and practical clinical experience. I also understand that I may waive my rights under FERPA so as to allow USM to disclose my educational records when appropriate.

Specifically, I hereby acknowledge my rights under FERPA, but hereby freely and knowingly waive my rights under FERPA and authorize USM and its faculty, staff and employees to disclose my educational records to the staff and employees of various affiliated entities as may be necessary and required without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act (FERPA).

Student’s Name: ________________________________

Student’s Signature: ___________________________ Date: ___________________________

Student’s Address: ____________________________________________________________

Witness:

Name: __________________________________________

Signature: _________________________________________
Notices
Advisement for First-Year Composition Courses

ACT Sub-score 20 and above ⇒ ENG 101

ACT Sub-score 17-19 ⇒ ENG 100E

ACT Sub-score 16 and below ⇒ ENG 100E and ENG 99E

English 99E (ACT 16 and below)

English 99E, the Expanded Composition Studio, is a one-hour, non-credit-bearing companion course to the first semester of Expanded Composition I (ENG 100E – see description below). Students who scored a 16 or below on the English portion of the ACT are required to co-enroll in both ENG 100E and ENG 99E. In the Expanded Composition Studio, students will work on their writing projects for Expanded Composition in a small cohort group of peers with an instructor who will provide individualized feedback and guidance. Because creating a writing community is an important goal of the Expanded Composition program, the 99E Studio offers students a multi-layered and more intimate writing community in their first semester.

English 100E/101E (ACT 17-19)

English 100E/101E is Expanded Composition I. It covers the same material as ENG 101, but does so over the course of two semesters, and in most cases with the same teacher, same students, and even the same classroom. English 100E provides students with additional time, attention, and resources to help them succeed in their college classes. While Expanded Composition is required for any student scoring a 19 or below on the English portion of the ACT, it is recommended for anyone who wants to take a little more time with his/her first college composition class. Our research shows that students who complete ENG 100E outperform their peers in both English 101 and English 102 the following semester. Because it is a year-long course, it carries six credits, three elective credits for the first semester, and three credits for ENG 101 the second semester (which fulfills the GEC requirement for English 101.)

If students want to challenge placement in ENG 100E, they may sign up for our challenge essay exam at www.usm.edu/english (click on Composition, Which Class Should I Take?). Our 100E Challenge Exam page will be live June 15 and will include instructions and a registration form for the challenge essay exam. Please note that students who score below a 16 on the English portion of the ACT cannot, by state mandate, place out of ENG 100E and ENG 99E.

*These descriptions are also available at www.usm.edu/English/which-composition-class-should-i-take.

Contact Joyce Inman, director of composition, at joyce.inman@usm.edu or 6-6096, or Ann McNair, basic composition coordinator, at ann.mcnair@usm.edu or 6-5751 with questions.

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<tr>
<th>ENG sub ACT score</th>
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<tbody>
<tr>
<td>16 or less</td>
<td>18 – 19</td>
<td>20 or greater</td>
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<tr>
<td>Enroll in ENG 99E (1 hr) <strong>AND</strong> Enroll in ENG 100E (3 hrs) Co-requisites</td>
<td>Enroll in ENG 100E (3 hrs) which is prerequisite to ENG 101</td>
<td>Enroll in ENG 101 (3 hrs)</td>
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PREVIEW GETS A NAME CHANGE…

Now called “Orientation”

“Everything old is new again…”

The NEW NAMES for Preview and when the sessions typically occur:

**Last Call for Spring = Spring Orientation** (Early January)

**Priority Preview = Priority Orientation for Freshmen; Priority Orientation for Transfer Students** (Mid-April; includes Presidential, Lucky Day, Honors, etc.)

**Last Call for Summer = Summer Orientation** (Late May)

**Freshman Preview = Fall Orientation for Freshmen** (Summer/May thru July)

**Transfer Preview = Fall Orientation for Transfer Students** (Summer/May thru July)

**Last Call for Fall = Final Fall Orientation for Freshmen; Final Fall Orientation for Transfer Students** (Mid-August)