

General Information

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PROVISIONS OF THIS CATALOG

The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and The University of Texas System and The University of Texas Medical Branch at Galveston (UTMB).

The University reserves the right to withdraw courses at any time and to change fees and tuition, academic calendars, curricula, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply both to prospective students and to those already enrolled.

The catalog of The University of Texas Medical Branch at Galveston consists of five separately published components:

- UTMB General Information Catalog
- School of Nursing Bulletin
- School of Medicine Bulletin
- School of Allied Health Sciences Bulletin
- Graduate School of Biomedical Sciences Bulletin

The UTMB Catalog provides general information, including degrees and programs offered, admission, orientation and registration, tuition and fees, academic policies, student life, student support services, and the institutes.

Each bulletin for the four UTMB schools provides the school's calendars, program-specific degree requirements, course offerings, and other school-specific information.

The catalog is effective with the 2007–2009 academic year and each of the component bulletins is effective until a subsequent bulletin is published.

Copies of the most current issue of the catalog or any of the bulletins are available on line at <http://www.utmb.edu/enrollmentservices/>.

POLICY ON EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The University of Texas Medical Branch at Galveston, in accordance with applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a Vietnam-era veteran in any of its policies, practices, and procedures. Also, The University of Texas does not discriminate on the basis of sexual orientation. This includes, but is not limited to, admissions, employment, financial aid, educational services, access to facilities, and services. The University, in accordance with applicable federal and state laws and regulations, is committed to developing and implementing affirmative action strategies with respect to minority individuals, women, Vietnam-era veterans, and persons with disabilities.

POLICY ON RELEASE OF STUDENT ACADEMIC DATA

The University of Texas Medical Branch at Galveston is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. Section 1232g) and the Texas Public Information Act (Chapter 552, Texas Government Code), which protect the privacy of educational records and establish the rights of students to inspect and review their educational records. Students have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the act.

Copies of the act are available through the Office of Enrollment Services. Written requests for inspection of a student's own file may be made to the registrar, dean, head of the academic department, or other appropriate official.

The following categories of student information will be released upon written request and may be released upon verbal request to the registrar: name (including previous names), date of birth, enrollment (full time, half time, less than half time, undergraduate, graduate, etc.), campus phone and campus address, email address, student classification, previous institution(s) attended, major field of study, dates of attendance, degree(s) conferred and date(s) of degree(s) (including degrees from previous institutions), honors and awards, participation in officially recognized activities, and postgraduate training site for M.D. and Ph.D. graduates and degree candidates.

Students have the right, under the provisions of FERPA, to cause the withholding of disclosure of information categorized in the preceding paragraph. A student's consent is presumed, unless a written request to restrict the information as confidential is made by the student in the Office of Enrollment Services (Attention: Registrar) on a prescribed form no earlier than the first day of registration and no later than the census date (normally the 12th class day) in a term. In cases in which the student files a request for restriction of information, such information is treated as confidential, except as provided by law. The request to withhold directory information is effective until the end of the academic year during which it is submitted, or until the student ceases to be enrolled, whichever occurs first. Notwithstanding anything to the contrary above, UTMB may disclose such student directory information about former students without any notice to or consent from the student.

CAMPUS SECURITY REPORT

In compliance with the Campus Security Act of 1990, UTMB prepares an annual Campus Security Report that is available to applicants, students and employees online at (<http://www.utmb.edu/securityreport>). Printed copies of the report are available upon request from the University Police at (409) 772-1503.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

The University of Texas Medical Branch at Galveston complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB solely on the basis of the disability. Copies of the ADA and Section 504 of the Rehabilitation Act of 1973 are available in the Office of Student Services.

The University of Texas Medical Branch at Galveston is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the "Student with Disabilities: Guidelines for Compliance" may be obtained from the University's Office of Equal Opportunity and Diversity or the Office of Student Affairs of any of the four UTMB schools.

Services for students with disabilities is a program within the Office of Student Services in coordination with the Office of Equal Opportunity and Diversity and the Student Affairs offices of the four UTMB schools. By law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. The legal protections mentioned above are civil rights provisions aimed at ending discrimination against persons with disabilities. All programs and offices at UTMB are committed to providing a supportive and challenging environment for students with disabilities who choose to attend UTMB.

The Office of Student Services is located on the second floor of the Lee Hage Jamail Student Center. The Office of Equal Opportunity and Diversity is located on the ground floor of Rebecca Sealy Hospital.

ACCREDITATION

The University of Texas Medical Branch at Galveston is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, master's, doctoral, and professional degrees.

18666 Southern Lane
Decatur, GA 30033-4097
Telephone (404) 679-4500
Fax (404) 679-4556

HIPAA

HIPAA is the Health Insurance Portability and Accountability Act of 1996. It includes stringent standards defining appropriate and inappropriate disclosures of individually identifiable health information and how patient rights are to be protected. All UTMB students, along with faculty and staff, are provided and required to complete training to assure understanding of and compliance with HIPAA privacy rules.

General Information

CATALOG
2007-2009

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About the University

The University of Texas Medical Branch at Galveston (UTMB) enjoys a unique position among the health science centers in the state of Texas in that it operates its academic and patient care programs and facilities under a single administration. This unique position facilitates the integration of UTMB's education, research, and patient care programs and thus provides a strong, synergistic environment as UTMB becomes that rare institution known for its consistent strength and commitment to excellence. UTMB will take advantage of this synergistic environment to accomplish its mission.

UTMB MISSION STATEMENT

The mission of The University of Texas Medical Branch at Galveston is to provide scholarly teaching, innovative scientific investigation, and state-of-the-art patient care in a learning environment to better the health of society.

UTMB's education programs enable the state's talented individuals to become outstanding practitioners, teachers, and investigators in the health care sciences, thereby meeting the needs of the people of Texas and its national and international neighbors.

UTMB's comprehensive primary, specialty, and sub-specialty care clinical programs support the educational mission and are committed to the health and well-being of all Texans through the delivery of state-of-the-art preventive, diagnostic, and treatment services.

UTMB's research programs are committed to the discovery of new innovative biomedical and health services knowledge leading to increasingly effective and accessible health care for the citizens of Texas.

HISTORY

In 1881, the Texas Legislature authorized founding of The University of Texas and a UT Medical Department. In a public referendum, the state's citizens selected Austin, the capital, and Galveston, a leading commercial center, as the respective sites.

With 23 students and 13 faculty members, the Medical Department's first session met on Oct. 5, 1891. The campus consisted of the John Sealy Hospital, a clinical teaching facility opened in 1890 and built as a result of a \$50,000 bequest from Galveston businessman John Sealy, and the Medical Department building, completed in 1891 and housing classrooms, laboratories, and offices. Designed by renowned Galveston architect Nicholas Clayton, both buildings were noted for their beauty and innovative features. To this day, the University's relationship with the Sealy family remains strong through The Sealy & Smith Foundation, a philanthropy dedicated to supporting UTMB facilities and programs that improve patient care and which has contributed more than \$500 million to the university since the organization's founding in 1922.

Expansion marked the Medical Department's development throughout the ensuing years. The John Sealy Training School for Nurses, founded in conjunction with the opening of the hospital in 1890, was recognized as a branch of the Medical Department in 1896. The first nursing school west of the Mississippi and one of the first nursing schools in the United States to be affiliated with a university, this school is known today as The University of Texas School of Nursing at Galveston. In 1919, the Medical Department was renamed The University of Texas Medical Branch. It functioned as the state's only medical school until 1949.

Biomedical graduate programs were begun in 1952 and a separate graduate school was established in 1969. This became the Graduate School of Biomedical Sciences in 1972. The School of Allied Health Sciences, the first such school in the Southwest, opened in 1968. The Institute for the Medical Humanities was established in 1973 followed by the Institute for Human Infections and Immunity in 2004.

1900 Storm

In September 1900, a powerful hurricane struck the upper Texas coast. Known as the Great Storm, it is still considered the largest natural disaster in U.S. history. It devastated Galveston Island and the Medical Department campus, but also strengthened the resolve of UTMB to be here for the health of Texas. In the storm's aftermath Board of Regents Medical Committee Chairman Beauregard Bryan decreed via telegram to the Galveston campus that, "The University of Texas stops for no storm." These words have evolved into an unofficial motto and rallying cry for UTMB in times of challenge. As true today as they were more than 100 years ago, these words capture the "can-do" UTMB spirit—the "roll-up-your-sleeves" attitude that unites everyone here.

CAMPUS

UTMB's four schools, two institutes, six Galveston hospitals, numerous clinics and research facilities, major medical library, and specialty centers support its long-standing mission of education, research, and patient care.

With annual expenditures of more than \$1 billion, UTMB is a major factor in the local and regional economies. The University was credited in fiscal year 2001 with contributing more than \$934 million to business volume in Southeast Texas and more than \$1 billion to business volume throughout the state.

With more than 12,000 employees, UTMB is credited with attracting 19,000 jobs locally, either through direct employment at the University or employment at industries that support UTMB. Nearly 25,000 jobs regionally and more than 31,000 jobs statewide are attributed to UTMB. In fact, the University is estimated to be the seventh largest employer among those headquartered in the Houston–Galveston area. An active group of volunteers—including teen and adult workers and a chaplaincy corps—provide additional specialized skills.

Although the original hospital building has been replaced with the current John Sealy Hospital, the 1891 Medical Department building still stands. Officially named the Ashbel Smith Building in memory of the prominent physician-statesman who was the first president of the UT Board of Regents, the building is affectionately called "Old Red" for its Romanesque exterior of red brick, granite, and sandstone. Known for its distinctive architecture, the structure was extensively restored in the early 1980s and is listed on the National Register of Historic Places.

EDUCATION

UTMB fulfills its mission of educating a diverse health care workforce through four schools and two institutes.

The oldest medical school in the state and among the largest nationally in enrollment, UTMB's School of Medicine offers a four-year curriculum leading to the Doctor of Medicine degree. Graduate medical education is offered in most medical specialties, and continuing medical education programs provide ongoing learning opportunities for current practitioners.

The UTMB School of Nursing offers bachelor's and master's degrees; a Ph.D. in nursing is offered through the UTMB Graduate School of Biomedical Sciences. A pioneer in distance education, the school has several programs available online and through satellite locations utilizing two-way videoconferencing technology. Other programs include a work-study plan for qualified UTMB employees who wish to pursue a degree in nursing. Continuing education opportunities are also available.

The Graduate School of Biomedical Sciences offers masters and doctoral programs in nearly all of the biomedical sciences. The school also offers advanced degrees in nursing, public health, and the medical humanities, as well as a combined M.D./Ph.D. program with the medical school.

The School of Allied Health Sciences offers bachelor's degrees and master's degrees through its programs of clinical laboratory sciences, occupational therapy, physical therapy, physician assistant studies, and respiratory care.

The schools of Nursing and Allied Health Sciences also collaborate with other universities and area colleges in offering a number of bachelor's and master's degree programs, in addition to certificates.

A national pioneer, the Institute for the Medical Humanities focuses on the study of ethics, law, history, philosophy, and culture as they relate to medicine. With clinical colleagues, faculty and students explore value questions and the moral, humanitarian, and ethical challenges posed by biomedical advances.

The Institute for Human Infections and Immunity fosters scholarly activities that seek to improve health through better control of infectious diseases. It coordinates the activities of several existing UTMB centers and programs that promote research into infectious threats to health.

A wide range of clinical training opportunities are available through UTMB's six on-campus hospitals, the 12-bed Austin Women's Hospital managed by the university within Brackenridge Hospital in the state's capital, and the affiliated Shriners Hospitals for Children-Galveston. UTMB Hospitals and UTMB's affiliated hospital, Brackenridge Hospital in Austin, Texas, are approved for graduate medical education by the Accreditation Council for Graduate Medical Education and for residency training in oral surgery by the Council on Dental Education of the American Dental Association. The house staff includes interns and residents who receive graduate training under supervision of the medical faculty.

ACCREDITATION

The University of Texas Medical Branch is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, master's, doctoral, and professional degrees.

RESEARCH

Biomedical research at UTMB delves into a broad range of promising topics that often have immediate application to patient care. Research strengths include environmental health and asthma; molecular medicine; structural biology and proteomics; infectious diseases, biodefense, and vaccine development; gastrointestinal health; cancer; neuroscience and neurological recovery; diabetes; and aging. A home to three World Health Organization Collaborating Centers, UTMB has a uniquely multidisciplinary research environment in which basic scientists, clinicians, faculty, and students from all areas of the health sciences work together to share information, facilities, and other resources. The University recorded \$155 million in research expenditures in 2006, including more than \$102 million from the National Institutes of Health. In summer 2006, the NIH reported that UTMB ranked third among medical schools in Texas in terms of funding from the agency, and eight of its 20 medical school departments were among the top 20 in NIH funding nationally.

In 2003, UTMB received \$48 million in National Institutes of Health (NIH) funding to head the Western Regional Center of Excellence in Biodefense and Infectious Diseases Research (RCE) and was awarded \$110 million from NIH for the construction of one of two proposed national biocontainment laboratories (NBL). It was the only university to receive both RCE and NBL funding, and it broke ground on the lab in May 2005. Once completed in 2008, the Galveston National Laboratory will complement UTMB's existing biosafety level 4 laboratory, the Robert E. Shope, M.D. Laboratory in the John Sealy Pavilion for Infectious Diseases Research. Opened in 2004, the Shope Lab is the first maximum-containment laboratory at a U.S. university and enables UTMB researchers to safely study viruses that cause diseases for which no vaccines or treatments currently exist.

Including the state-of-the-art Truman Graves Blocker, Jr. Medical Research Building and its specially designed laboratories, UTMB has dedicated more than 385,000 square feet

of space to scientific investigation. As home of the annual National Student Research Forum, founded at UTMB in 1960 and the only competition of its type, the University also plays a pivotal role in the support and education of the nation's future scientific leaders.

PATIENT CARE

UTMB offers a full range of services to improve the health of Texas. Areas of clinical excellence at UTMB include geriatric services, maternal and child health, diabetes care, behavioral health care, gastrointestinal health, and correctional managed care. In 2006, the University recorded more than 41,000 inpatient admissions and more than 774,000 outpatient visits. In addition, UTMB provided more than \$164.6 million in unsponsored care (based on costs) to patients whose needs were great but whose resources were limited.

The 12-story John Sealy Hospital is the hub of UTMB's inpatient care complex. Other hospitals include Children's Hospital, Jennie Sealy Hospital, Rebecca Sealy Hospital, R. Waverley Smith Pavilion, and the Texas Department of Criminal Justice (TDCJ) Hospital, operated jointly by TDCJ and UTMB. UTMB's state-of-the-art Emergency Room has been designated a Level I Trauma Center and serves as the lead trauma facility for a nine-county region of southeast Texas. It is one of only three Level I centers in populous Southeast Texas. The Emergency Room also features a specially equipped Children's Emergency Room. Together, UTMB's inpatient facilities in Galveston constitute the second largest hospital in the Houston area. In addition, the University has managed the 12-bed Austin Women's Hospital in the state's capital since March 2004, providing women's health services to underserved patients in central Texas. Outpatient care is provided in the University Hospital Clinics and the Primary Care Pavilion, as well as in community-based clinics throughout Southeast and East Texas. The University is also a national leader in the field of telehealth, bringing quality care to patients in remote sites who otherwise might not be able to access such health services. UTMB conducts more than 61,000 telemedicine consultations annually and has recorded more consultations than any other telehealth program.

The Shriners Hospital for Children—Galveston, operated by the Shriners of North America, is a UTMB-affiliated center that provides free treatment to pediatric burn patients from around the world. Also located adjacent to the campus is the Ronald McDonald House of Galveston, a home-away-from-home for the parents and families of children hospitalized with serious or long-term illnesses.

COMMUNITY

Galveston enjoys contrasting identities as the site of a bustling medical center and a relaxing seaside resort and cruise ship port.

Once inhabited by Karankawa Indians, Galveston's recorded history began in 1528 when shipwrecked explorer Cabeza de Vaca claimed the island for Spain. Named in 1783 for Count Bernardo de Galvez, a Spanish governor, Galveston served as headquarters for the notorious privateer Jean Lafitte from 1817 to 1821. Legalized as a seaport in 1825, Galveston was Texas' major commercial center during the mid to late 1800s and provided many of its citizens with a progressive lifestyle of Gay Nineties grandeur that is still evident.

Today, this colorful history provides a backdrop for many activities. In addition to historic architecture and numerous museums, the city features seasonal events that include a variety of ethnic and cultural festivals, historic homes tours, a "Dickens on The Strand" winter festival that re-creates the Victorian era, and a Mardi Gras celebration. Alongside Galveston's port, Galveston Historical Foundation maintains and operates the tall ship *Elissa*, built in 1887, and an adjacent museum.

In addition to art exhibits and cultural events, activities include performing arts presentations at The Grand 1894 Opera House and summer musicals at the Mary Moody Northen outdoor theater. Moody Gardens offers visitors a rainforest pyramid, discovery pyramid, and aquarium, as well as a 3-D IMAX theater, all amid a lush tropical landscape.

As a Gulf of Mexico barrier reef island, Galveston boasts a mild climate and miles of open beaches ideal for a variety of sports. Activities such as biking, jogging, skating, golf, and tennis are popular year-round, and many organized athletic events are held each year.

In addition to UTMB and the port, Galveston's economy includes tourism, insurance, and light industry. The Houston/Bay Area/Galveston region is also home to a growing biotechnology sector. The city has a Coast Guard base, a community college, and a marine and maritime component of Texas A&M University. Primary and secondary education is provided through public and private schools. NASA's Johnson Space Center is located less than an hour away, in the growing suburbs of southern Harris County/northern Galveston County. Just an hour's drive, Houston offers the amenities of the nation's fourth largest city, including abundant shopping; major universities (many of which collaborate with UTMB); nationally acclaimed symphony, ballet, and opera companies; and professional sports teams. Houston has two commercial airports, both of which are accessible from Galveston by limousine service.

Degrees Offered

The University of Texas Medical Branch at Galveston (UTMB) offers the following degrees.

School of Nursing (SON)

Bachelor of Science in Nursing
Master of Science in Nursing

School of Medicine (SOM)

Doctor of Medicine

School of Allied Health Sciences (SAHS)

Bachelor of Science in Clinical Laboratory Sciences
Bachelor of Science in Respiratory Care
Master of Occupational Therapy
Master of Physical Therapy
Master of Physician Assistant Studies
Post-Graduate Certificate in Pediatric Physical Therapy

Graduate School of Biomedical Sciences (GSBS)

Master of Arts
 Medical Humanities
Master of Medical Science
Master of Public Health
Master of Science
 Cell Biology
 Cellular Physiology and Molecular Biophysics
 Experimental Pathology
 Human Biological Chemistry and Genetics
 Microbiology and Immunology
 Pharmacology and Toxicology
 Preventive Medicine and Community Health
Doctor of Philosophy
 Cell Biology
 Cellular Physiology and Molecular Biophysics
 Experimental Pathology
 Biochemistry & Molecular Biology
 Medical Humanities
 Microbiology and Immunology
 Neuroscience
 Nursing
 Pharmacology and Toxicology
 Preventive Medicine and Community Health

Combined M.D./Ph.D. Program

Doctor of Medicine and Doctor of Philosophy

Admission Requirements

OVERVIEW

The people of the state, through The University of Texas System, provide excellent facilities for education and research in the health sciences. It is the responsibility of each school to enroll those students who demonstrate the academic potential to complete the curriculum, and who could best serve the health care needs of the citizens of Texas. Staff of colleges and professional schools makes every effort to guide and assist all students in their preparation. Ultimately, it is the student's effort, capacity, and accomplishment that earn the student an opportunity for education in the health sciences.

The educational policies of The University of Texas Medical Branch at Galveston are founded upon the regulations of the Board of Regents of The University of Texas System. UTMB is an upper-level, graduate, and professional-study institution.

Once submitted, the application for admission and all supporting documents become the property of UTMB and are not returned to the individual submitting them or on whose behalf they are submitted.

ADMISSIONS AND COMPETITIVE SCHOLARSHIP CRITERIA

UTMB and each of its component schools will not use an applicant's performance on a standardized test in the admissions or competitive scholarship process as the sole criterion for consideration or as the primary criterion to end consideration of the applicant. If an applicant's performance on a standardized test is used in the admission or competitive scholarship process, the applicant's performance must also be used to compare the applicant's test score with those of other applicants from similar socioeconomic backgrounds to the extent that those backgrounds can be properly determined.

In addition, no weights will be assigned to any one factor considered in the admissions or competitive scholarship process for these programs. The University and its component schools may consider any or all of the following factors in making admissions and competitive scholarship decisions: socioeconomic background while in undergraduate school; an applicant's academic record as a high school student and undergraduate student; if an applicant would be the first of his/her family to graduate from a graduate or professional program; multilingual proficiency; while as an undergraduate, applicant was employed, helped to raise children, or experienced other similar factors; region of residence during application; community involvement; commitment to a particular field of study; the comparative availability of members of that profession in the applicant's region of residence; applicant was automatically admitted to a general academic teaching institution as an undergraduate student; and, a personal interview.

As authorized by the Board of Regents, UTMB has added race and ethnicity to the broad range of criteria considered for student admission and for awarding of scholarships and fellowships beginning with the academic year 2006–2007.

Applicants are encouraged to contact the school or program for additional and specific criteria for admissions. For questions, please contact Enrollment Services at (409) 772-1215.

APPLICATION DEADLINE DATES

Most programs at UTMB have a deadline for receipt of applications and supporting documents. These deadlines vary by program and application year. Applicants are advised to contact the program to which they are seeking admission for specific deadline dates.

CRIMINAL BACKGROUND CHECKS

Criminal background checks are a requirement for matriculation into degree granting programs at UTMB. Students will need to consult the specific school bulletin for complete information and requirements that pertain to their program and school.

UNDERGRADUATE REQUIREMENTS FOR ADMISSION

General University Requirements

To be considered for admission to any undergraduate program at UTMB, students must meet the following general requirements. All credentials must be submitted directly from the issuing institution to the Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305.

1. Submit a properly completed application for admission. Applicants may complete an online application by visiting the Office of Enrollment Services home page (<http://web.utmb.edu/enrollmentservices>) or by requesting a copy of the application form directly from the UTMB school to which admission is sought.
2. Submit the appropriate application fee (see appropriate school bulletin).
3. An official transcript from each college-level institution in which the student ever enrolled must be submitted directly from the issuing institution to the Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305.
4. The student must have earned a minimum of 60 semester credit hours of acceptable college-level course work from an approved institution.
5. Refer to the appropriate school bulletin for specific GPA requirement.
6. In order to be admitted, the student must be accepted by the UTMB program and school to which admission is sought. Acceptance will be based upon competitive evaluation of the qualifications of the applicant with consideration of the availability of space and resources.

For additional admission requirements for specific schools, refer to the school bulletins.

Additional Undergraduate Admission Policies

Texas Social Science Requirement

Texas law requires that no person may receive an undergraduate degree unless he or she has taken and passed 6 semester credit hours in American (including Texas) government and 6 semester credit hours in American history. Three hours of Texas history may be substituted for one-half the history requirement. To meet the prerequisite requirements, history and government courses must have been completed with a grade of C or higher.

The Texas government requirement may be satisfied by correspondence study prior to or after matriculation of the student. History, government, and political science courses are not offered at UTMB.

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI), formerly Texas Academic Skills Program (TASP), is a state-legislated program designed to improve student success in college. All undergraduate students must have satisfied the TSI prior to enrolling at UTMB. Questions regarding the TSI requirements can be directed to Enrollment Services.

THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON (UTMB) CORE CURRICULUM POLICY

Students who will be receiving their first baccalaureate degrees from The University of Texas Medical Branch at Galveston (UTMB) must successfully complete the Texas Core Curriculum requirements. The core curriculum consists of 42 semester credit hours in specified component areas. The table below lists core curriculum requirements and courses that may be used to satisfy them.¹ All courses used to satisfy the CORE Curriculum must be completed with a grade of “C” or better.

If a student’s transcript from another Texas public college or university indicates that the student has completed that institution’s core curriculum, no additional core curriculum requirements will be imposed. If a student has not completed the core requirement at another Texas institution prior to entering UTMB, UTMB will accept academic credits from another Texas public college or university for the core curriculum courses successfully completed, with grades of C or better only. UTMB may accept academic coursework from private or out of state academic institutions to satisfy the core curriculum requirement based on UTMB policies for acceptance of transfer credit.

Texas Core Curriculum Component Areas and Requirements	Credit Hours
Communication (English rhetoric/composition)— <i>ENGL 1301, ENGL 1302, ENGL 1311, ENGL 1312, ENGL 2311, ENGL 2314, ENGL 2315, or equivalent*</i>	6
Mathematics — <i>3 hours in Algebra—MATH 1314 or higher or 3 hours in Statistics—MATH 1342, MATH 1442, MATH 2342, MATH 2442, or PSYC 2317, or equivalent</i>	3
Natural Sciences — <i>Courses with prefixes BIOL, CHEM, GEOL, PHYS, HORT, ZOOL, or HECO 1322 or other natural sciences</i>	12
Humanities and Visual and Performing Arts — <i>Must include:</i> <i>3 hours in visual/performing arts—Courses with prefixes ARTS, DANC, MUAP, MUEN, MUSI, DRAM, or equivalent</i> <i>3 hours in “other,” including literature, philosophy, modern or classical language/literature, and cultural studies**</i>	6
Social and Behavioral Sciences — <i>Must include:</i> <i>6 hours in U.S. history—either HIST 1301 & HIST 1302, or HIST 1301 & HIST 2301</i> <i>6 hours in political science—GOVT 2301 & GOVT 2302, or GOVT 2301 & GOVT 2305, or GOVT 2301 & GOVT 2306, or GOVT 2305 & GOVT 2306.</i> <i>3 hours in social/behavioral science—Courses with prefixes ANTH, ECON, CRIJ, GEOG, PSYC, SOCI, SOCW, or other social and behavioral sciences</i>	15
Total Texas Core Curriculum Semester Credit Hours	42

* Communication application of English means the basic proficiency skills acquired during introductory courses and including a working competency in grammar, writing, speaking, and listening/comprehension in English.

**Humanities application of language skills includes a study of literature in the original language, and/or the cultural studies related to a modern or classical language.

¹ Texas Common Course numbers are provided for guidance. Information is available online at <http://www.tccns.org>, click on ACGM (The Lower-Division Academic Course Guide Manual of Texas Higher Education Coordinating Board Community and Technical Colleges Division). Applicants are encouraged to contact UTMB’s Office of Enrollment Services or the respective school/program office to inquire about other courses that may satisfy Core Curriculum requirements.

GRADUATE REQUIREMENTS FOR ADMISSION

Each applicant for admission must:

1. Submit a properly completed application for admission. Applicants may complete an online application by visiting the Office of Enrollment Services home page at <http://web.utmb.edu/enrollmentservices/> or by requesting a copy of the application form directly from the UTMB school to which admission is sought.
2. Submit the appropriate application fee (see the appropriate school bulletin).
3. An official transcript from each college-level institution in which the student ever enrolled must be submitted directly from the issuing institution to the Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305.
4. Request that an official copy of scores earned on the Graduate Record Exam (GRE) from the Educational Testing Service be submitted to Enrollment Services.

For additional admission requirements for specific schools or programs, refer to the school bulletin.

School of Medicine Requirements for Admission

Application for the School of Medicine must be made online. The online application is available through Enrollment Services homepage at <http://www.utsystem.edu/tmdsas/>, or by contacting:

Texas Medical and Dental Schools Application Service (TMDSAS)
702 Colorado, Suite 6.400
Austin, TX 78071
Telephone: (512) 499-4785

M.D./Ph.D. Combined Degree Program

Students applying for admission to the M.D./Ph.D. Combined Degree Program should submit an application to the American Medical College Application Service (AMCAS) at <http://www.aamc.org/students/amcas/start.htm>. This application is for the Combined Degree Program only. At least two letters of recommendation must be provided from individuals who can comment on the applicant's abilities and achievements in research. These letters should be sent to:

Steve A. Weinman, M.D., Ph.D., Director
M.D./Ph.D. Combined Degree Program
301 University Boulevard
Galveston, TX 77555-1041

Students interested in admission to the Graduate School of Biomedical Sciences only should submit an application to UTMB.

Students interested in admission to the School of Medicine only should submit an application to the TMDSAS.

Academic Fresh Start

Senate Bill 1321, "Right to an Academic Fresh Start," was established beginning with the fall semester 1993. This bill gives prospective undergraduate students who are residents of Texas the option of electing to have courses taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken 10 or more years prior to enrollment. The latter provision precludes satisfying prerequisites based upon work ignored under Academic Fresh Start.

In addition, graduate and medical applicants may take advantage of Academic Fresh Start. A graduate or medical applicant who has enrolled under the provision of ignoring course work undertaken 10 or more years prior to enrollment at UTMB and who has subsequently received a baccalaureate degree, has the GPA calculated for admission using only course work taken after approval of Academic Fresh Start. Questions regarding Academic Fresh Start and requests to take advantage of this policy should be directed to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

INTERNATIONAL STUDENTS

Applicants whose tertiary-level education has been completed at international institutions must meet the following requirements, in addition to providing the credentials for their prospective program:

1. Take and score satisfactorily on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if the native language is not English. A minimum satisfactory score is a total of 550 (or a score of 213 on the computer-based exam) or 6.5 for IELTS; however, TOEFL or IELTS score requirements are one of the many criteria of a student's admission, and the requirement could vary based upon previous education, GPA, and related factors. Test of Spoken English is recommended for applicants to the GSBS.
2. Submit an acceptable English translation with the transcripts if the transcripts are not in English. If the degree is not indicated on transcript, a copy of the diploma and/or certificate issued by the school is required.
3. GSBS applicants must complete and submit an Educational Background form. When applying for admission, the international applicant should request that the Educational History form be included in the application materials.
4. Graduate applicants must submit a professional evaluation of foreign credentials. The official evaluation must be sent directly from the evaluation service to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305. A list of acceptable evaluation services is available from the Office of Enrollment Services.

It is important that the international student apply well in advance of the anticipated term of enrollment in order to have enough time, if accepted for admission, to secure a student visa and make travel arrangements to UTMB.

As a condition of enrollment, all international students who are nonimmigrant aliens (such as those with F-1 visas) shall be required to furnish proof of existing health and repatriation insurance coverage. Coverage must be equal to the plan offered to UTMB students through The University of Texas authorized insurance program. Students who fail to comply with this requirement will not be allowed to register for classes. Information about any available policy and coverage amounts may be obtained from the Office of Enrollment Services.

The Office of Enrollment Services prepares the paperwork (I-20AB) necessary to apply for an initial student visa or to request continuation of a visa for educational purposes. The following requirements must be met prior to the initiation of the I-20AB form:

1. The applicant must be accepted as a degree-seeking student by one of the UTMB schools and submit all official credentials.
2. The applicant must submit an official score report providing evidence of a minimum score of 550 on the TOEFL (213 on the computer-based exam) or 6.5 on the IELTS, if the applicant's tertiary work has been completed at international institutions.
3. The applicant must provide satisfactory evidence of financial support. The amount of financial support considered to be adequate for each 12-month period for 2007–2008 is listed below and is subject to change. However, international students with a UTMB graduate assistantship pay the in-state tuition rate while the assistantship is in effect. Estimated cost for each 12-month period:

**School of Nursing,
Graduate School of Biomedical Sciences
School of Allied Health Sciences School of Medicine**

Tuition /Fees	Out-of-state.....	\$15,801	\$25,330
	In-state.....	5,901	12,230
Living Expenses	8,236	8,237
Personal expenses	14,733	14,733
Total	Out-of-state.....	\$38,771	\$48,300
	In-state.....	\$28,871	\$35,200

Each international student should have at least \$2,500 (U.S.) in available funds upon arrival at UTMB, because the student must secure housing, have funds for other essentials, and pay registration tuition and fees.

LIMITATION ON ADMISSION OF NONRESIDENT STUDENTS

No nonresident in the state of Texas shall be enrolled as a new or transfer student in any school or program when all of the three following conditions occur:

1. There is a limitation on the number of students who will be enrolled in the class of which such nonresident would be a member if he or she were enrolled.
2. The result of enrolling such nonresident would be to increase to greater than 10 percent the percentage of nonresidents enrolled in the class of which such nonresident would be a member if he or she were enrolled.
3. At the time of the proposed enrollment of such nonresident, admission to the school or program is being denied to one or more Texas residents who have applied for admission and who reasonably demonstrate that they are probably capable of doing the quality of work that is necessary to obtain the usual degree awarded by the school or program.

READMISSION

Former students of UTMB who have not been continuously enrolled and who wish to reenroll must complete and submit an application for readmission. Unless they have been on an approved leave of absence for the duration of their absence, regular admission requirements must be met. Processing procedures parallel those for admission in that official transcripts of college-level work not already on file must be submitted. Minimum GPAs must be met and, if a program change is involved, any associated requirements must be satisfied.

GRADE POINT AVERAGE CALCULATION FOR ADMISSION, OTHER THAN TO THE SCHOOL OF MEDICINE

Procedures for calculating the GPA for students seeking admission are as follows:

1. Only official transcripts from approved² institutions of higher education are accepted for evaluation and grade point calculation.
2. All academic work undertaken and grades or symbols assigned at each institution are indicated on the official transcript(s).
3. All grades assigned for academic course work are used in calculating the various GPAs specified by the schools and programs.
4. A 4.0 scale is used in computing the GPA (i.e., A = 4.0 points per semester hour; B = 3.0; C = 2.0; D = 1.0; F = 0.0).

² An approved institution is one that has received accreditation from one of the regional accrediting agencies. International students must have completed equivalent work at a recognized international institution.

5. A grade or symbol indicating failure (e.g., F, WF, NC, or a Pass/Fail system failure) is counted as hours undertaken, but no grade points are earned.
6. Excluded from the GPA calculation are any credit by examination (CR), Quit (Q), Withdrew (W), Withdrew Passing (WP), Incomplete (I or X), and Pass grades within a Pass/Fail system.
7. The GPA is computed by multiplying each grade point (see items 4 and 5 above) by the semester (or equivalent) hours earned per course and totaling the products. The semester (or equivalent) hours of courses undertaken are then totaled. The total of quality points earned is divided by the total semester or quarter hours. The result is calculated to the 100th place, giving the official cumulative GPA.
8. Academic work at foreign colleges, universities, or preparatory schools is excluded from the calculations. In such cases, the academic performance of the student and credit are evaluated by the registrar and the UTMB school to which admission is sought. Publications regarding a given country's educational programs (e.g., World Education Series, publications of the American Association of Collegiate Registrars and Admissions Officers) are used as references in making the determination.
9. Students approved for Academic Fresh Start will not have courses taken 10 or more years ago computed in their admission GPA.

Orientation and Registration

QUEST

Quest is the annual weekend welcome program hosted for all new students who enter in the summer and fall. It is sponsored by the Office of the President to promote unity, a sense of community, and friendships among the schools of Allied Health Sciences, Medicine, Nursing, and Graduate Biomedical Sciences. Quest is coordinated by the Office of Student Life and planned by a large campus-wide committee of students, as well as faculty and staff. Student planners assure that Quest will be informative, meaningful, and fun. The retreat, held in August prior to orientation, includes speakers, a campus fair with student clubs and area vendors, workshops, small-group meetings, and socials with students and faculty. The Quest student committee meets throughout the year to plan the weekend and provide training and gatherings for the small-group leaders and planners.

ORIENTATION

Each new student is required to participate in the orientation program. During orientation, a variety of information will be provided. Registration and fee payment are included in the orientation schedule. The following activities occur at orientation:

- Information about the University and the school will be provided.
- Key University and school officers will be introduced.
- Special attention will be given to the student's academic program, including academic advisement.
- Information about various UTMB services will be provided. Representatives of the areas will be introduced, and they will provide information about the services offered.
- Representatives from the Student Health Service and the Faculty Group Practice will discuss available health services and the health requirements that must be completed prior to registration.
- Students will have the opportunity to meet other new students, as well as faculty and staff in their areas of study.

These activities and many other events occur during the orientation period. One of the benefits of orientation is learning where to direct future questions. For more information, contact the Office of Student Life.

REGISTRATION

Registration is coordinated by the Office of Enrollment Services in cooperation with the school in which the student enrolls. Tuition and fees are due in full the last business day prior to the first day of class unless arrangements for installment payments have been completed. The first payment of the installment plan is also due the last business day prior to the first day of class. Most new students are preregistered by their school in advance of orientation. Students can check the UTMB E-Connect site (<https://sisweb.utmb.edu/sp/utmb/student>) for their schedules and balances due.

For subsequent registrations, instructions are available in program director offices for degree-seeking students prior to the beginning of each term.

Non-degree-seeking students should request enrollment well in advance of the beginning date of the course because priority will be given to degree-seeking students. Non-degree-seeking students should report to the Student Affairs or Academic Affairs office of their school to request permission for continuing registration approval.

Demographic Information

All students are required to ensure that all personal and demographic records in the Enrollment Services Office reflect current data.

At the time of registration and throughout a student's enrollment, it is the student's responsibility to keep the Enrollment Services Office informed of (a) current address and phone number, and (b) permanent address and phone number. The updates may be made online using UTMB E-Connect.

Enrollment Services is located in suite 1.206, Ashbel Smith Building; telephone (409) 772-1215; fax (409) 772-5056. Office hours are 8 a.m.–5 p.m. Monday through Friday, except official holidays.

Eligibility for Registration

To be eligible for registration, the student must have been officially admitted as a new student, or officially readmitted following an absence, and must have satisfied all admission requirements, or must be a continuing student who is eligible to continue as a student at UTMB. Any student deemed ineligible due to an academic, administrative, or disciplinary sanction will be barred from registration.

New and readmitted students must provide verification of compliance with immunization and insurance requirements to Student Wellness prior to registration. International students must also provide verification of compliance with medical, repatriation, and medical evacuation insurance requirements prior to registration.

All students with a "hold" on their registration due to an outstanding financial obligation to UTMB or for failure to meet an administrative obligation are denied registration until the "hold" has been removed.

Health Insurance

All enrolled UTMB students are required to have and to maintain health insurance. Students must complete and sign a Student Health Insurance Confirmation Form and provide it to the Office of Enrollment Services, as part of the initial registration process.

As a condition of enrollment, all international students are required to furnish proof of health and repatriation insurance coverage. International students may enroll in the plan offered to UTMB students through The University of Texas authorized insurance program or furnish proof of existing health and repatriation insurance coverage equal to the plan approved by The University of Texas System Board of Regents.

Information regarding student health insurance available through the UT System can be found on the Student Wellness web site <http://www.utmb.edu/studentwellness>. For more information or assistance, contact Student Wellness at (409) 747-9508.

Graduate students who are appointed as graduate assistants may participate in the group health insurance program for UTMB employees. Graduate students are also eligible for the same benefits as other UTMB students and may utilize the same services.

Immunization Requirements

All new students are required to comply with Texas Department of Health regulations and UTMB policies regarding required immunizations. Information regarding required immunizations may be found on the Student Wellness web site <http://www.utmb.edu/studentwellness>.

Students must provide written verification of specific immunizations including documentation of a completed three dose series of hepatitis B vaccine and a positive hepatitis B antibody titer. Students who are not in compliance with these requirements will not be allowed to participate in clinical activities involving direct patient contact. Registration may not be permitted until these requirements are met.

Students who have not been continuously enrolled at UTMB and who have interrupted their studies at UTMB by one semester or more are required to meet the same health and immunization requirements as new students to be eligible to register.

Bacterial Meningitis Information

Bacterial meningitis is a serious, potentially deadly disease. Symptoms include severe headaches, fever, vomiting, stiff neck, rash, lethargy, light sensitivity, confusion, nausea, and seizures. The more symptoms a person has, the higher the risk of bacterial meningitis infection. When these symptoms occur, students should seek immediate medical attention. Prior to registration all incoming students are required to sign a form acknowledging that they have received and read the information regarding bacterial meningitis as required by State Law (Chapter 51, Education Code, Section 51.9191). For more information contact Student Wellness.

Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) Infections, and Hepatitis B Virus (HBV) Policy

UTMB is in compliance with The University of Texas System Policy and Guidelines on Acquired Immune Deficiency Syndrome, Human Immunodeficiency Virus Infection, and Hepatitis B Virus. A copy of this policy and copies of the educational pamphlet about methods of transmission and prevention of HIV infection are available in the office of the student affairs dean in each of the UTMB schools.

Late Registration

Late registration may be permitted by the registrar in exceptional circumstances with the written approval of the dean, or the designated representative, and upon payment of the appropriate late fee.

Registration Changes

When a student is registered for a course in a school other than the school in which he or she is officially registered, the policies of both schools regarding registration changes apply, with more restrictive policies taking precedence.

Adding and Dropping Courses

“Adding” and “dropping” refer to the established procedure by which students, after completing official registration for a specific enrollment period, add or drop one or more courses to their approved course of study prior to the census date, but remain enrolled for the term. Please refer to each school bulletin for specific policies and procedures. With appropriate approvals, a course may be added or dropped for a term until the census date, except for the School of Medicine, where adding and dropping is not permitted after the class has begun unless approved by the school. The census date for a term varies with the length of the term. The calendars for each school can be accessed on the Enrollment Services web site. Except for the time period indicated above, students may not add or drop a class, except for the unusual and extenuating circumstances as approved by the appropriate dean or a designee and the registrar.

Students adding or dropping a course may be subject to additional tuition and fees or may be eligible for a refund. Additional fee assessments are due and payable when the change is executed, unless the student is currently on an installment plan. In that case, the payments are adjusted accordingly.

When a student drops a course, no notation of the original course registration is entered on the student’s permanent academic record.

Each student is responsible for processing the schedule change by the appropriate deadline. The effective date of the change is the date of receipt by Enrollment Services, or the date the change was processed online by the student.

Withdrawing From a Course

“Withdrawing” from a course refers to the established procedure by which students, subsequent to the designated “drop” date for a given enrollment period, request to remove one or more courses from their schedule but wish to remain in other courses for which they are

registered. Please refer to each school bulletin for specific policies and procedures. The following guidelines apply to all courses.

When a student is given permission to withdraw from a course, a symbol of W (withdrew), WP (withdrew passing), or WF (withdrew failing) is assigned as appropriate and is entered on the student's permanent academic record. Each student is responsible for processing the withdrawal from a course by the appropriate deadline. The effective date of the change is the date of receipt of the withdrawal form by Enrollment Services, or the date the change was processed online by the student.

Withdrawal From School

Students who withdraw from school prior to the end of the academic period for which they are enrolled must submit to the appropriate dean, or designated representative, a written notice of withdrawal, indicating the period of time to be involved and intentions concerning resumption of studies. If the student intends to return and the request is approved, the dean may grant the student a leave of absence. Additional information regarding Leaves of Absence may be found in the individual school bulletins. If prescribed procedures are not followed, the student will be withdrawn from the University and will be required to re-apply for admission to the program. If the student does not intend to return, a notation is made to the student's academic record indicating the student has withdrawn from the program. Depending upon scholastic progress at the time of withdrawal, a symbol of W, WP, or WF will be recorded for each course for which the student is enrolled and which has not been completed, according to the school's grading policies.

The transcript for a student who fails to follow the withdrawal process will reflect final course grades based on the course syllabi.

Student services and privileges, such as health services, library privileges, and facilities usage, are terminated when a student withdraws from the institution. At the time of withdrawal the student ID card should be surrendered.

Effect of Registration Changes

A change in the enrollment status can affect the student's financial aid eligibility and obligations (such as tuition and fees, scholarship awards, stipends, financial aid, veteran's benefits, and other governmental benefits) and international student status.

Whenever changing enrollment status, i.e., dropping a course(s), withdrawing from a course(s), or withdrawing from school, the student should review the award stipulations with a representative from Enrollment Services to determine the effect of the action on any assistance being received.

Following the close of a term, a student who elects not to return is expected to submit a letter of resignation to the school. Should the student later desire to resume student status, a new application for admission will be required. Requirements, procedures, and acceptance will be the same as for new students.

The student should also meet with his/her dean or academic advisor to determine if there is any impact on the student's eligibility to progress in the degree program.

International students who are on an F-1 visa must meet with the International Student Representative in Enrollment Services prior to withdrawing from courses for a term. Other international students should consult with the International Office to determine if there is any impact on the student's eligibility to continue in the program, if the student withdraws from a course.

Students should also refer to the specific school bulletin for school registration-related policies regarding the effects of withdrawal and registration changes on their academic progress.

Tuition, Fees, and Other Charges

TUITION

Policies governing the payment and refunding of tuition, fees, and other charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. Tuition and fees are subject to change by legislative or Board of Regents action and may become effective without prior notice. The Texas Legislature does not set the specific amount for any particular incidental student fee. The student fees assessed below are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and The University of Texas System Board of Regents. Clarification of matters relating to payment or refund of charges should be obtained from the Office of Enrollment Services.

TUITION 2006–2007:

School of Nursing, Graduate School of Biomedical Sciences and School of Allied Health Sciences:

For Texas Residents ³	For Non-Texas Residents
\$50 per semester credit hour	\$325 per semester credit hour

School of Medicine⁴

For Texas Residents ³	For Non-Texas Residents
\$6,550 per academic year	\$19,650 per academic year

Designated Tuition

School of Nursing:

Undergraduate: \$70 per semester credit hour

Masters: \$60 per semester credit hour

Graduate School of Biomedical Sciences:

Masters and Doctoral: \$60 per semester credit hour

School of Allied Health Sciences:

Undergraduate: \$60 per semester credit hour

Masters: \$70 per semester credit hour

School of Medicine

Flat rate of \$3,600 annually

Differential Tuition

School of Nursing:

Masters: \$20 per semester credit hour

Graduate School of Biomedical Sciences:

Doctoral Nursing: \$20 per semester credit hour

Master of Medical Science: \$20 per semester credit hour

School of Allied Health Sciences:

Master of Physician Assistant Studies: \$10 per semester credit hour

Master of Physical Therapy: \$10 per semester credit hour

³ Residents for tuition purposes.

⁴ Medical students who register for only a portion of the year may have tuition and fees assessed on a prorated basis.

TUITION 2007–2008:

School of Nursing, Graduate School of Biomedical Sciences and School of Allied Health Sciences:

For Texas Residents ⁵	For Non-Texas Residents
\$50 per semester credit hour	Rate to be determined by the Coordinating Board

School of Medicine⁶

For Texas Residents ⁵	For Non-Texas Residents
\$6,550 per academic year	\$19,650 per academic year

Designated Tuition

School of Nursing:

Undergraduate: \$100 per semester credit hour

Masters: \$80 per semester credit hour

Graduate School of Biomedical Sciences:

Masters and Doctoral (except Nursing): \$60 per semester credit hour

Doctoral Program in Nursing: \$80 per semester credit hour

School of Allied Health Sciences:

Undergraduate: \$80 per semester credit hour

Masters: \$100 per semester credit hour

School of Medicine

Flat rate of \$4,050 annually

Differential Tuition

School of Nursing:

Masters: \$40 per semester credit hour

Graduate School of Biomedical Sciences:

Doctoral Nursing: \$40 per semester credit hour

Master of Medical Science: \$25 per semester credit hour

Master and Doctoral programs in Clinical Science*: \$25 per semester credit hour

**Program approval by the Coordinating Board is pending.*

School of Allied Health Sciences:

Master of Physician Assistant Studies: \$20 per semester credit hour

Master of Physical Therapy: \$20 per semester credit hour

STUDENT SERVICE AND MEDICAL SERVICE FEES

Student Services Fee 2006–2007

School of Nursing, Graduate School of Biomedical Sciences and School of Allied Health Sciences:

\$10.99 per semester credit hour, with a maximum charge of \$150 per semester

School of Medicine:

Year 1\$283.50

Year 2\$423.26

Year 3\$423.26

Year 4\$423.26

⁵ Residents for tuition purposes.

⁶ Medical students who register for only a portion of the year may have tuition and fees assessed on a prorated basis.

Student Service Fees Proposed for 2007–2008

School of Nursing, Graduate School of Biomedical Sciences and School of Allied Health Sciences:

\$10.99 per semester credit hour, with a maximum charge of \$200 per semester

School of Medicine:

\$600 per academic year

The fee covers services of the Office of Student Life and Student Counseling access to the Alumni Field House, yearbook and participation in activities sponsored by student government.

Medical Services Fee 2006–2007 (no change proposed for 2007–2008)

Schools other than School of Medicine.....\$55 per semester
or full summer session
School of Medicine.....\$165 per year

This fee covers certain services provided by the Student Health Service. Services beyond those provided by this fee are available on a fee-for-service basis.

INCIDENTAL FEES (APPROVED FEES FOR ACADEMIC YEAR 2006–2007)

Identification Card (not refundable) \$5

The ID card is valid for the length of time usually required for a stated degree or goal.

If the student requires more time, the card must be renewed and the appropriate fee paid. Identification cards for non-degree students are valid for the terms during which the student is registered during the two years following issuance.

Admissions Application Fee

School of Allied Health Sciences \$30
School of Nursing..... \$30
Proposed for 2007–2008..... \$50
Graduate School of Biomedical Sciences:
US Citizens and Residents..... \$30
International Applicants..... \$75

To defray the costs associated with analyzing student credentials and correspondence.

Fax Transmittal Fee/Office of Student Life \$1.00 per page
.50 each additional page

To defray costs of sending and receiving faxes by the Office of Student Life.

Graduation Fee

Baccalaureate..... \$70
Master’s \$100
Doctoral \$110

To defray costs of diplomas and commencement activities.

Health Insurance Fee..... varies/matches premium approved
for UT System Student Insurance
Plan

To defray costs of mandatory insurance for international students holding non-immigrant visas and living in the United States.

In Absentia Registration Fee for Graduate Students

- Resident \$50
- Non-Resident \$150

To defray administrative costs of processing registration applications for students who are not currently enrolled.

Late Registration Fee (not refundable)..... \$100

Students who have not completed registration, including payment of tuition and fees, by the deadline set for each semester/session/term will be charged the late registration fee. Late registration is permitted only upon approval of the appropriate dean and University Registrar.

Liability Insurance Fee..... Actual Cost of Premium

To defray cost of the annual insurance premium.

Library Fee 2006–2007

- \$50 per semester; maximum \$150 per academic year
- Proposed for 2007–2008: \$66.66 per semester; maximum of \$200 per academic year
- To cover cost of library acquisitions.

Educational Technology Infrastructure

- Proposed for 2007–2008: \$35 per year
- To cover the cost of software and maintenance of public computer workstations for students.

Locker Fees

- Alumni Field House..... \$3/month/small
\$5/month/medium
\$7.50/month/large
- School of Allied Health Sciences \$5/year/small
\$10/year/large
- Student Center \$5/year

Parking Fee

- Student Permit \$30/year
- To defray the costs associated with maintenance, operation, and security.

Registration Processing Fee (not refundable) \$15

A student who completes registration but cancels the registration prior to the first class day is entitled to a full refund of tuition and fees, less the registration processing fee.

Returned Check Fee (not refundable)..... \$15

This fee is charged for each dishonored check.

Tuition Delinquency Fee (not refundable)..... \$10

A student will be charged the late fee for each tuition and fee payment made after the established deadline.

Tuition Handling Fee \$15

- (Installment tuition fee; not refundable)
- The fee is charged each time the installment option is selected.

School of Allied Health Sciences

Distance Education Fee (portion refundable) \$38 per semester credit hour

When a student is enrolled exclusively in distance education courses for a term, certain other fees are waived. Details are available from the Office of Enrollment Services.

Lab Safety Kit

Clinical Laboratory Science Students..... \$10/semester

One time Charge to Physician Assistant Students..... \$10

Microscope Rental Fee

SAHS–Clinical Laboratory Science students..... \$60/ year

To defray costs of replacement and maintenance of microscopes.

Student Fee for Class Materials..... \$5 per SCH

To defray costs and preparation of professional educational materials.

Research in Clinical Laboratory Sciences \$50 per class

To defray the costs for non-routine reagent inventory for students enrolled in CLLS 4326.

Human Anatomy/Rehab \$255 per class

\$265 proposed for 2007–2008

To defray the costs for cadaver, delivery fees, cremation costs and services of anatomy assistant to care for facilities for students enrolled in HUBS 5439.

Human Anatomy for Primary Care Professionals \$255 per class

\$265 proposed for 2007–2008

To defray the costs for cadaver, delivery fees, cremation costs and services of anatomy assistant to care for facilities for students enrolled in HUBS 5503.

Skills Practice Fee \$42 per class

To defray the costs for the National PA Competency exam for students enrolled in PHAS 5210.

Physical Diagnosis \$77.50 per class

To defray the costs of Gynecology/Urological teaching associated fee for PHAS 5310.

Clinical Rotation Fee \$32 per class

To defray the costs of software service for PHAS 6401.

Therapeutics Lab (proposed for 2007–2008) \$120 per class

To defray the costs of laboratory equipment and supplies for RESC 3116.

School of Nursing

Distance Education Fee (portion refundable) \$38 per semester credit hour

When a student is enrolled exclusively in distance education courses for a term, certain other fees are waived. Details are available from the Office of Enrollment Services.

Assessment Tests

Students in the Generic Track..... \$102 per semester

Students in the Accelerated Generic Track..... \$128 per semester

To defray the actual costs of exams.

Student Fee for Class Materials..... \$5 per SCH

To defray costs and preparation of professional educational materials.

Nursing: Adult I \$65 per class

Proposed for \$70 for 2007–2008

To defray costs of skills laboratory for students enrolled in NURS 3631.

Advanced Health Assessment..... \$85 per class

Proposed for \$100 for 2007–2008

To defray costs to pay individuals to serve as standardized patients for clinical check-off for students enrolled in GNRS 5400.

2006–2007 Fees for Masters Clinical Courses to cover the cost of clinical site visits by faculty and/or supplies:

GNRS 5550 APPN I \$75 per class

GNRS 5551 APPNII \$75 per class

GNRS 5552 APPN III..... \$75 per class

GNRS 5343 APPN IV \$75 per class

GNRS 5537 NPPI..... \$75 per class

GNRS 5538 NPPII..... \$75 per class

Proposed for \$129 for 2007–2008

GNRS 5080 Clinical Role Practicum \$75 per class

GNP, WHCNP and FNP

GNRS 5569 NNP I \$50 per class

Proposed for \$97 for 2007–2008

GNRS 5632 NNP II \$75 per class

GNRS 5633 NNP III..... \$75 per class

GNRS 5434 NNP IV..... \$75 per class

GNRS 5567 PCC I..... \$50 per class

GNRS 5568 PCCII \$50 per class

GNRS 5509 WHCNP: The older Woman \$50 per class

GNRS 5512 Antepartum Management..... \$50 per class

GNRS 5511 NM/WHCNP Mgmt of Women's..... \$50 per class

GNRS 5623 ACNP I: Adult..... \$50 per class

GNRS 5624 ACNP II: Adult..... \$50 per class

GNRS 5625 ACNP III: Adult \$50 per class

GNRS 6027 ACNP IV: Adult \$50 per class

New Incidental Fees proposed for 2007–2008 for supplies and/or site visits by faculty:

NURS 3340 Health Assessment \$5

NURS 3440 Health Assessment \$5

NURS 4591 Professional Role \$45

NURS 3215 Health Assessment \$5

NURS 3615 Clinical Practice I..... \$70

NURS 4825 Clinical Practice II \$30

NURS 4935 Clinical Practice III..... \$30

GNRS 5327 Trans Lead.....	\$145
GNRS 5329 HC Econ.....	\$30
GNRS 5330 Manage HC	\$30
GNRS 5347 Leader as Communicator	\$200
GNRS 5331 Quality Patient Care.....	\$30
GNRS 5300 Leadership 2.....	\$200
GNRS 5334 Adv Lead Practicum.....	\$75
GNRS 5325 Advanced Clinical Concepts II	\$75
(Educator)	
GNRS 5320 Educator Practicum.....	\$75

School of Medicine

Pager Fees

SOM Year 1, 2 and 3 students	\$65/year
SOM Year 4 students	\$60/year
To defray costs of pagers for medical students.	
Lost or damaged pager fee.....	Actual cost of repair or replacement
To defray the cost of repair or replacement.	

Slide Fees

SOM year 1 & 2 Slide Notebook—Neuroscience.....	\$15 per year
Slide Replacement—Neuroscience	\$.75 per slide
Slide Replacement—Microanatomy.....	\$5 per slide
To defray costs associated with the cost of notebook of slides and replacement of lost or broken slides.	

Gross Anatomy—Radiology..... \$565

Proposed for 2007–2008:.....	\$520
To defray the cost of cadavers which must be purchased from outside sources.	

Application/Registration Processing Fee for Visiting Medical Students

Visiting Medical Students from accredited US institutions.....	\$50 per course
Visiting Medical Students from approved international institutions	\$100 per course

Graduate School of Biomedical Sciences

Distance Education Fee (portion refundable) \$38 per semester credit hour

When a student is enrolled exclusively in distance education courses for a term, certain other fees are waived. Details are available from the Office of Enrollment Services.

PAYMENT OF TUITION AND FEES

Upon registration, students are assessed tuition and fees, which are payable by the announced deadline.

Payment can be made in person or online. UTMB accepts payment by cash, check, and the following credit cards: American Express, Discover, MasterCard, and Visa. Credit cards accepted are subject to change with sixty (60) days' notice. UTMB also accepts e-check and credit card payments via the web at: <https://sisweb.utmb.edu/sp/utmb/student>. UTMB reserves the right to refuse payment by check from those who have presented checks that were subsequently dishonored.

The registration of a student who fails to pay tuition and fees by the required deadline may be cancelled by the University Registrar.

Tuition and Fee Payment Options

The following tuition and fee payment options are available to students:

1. Full payment of tuition and fees in advance of the beginning of the semester.
2. Payment according to the provisions of an approved installment payment option.
The installment option is not available during the summer session.

Installment Payment Option

For schools other than the School of Medicine, for the fall and spring semester, payment of one-half of the tuition and fees is due in advance of the beginning of the semester, one-quarter is due prior to the start of the sixth class week, and the final one-quarter payment is due before the beginning of the 11th class week.

For the School of Medicine, payment of one-fourth of the tuition and fees is due in advance of the beginning of the academic year; the remaining balance is due in three payments during the year at announced deadlines.

Please note that certain costs may not be deferred under the installment plan. Student liability insurance must be paid in full at the time of registration.

Payment of tuition and fees by the deferred payment plan requires completion of the appropriate deferred payment plan option forms, available online at <https://sisweb.utmb.edu/sp/utmb/student>. There is a nonrefundable \$15 charge for the deferred payment plan. A \$10 late fee per payment will be assessed those students who are delinquent in payments.

A fee payment schedule will be available in the Bursar's Office prior to the beginning of each semester. A student electing the installment payment plan is responsible for all fees due for the period of registration and for all calendar deadline dates relating to refunds, schedule changes, withdrawals, late fee charges, and other related costs at <http://web.utmb.edu/enrollmentservices/>.

A student who fails to make payment of tuition and fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester; grades, official transcripts, and degrees may be withheld and re-registration may be denied.

Effect of a Financial Obligation to the University

The existence of a financial obligation to the University may result in one or more of the following actions at the University's option:

1. A bar against readmission and re-registration;
2. withholding of the student's grades and official transcript;
3. withholding of a degree to which the student otherwise would be entitled;
4. any and all other penalties and actions authorized by law.

REFUND POLICIES

When a refund is warranted, a check covering all refunds due will be mailed by the Bursar's Office to the address on file in the Office of Enrollment Services within approximately 30 days.

Refunds of tuition and fees paid by a sponsor, donor, financial aid, or scholarship are refunded to the source rather than directly to the student who has withdrawn if the funds were made available through the sponsor.

School of Nursing, School of Allied Health Sciences, Graduate School of Biomedical Sciences

1. A student officially withdrawing from school during a fall or spring semester or a summer term that is 10 or more weeks in duration is entitled to a refund of tuition and certain fees according to the following schedule:

Prior to the first class day	100%, less \$15 registration processing fee
During the first five class days of the term	80%
During second five class days of the term	70%
During third five class days of the term.....	50%
During fourth five class days of the term	25%
After the 20th class day	None

2. A student officially withdrawing from school during a summer term less than 10 weeks in duration is entitled to a refund of tuition and certain fees, as follows:

Prior to the first class day	100%, less \$15 registration processing fee
During the first, second or third class day of the term.....	80%
During the fourth, fifth or sixth class day of the term	50%
After the sixth class day of the term	None

3. A student who drops a course prior to the census day of a semester or fourth class day for a six-week summer term but who remains enrolled for other courses during that semester or term is eligible for a 100 percent refund of tuition and fees for the course dropped.

4. Several irregular term offerings exist among the schools. For information about refund dates for these terms, consult with a representative of the Office of Enrollment Services. Also, see the section of this catalog “*Withdrawing From a Course*” for procedures for courses that begin or end on irregular calendar dates.

School of Medicine

Medical students register for periods of approximately 12 months. For refund purposes, each of the 12-month periods is divided into two segments. The first segment coincides with the beginning of class, and the second begins in December. For a student who withdraws from medical school or who is placed on a leave of absence, refunds are authorized as follows.

First Segment

Prior to the first class day for the first segment, the student will receive a full refund for both the first and second segments, less the \$15 registration processing fee. (Year 1 begins late August/early September; Years 2, 3, and 4 begin in June.)

After classes begin for the first segment, refunds will be issued as follows:

- | | | |
|--|------|---------------------------------------|
| During the first five class days..... | 80% | for the first segment of the year and |
| | 100% | for the second segment of the year |
| During the second five class days..... | 70% | for the first segment of the year and |
| | 100% | for the second segment of the year |

During the third five class days	50%	for the first segment of the year and
	100%	for the second segment of the year
During the fourth five class days	25%	for the first segment of the year and
	100%	for the second segment of the year
After the 20th class day	No refund	for the first segment of the year
	100%	for the second segment of the year

Second Segment

Prior to the first class day of the second segment, the student will receive a full refund of second segment tuition and fees, less the \$15 registration processing fee, if not enrolled in first segment.

After classes begin for the second segment, refunds will be issued as follows:

During the first five class days.....	80%	of the second-segment tuition and fees
During the second five class days.....	70%	of the second-segment tuition and fees
During the third five class days	50%	of the second-segment tuition and fees
During the fourth five class days	25%	of the second-segment tuition and fees
After the 20th class day	No refund	

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Each student is responsible for registering and paying tuition according to the proper residence classification. The laws, rules and regulations governing residence status can be found in the Texas Higher Education Coordinating Board (THECB) Rules and Regulations for Determining Residence Status, available upon request from the Office of Enrollment Services. A copy of the rules is available on the Enrollment Service’s homepage (<http://web.utmb.edu/enrollmentservices>) or at the THECB web site at http://www.thecb.state.tx.us/Rules/tac3.cfm?Chapter_ID=21&Subchapter=X.

Each student is classified as a resident or nonresident for tuition purposes. Medical students are initially classified by the Texas Medical and Dental Schools Application Service; all other students are classified by the Registrar. A student who believes the initial classification to be in error, or who believes that residence for tuition purposes has been established subsequent to the initial classification, may have a review by submitting the Residence Questionnaire form to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

A student who wishes to appeal the classification by the Registrar may do so by writing a letter of appeal to the University Registrar that explains fully the basis for reclassification as a resident of Texas for tuition purposes. Upon receipt of the letter of appeal, the University Registrar will call a meeting of the Residence Appeals Committee. The decision of the Residence Appeals Committee is final and is communicated to the student in writing as soon as possible following the committee’s action.

TUITION AND FEES WAIVER PROGRAMS FOR CERTAIN NON-RESIDENT PERSONS AND EXEMPTIONS

Under certain circumstances some individuals who are classified as non-resident persons shall be permitted to pay resident tuition. Some of the most commonly used are delineated below. Information about other exemption and waiver programs may be obtained from Enrollment Services.

Competitive Scholarships

The holder of a competitive scholarship may be eligible to pay in-state tuition in lieu of out-of-state tuition for the semester/session/term for which the scholarship is valid. The recipient must be selected by an official UTMB Scholarship Committee and the scholarship must be competitive (including Texas residents). The award must be at least \$1,000 for the academic year.

Graduate Teaching or Research Assistantship

Individuals employed one-half time as graduate research or teaching assistants at UTMB in a field associated with the academic degree sought at UTMB are eligible to pay in-state tuition in lieu of out-of-state tuition for themselves and for spouses and dependent children attending UTMB.

To qualify for this exemption, the student must provide the proper documentation to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305, at the time of registration or tuition and fee payment.

Students in the M.D./Ph.D. Combined Degree Program

Students formally admitted to M.D./Ph.D. Combined Degree Program and pursuing combined degrees are eligible to pay in-state tuition in lieu of out-of-state tuition, provided they hold a competitive scholarship or stipend.

Veterans and Dependents

Exemption of Texas Ex-Service Personnel (Hazelwood Fee Exemption Statute)

The State Legislature has directed that a legal resident of Texas is to be exempted from certain required fees, but not from deposits, when the individual meets all the following criteria:

1. Has resided in Texas for a period of not less than 12 months prior to the date of registration;
2. was a bona fide legal resident of the state at the time of entering such service;
3. has served for a minimum of 180 days of active duty in the armed forces or in certain auxiliary services in World War I, World War II, the Korean War, Cold War era, Vietnam era, Grenada and Lebanon era, Panama era, Persian Gulf War, or any future national emergency declared in accordance with federal law; and
4. was honorably discharged from there (except those who were discharged because they were over the age of 38 or because of a personal request).

If federal education benefits are less than what would be received as a Hazelwood exemption, the student may receive an exemption for the difference between the federal benefits and the student's maximum Hazelwood exemption. Federal benefit eligibility may not be exhausted through a default on a loan. No student may use the Hazelwood exemption for more than 150 credit hours, with the count beginning in fall 1995.

To obtain this exemption, the veteran who expects to utilize this benefit should obtain a "Hazelwood Letter" from the Veterans Administration and apply to the Office of Enrollment Services for instructions well in advance of the date of registration. Every applicant claiming the benefit of this exemption must submit satisfactory evidence of current Texas residence,

evidence of bona fide legal residence in Texas for at least 12 months at the time of entering such service, and evidence of entitlement to the exemption. Until such proof has been accepted by the Registrar in the Office of Enrollment Services and the entitlement has been established, the student must pay the regular fees from personal funds.

Benefits for Children of Texas Veterans

Exemption from payment of tuition and certain fees is provided to children of members of the armed forces who were killed in action or died while in the service in World War II, the Korean War, or the Cold War era and to orphans of members of the Texas National Guard and the Texas Air National Guard killed since Jan. 1, 1946, while on active duty. Procedures relating to this provision may be obtained from the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Military Personnel, Commissioned Officers of the Public Health Service, and Dependents of Veterans Who Die While in Military Service

Under certain circumstances, these categories of students may be eligible to pay in-state tuition in lieu of out-of-state tuition for themselves, their spouses, and their dependent children. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Economic Development and Diversification Employees

Employees of certain companies identified by the THECB and their families may be eligible to pay in-state tuition in lieu of out-of-state tuition. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Teachers, Professors, and Their Dependents

Teachers and professors employed at least half-time on a regular monthly basis by any Texas public institution of higher education may pay in-state tuition in lieu of out-of-state tuition for themselves, their spouses, and their dependent children. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Children of Disabled Firemen, Peace Officers, Employees of the Texas Department of Criminal Justice, Game Wardens, Children of Prisoners of War or Persons Missing in Action, and Deaf or Blind Students

Under certain circumstances, these categories of students may be eligible for an exemption from all or some tuition and fees. Details on the procedures to establish eligibility are available in the Office of Enrollment Services.

Students Enrolled Through the Academic Common Market

Students enrolled through the Academic Common Market are eligible to pay in-state tuition in lieu of out-of-state tuition. Documentation of Academic Common Market student status is obtained from the GSBS and must be presented to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Graduate students from member states of the Academic Common Market may register and pay tuition at the Texas resident rate rather than at the nonresident rate when they enroll at the University in certain degree programs not available in their home state. Under the Academic Common Market, a voluntary program of the Southern Regional Education Board, enrollment is available in degree programs that have been approved both by the student's home state coordinator and by the University. The student may inquire of the Southern Regional Education

Board (592 10th Street NW, Atlanta, GA 30318, telephone (404) 875-9211) for information concerning the home state coordinator and the degree programs approved by the home state. Further information is available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

FINANCIAL AID

The Office of Enrollment Services manages the need-based financial aid programs at UTMB. Students may call (409) 772-1215 to discuss financial aid with a counselor, or visit the office 8:00 a.m.–5:00 p.m., Monday–Friday for assistance. Additional information may be found on the Enrollment Services web site at: <http://web.utmb.edu/enrollmentservices>. Graduate students who seek appointment as graduate assistants should contact the director of their program.

Basis for Awards

Most funding is awarded on the basis of financial need. Federal regulations require that any assistance provided from federal funds be contingent upon a careful determination of the student's financial need. The technique of need analysis establishes a reasonable estimate of the ability of the applicant and of the applicant's family to contribute to educational expenses. Students may be expected to defray part of their expenses by contributing their savings or summer earnings, or both. Parents may be expected to contribute to the cost of education based on federal guidelines calculated when the student submits the Free Application for Federal Student Aid (FAFSA). If the applicant meets the criteria of an independent student based on federal guidelines, then the parent is not expected to contribute. The actual amount of contribution expected from parents is determined by such circumstances as the family's income, total assets, and number of dependents. Thus, financial need, in this context, may be defined as the difference between the cost of attending UTMB and the amount of the contribution by the student and the student's family.

In order to receive institutional funds (loans, grants, scholarships), students must establish eligibility for exceptional financial need. This requires all students to submit their parents' information on the FAFSA as well as their parents' tax return for the appropriate year. The FAFSA can be filed online at (<http://www.fafsa.ed.gov/>).

Funding Priorities

Early applicants who have submitted a complete financial aid application packet and have established themselves with eligibility for exceptional financial need are given priority in awarding the Institutional Grant, Scholarship, and Institutional Loan programs; the campus-based programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, and Federal Work-Study); and Primary Care Loans and Loans for Disadvantaged Students. Because these programs are based on exceptional financial need, this approach helps ensure assistance to students who would be unable to attend for lack of financial resources. Students who are considered ineligible for financial aid on the basis of financial need may still apply for a Federal Direct Unsubsidized Loan.

Awarding of Financial Aid Funding

All students who are eligible and who qualify for need-based financial aid will be awarded financial aid accordingly:

- The Federal Direct Loan will be the first financial aid awarded. Students who do not wish to borrow and who are entitled to receive the Federal PELL Grant may receive the PELL Grant only.
- Federal Work-Study—Federal Work-Study (FWS) will be given to students who indicate they would like to participate in this program. This money is awarded on a “funds-available” basis (i.e., federal work-study is awarded until there are no more funds).

- Institutional scholarships and grants will be awarded next on a funds-available basis to students who demonstrate exceptional need.
- Institutional loans will be given to students on a funds-available basis.
- Continuing students who have been awarded external sources of aid in past years will continue to be packaged with these sources.
- Financial aid will be taken away from students in the reverse order as needed, in accordance with the federal refund policy.

Financial Planning

The first semester of professional school is often a difficult period of adjustment and can be even more trying if a student has financial problems. It is important to apply early for financial aid so that funds can be made available at the beginning of the semester. In addition, since the total cost of attending professional school may be greater than anticipated, it is very important to plan carefully to meet those educational needs.

Students entering UTMB should plan a budget for the entire period for which they hope to receive financial aid. To assist students with the necessary calculations, sample budgets for all major programs at UTMB are available on the Office of Enrollment Services web site. These are suggested budgets for use in planning.

The financial aid programs at UTMB are designed to assist students in meeting the cost of professional education. In order to estimate how much financial assistance is necessary, each student should total expected costs.

Applying for Financial Aid

To complete an application for financial aid you must complete the Free Application for Federal Student Aid (FAFSA) each year . Information regarding the current procedures and application forms, and instructions are available from the Office of Enrollment Services. It is important that application procedures be followed and priority dates met to avoid delays and possible decreases in financial aid. The system is web-enabled. After receiving and processing the FAFSA, you will be emailed a request for additional information if required. If no additional information is needed your file will be considered complete and ready to be awarded.

Programs of Student Financial Aid

Four categories of aid are available: grants, scholarships, employment programs, and loans. Details regarding each of the programs are available from the Office of Enrollment Services. The listing below indicates currently available aid programs, subject to the student's eligibility and funding. The following abbreviations are used:

- School of Nursing (SON)
- School of Medicine (SOM)
- School of Allied Health Sciences (SAHS)
- Graduate School of Biomedical Sciences (GSBS)

Grant Programs

Federal PELL Grant Program (SAHS, SON)

Federal Supplemental Educational Opportunity Grant (SAHS, SON)

Texas Public Education Grants (SAHS, GSBS, SOM, SON)

Scholarship Programs

ACADEMIC SCHOLARSHIPS

Allied Health Sciences

Alumni Scholarship
John G. Bruhn Award for Professionalism
Daughters of the American Revolution Scholarship
Dean's Competitive Scholarship
Ruby Decker Endowment Scholarship for Physical Therapy Students
Departmental Competitive Scholarship
Gnitzinger Scholarship
Thomas and Gleaves James Scholarship for Academic and Community Service
Raldon Jones Memorial Scholarship
Lisa Leonard Scholarship
William Curtis Moore Scholarship for Physical Therapy
Physician Assistant Studies and Medical Technology McGanity Award
Galveston Noon Optimist Scholarship
Peyton and Lydia Schapper Endowed Scholarship
Arthur V. Simmang Scholarship
Sjoerd Steunebrink Scholarship
A.J. Rodriguez Memorial Scholarship
University Federal Credit Union Scholarship
Brigadier General and Mrs. Donald P. Wagner Endowed Scholarship
Linda Lange Williams Memorial Scholarship
UTMB Retirees Association

Graduate School of Biomedical Sciences

Arthur V. Simmang Academic Scholarship—A scholarship is available for degree-seeking students enrolled in an accepted GSBS program with excellent academic achievement and demonstrated financial need.

Zelda Zinn Casper Scholarship—A partial stipend, plus a small travel award, is available to an outstanding student showing superior past accomplishments and promise for conducting excellent dissertation research. Funding will be for the second or third year of study. The student must be a U.S. citizen and can receive this scholarship only once. The award is \$14,000 plus a \$500 travel award.

James E. Beall, II Memorial Scholarship—A scholarship is available for a student who is either enrolled in or eligible for acceptance by the GSBS as a regular, full-time Ph.D. degree-seeking student. The scholarship shall be allocated on the basis of academic qualifications, including GRE scores, TOEFL scores (where required), grade point average, advanced degrees, research experience, and demonstrated motivation and dedication to a career in biomedical research. The award is \$1,000.

Curtis W. Lambert Scholarship—The scholarship recognizes a regularly enrolled second-year and above graduate student who has succeeded academically (overall GPA of at least 3.0) and who is in financial need. The award is \$1,000.

GSBS Associates Scholarship—The purpose of the award is to recruit outstanding Ph.D. candidates to UTMB or recognize students of exceptional merit early in their career (usually first or second year). Two awards of \$1,000 each are given.

Shirley Patricia Parker Scholarship—This scholarship honors a graduate student doing research in the field of oncology and who is in financial need. The award is \$1,000.

Don W. Micks Scholarship in Preventive Medicine and Community Health—Don W. Micks, Sc.D. was chairman of the Department of Preventive Medicine and Community Health from 1961 to 1985. Upon his retirement he established the Don W. Micks Scholarship in PMCH. The purpose of this award is to honor an outstanding student in PMCH. The award is presented to the student in the PMCH graduate program receiving the highest score on Part 1 of the Ph.D. qualifying examination. The award is \$1,000.

Edward S. Reynolds, M.D. Experimental Pathology Graduate Scholarship—The scholarship recognizes a promising graduate student performing the most meritorious research in experimental pathology. The recipient should be a regularly enrolled student in the GSBS, demonstrate satisfactory performance in his or her graduate work to date, and have good grades in formal course work. The award is \$1,000.

Robert Harrison, M.D. Memorial M.D./Ph.D. Scholarship—One M.D./Ph.D. student enrolled in the GSBS is selected to receive an award pursuant to these qualifications: outstanding academic performance and credentials, superior medical aptitude, plans for a career in academic medicine, and demonstrated leadership among peers. The award is \$1,000.

George Palmer Saunders II Memorial Scholarship—A scholarship is provided to a Ph.D. student enrolled in the Pharmacology and Toxicology program who has demonstrated outstanding research capability, and has the potential for significant contributions to the field of pharmacology. This one-year scholarship is available to students in years 1–5. The award is \$500.

William Bennett Bean Scholarship in the Medical Humanities—This scholarship is awarded to a degree-seeking graduate student pursuing a career in the medical humanities. The student must demonstrate distinguished academic achievement. The award is \$1,000.

Medical Humanities Endowed Scholarship—The endowed scholarship for the Institute for the Medical Humanities is given annually at the beginning of each academic year to students pursuing a degree in the medical humanities who have demonstrated financial need and/or distinguished academic achievement. The award is \$1,000.

Peyton and Lydia Schapper Endowed Scholarship (School of Allied Health Sciences)—This scholarship recognizes a regular graduate student in the allied health sciences graduate program. Undergraduate GPA, GRE score, and graduate GPA from other institutions, if available, will be considered. The student should have the skills and or interest that suggest an enhanced ability to provide professional service to underserved populations of older persons. The award is \$1,000.

Salute to Nursing Scholarship—This scholarship, supported by the School of Nursing's annual fund-raising event, the Salute to Nursing, was established to recognize or recruit outstanding students who are interested in pursuing a degree in nursing.

Medicine

Dr. Daisy Emery Allen Trust (Women)
Competitive Academic Scholarship
Rose Nelle Anderson Academic Scholarship
Daniel Roe Baen, M.D. Endowed Scholarship in Family Practice
Evelyn S. Cowles Scholarship
Claire Donovan Scholarship
Kenneth Earle and Katherine Earle Scholarship

Fannie Epstein Memorial Scholarship
Carlos D. Godinez, M.D. Scholarship
William H. Hadnott, M.D. and Winston S. Thiltgen, M.D. Scholarship
Dr. James D. Hall Scholarship
Ralph Hanna, M.D. Endowed Scholarship for Minority Medical Students
Dr. Walter Julius Hildebrand Scholarship Fund
Thomas J. Holbrook Scholarship
James F. Hury, Jr. Scholarship
Antonio George Kantis Memorial Scholarship
William C. Levin, M.D. Scholarship
Margaret E. Manning Memorial School of Medicine Scholarship
McMillian Family Scholarship
UTMB at Galveston Medical Student Aid Endowment
Neely Family Medical Student Scholarship
Joe T. Nelson Memorial Scholarship Fund
Junior Puccetti Scholarship
Jerome Ravel, M.D. Endowed Scholarship
Henry Renfert Endowed Scholarship
Ray E. Santos Scholarship Fund
Herbert M. Seybold, M.D. Scholarship
Arthur V. Simmang Scholarship
Sjoerd Steunebrink Scholarship
Edwin P. Tottenham, M.D. Scholarship
UTMB Retirees Association

Nursing

Deomeria “Dee” Ackermann Scholarship
Joseph and Debbie Ackermann Scholarship
Alumni Scholarships
Irene A. Ando Nursing Scholarship
Dorothy M. Blume Nursing Scholarship
Mary Alice Beaver Collerain '38 Scholarship
Grace R. Decker Nursing Scholarship
Agnes MacDonald Edwards Nursing Scholarship
Louise Hixon Nursing Scholarship
Ivalee Lucille Holtz Scholarship
Hedwig Elisabeth Schroeder Kaufmann Scholarship
H.L. Kempner Scholarship
Dr. and Mrs. Morton H. Leonard, Jr. Scholarship
Barbara Grace Lockridge Nursing Scholarship
Odelia McCarley Scholarship
Agnes J. McCloskey Nursing Scholarship
Linda A. Mount Memorial Scholarship
Katherine Shuberg Oppermann Scholarship
Geraldine Dye Parker Nursing Scholarship

Estalee Price Discretionary Fund for Nursing
Minnie Kay Savage Presidential Scholarships
Mary Hilda Smith Nursing Scholarship
Sjoerd Steunebrink Scholarship
Salute to Nursing Scholarship
Captain Anita P. Satterly Scholarship
Annie P. Schmiedberg Scholarship
Arthur V. Simmang Scholarship
Betty Sherman Sterling Scholarship
Margaret Rehm Traber Scholarship
University Federal Credit Union Scholarship
UTMB Hospitals Auxiliary Scholarship
UTMB Retirees Association Academic Scholarship
Jack and Jeanette Kristynik Ward Scholarship
Vera Warrington Memorial Scholarship
Chrystine Weisinger Scholarship
Nancy Schneider Young Scholarship

MISCELLANEOUS SCHOLARSHIPS

Scholarship for Disadvantaged Students (SOM)
National Medical Fellowships Scholarship Program (SOM)
The Armed Forces Health Professions Scholarship Program (SOM)
Institutional Need-Based Scholarships
Leah Lee Adatto-Kayem Presidential Scholarship (SOM)
Dr. Daisy Emery Allen Trust (SOM)
Mr. and Mrs. J.P. Alvey Memorial Fund (SOM)
Agnes Thelma Anderson Fund for Student Aid (SOM)
Laurence E. Baker Memorial Scholarship Fund (SOM)
Julian Cox Barton Scholarship (all Schools)
E.M. "Dan" Boyd, M.D. Memorial Scholarship (SOM)
George T. Bryan, M.D. Scholarship (SOM)
Dr. and Mrs. W.R. Curtis Memorial Scholarship (SOM)
Bailey R. Collins Scholarship (SOM)
Dickson Foundation Scholarship (SOM)
Dr. J. Leighton and Virginia Green (SOM) (El Paso County)
The Gould Family Foundation Scholarship (SOM)
George and Kathryn Gross Scholarship (SOM)
William H. Hadnott, M.D. and Winston S. Thiltgen, M.D. Scholarship Endowment (SOM)
Carl J. Herzog Foundation Scholarships (SOM)
Mattie Moore and Martha Inglet Scholarship (SON)
Jeanne B. Kempner Scholarship (SAHS)
The Anne Lassiter Medical Student Scholarship (SOM)
William C. Levin, M.D. Scholarship (SOM)
Line-Item Scholarship (SAHS, GSBS, SOM, SON)

Malloy H. and Faye K. Miller Memorial Fund (SOM)
Frank Alexander Maxwell, M.D. Memorial Scholarship (SAHS)
Mary Kolays Nicholas Nursing Scholarship Fund (SON)
Panhandle Area UTMB Scholarship in Medicine (SOM)
Stanley E. and Jane E. Saikin Scholarship (SOM)
Paul Stalnaker, M.D. Endowment (SOM)
A. Yvonne Russell, M.D. Endowed Scholarship Fund (SOM)
Sanders K. Stroud, II Memorial Fund (SOM)
Robert S. Trieff, M.D. Memorial Scholarship (SOM)
UTMB Needy Student Scholarship (SOM, SAHS, GSBS)
Frank William and Willie Neaza Zimmerman Endowed Scholarship (SOM)

SELECTION CRITERIA

Scholarship selection criteria and procedures are different for each UTMB school. Please refer to the school bulletins for specific information.

Employment Programs

The Federal College Work-Study Program is administered by the Office of Enrollment Services, where lists of positions are available.

Loan Programs

- Primary Care Loan (SOM)
- Loans for Disadvantaged Students (SOM)
- Federal Direct Loan Program (SAHS, GSBS, SOM, SON)
- Nursing Student Loan Program (SON)
- The Ella Kate and Wallace Ralston Medical and Nursing Students' Loan Fund (SOM, SON)
- Federal Perkins Loan Program (SAHS, GSBS, SOM, SON)
- Institutional Loans (Long-Term)—published list in *Financial Assistance for Students at The University of Texas Medical Branch at Galveston* (available from the Office of Enrollment Services)
- Institutional Loans (Short-Term)—published list in *Financial Assistance for Students at The University of Texas Medical Branch at Galveston* (available from the Office of Enrollment Services)

Some UTMB schools have other scholarships and/or emergency loan funds restricted to students enrolled in the particular school. For more information, students should contact the student affairs dean of the UTMB school in which they are enrolled.

Academic Integrity and Standards of Conduct

UTMB HONOR PLEDGE

On my honor, as a member of the UTMB community,
I pledge to act with integrity, compassion, and respect
in all my academic and professional endeavors.

This pledge, created by UTMB students and faculty, was first used at Fall Orientation in August 2002. These expectations are part of the professional academic evaluation of students in all courses and serve as a capstone to the UTMB Honor Policy (Conduct and Discipline Policy) and other codes and statements of principles of the UTMB schools.

Academic integrity is central to all scholarly and professional endeavors. All UTMB students are expected to display the highest standards of academic integrity in every aspect of their academic and professional pursuits while enrolled at UTMB.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such an act.

Procedures to be followed in the event of alleged academic dishonesty are described in the *Rules and Regulations of the Board of Regents of The University of Texas System* and in *UTMB Student Conduct and Discipline Policies and Procedures*. Alleged academic dishonesty issues should be reported to the appropriate student affairs officer.

PROFESSIONALISM

Professionalism Charter of the UTMB Community

Preamble:

UTMB is a professional and humanistic community within which are embedded diverse cultures, traditions, and ideals that reflect both early and contemporary contributions to education, practice, research, and services. Members of the UTMB community share ideals and beliefs that enable them to stand strong against complicated political, legal, and market forces. Appreciating that there are variations in style and practice, some subtle and some complex, the UTMB community embraces the principles of professionalism embedded in this document, and celebrates the individual contributions of each of its members.

Professionalism is the standard of conduct for all faculty, researchers, practitioners, students, administrators, and support staff at UTMB. The fundamental basis of professionalism at UTMB is ethical and altruistic practice, whether practice is based in direct patient care, performance of research, the study of a discipline, maintaining the work environment, or counseling citizens of the State of Texas on matters of health and well-being. Professionalism also includes how we relate to one another. UTMB's contract with society, spelled out in the following Charter, also includes the responsibility to set and maintain standards of competence and integrity. The principles and responsibilities pertinent to these standards and social contract must be clearly understood by practicing professionals, the community they serve, and society at large. Essential to this contract is the public trust of all members of the UTMB community, which is dependent on the integrity of its individual members.

In recent years, the explosion of knowledge and technology, changing market forces, problems in the spread of disease, and concerns about health care disparities have highlighted questions about the ethical conduct of professionals. As a result, providers of health care knowledge and services are increasingly challenged to meet their responsibilities to society as a whole, each other, and the individuals they serve. In these times, reaffirming the fundamental standards and principles of professionalism at UTMB is important and valued.

From the laboratory where treatment begins as an idea to the direct provision of care to the patient, each part of the UTMB community has a role to play and a responsibility to society to act in all endeavors with integrity, compassion, and respect. It is in this spirit that The UTMB Professionalism Charter has been developed.

These fundamental principles and professional responsibilities apply to all members of the UTMB community.

Fundamental Principles

Principle of primacy of human welfare. This principle inspires the dedication of serving the interest of humankind. Altruism contributes to the trust that is central to discovering knowledge and using it to promote the health and well-being of every individual. Market forces, societal pressures, and administrative exigencies shall not compromise this principle that promises to put the interests of others before self-interest.

Principle of autonomy. The autonomy of all individuals shall be respected. Individuals shall be honest and empower others to make informed decisions in matters that affect them. Such decisions shall be paramount, as long as they are in keeping with ethical standards and practices.

Principle of social justice. Social justice in health care systems, including the fair distribution of health care resources and the elimination of discrimination, whether based on race, gender, socioeconomic status, ethnicity, religion, or any other social category, shall be the responsibility of everyone.

Professional Responsibilities

Commitment to professional competence. Every member of the UTMB community shall be committed to lifelong learning and be responsible for maintaining the knowledge, skills, and attitude necessary for high-quality performance. More broadly, each profession as a whole shall strive to see that all of its members are competent and shall ensure that appropriate mechanisms are available to accomplish this goal.

Commitment to honesty. Every member of the UTMB community shall ensure that interactions with others are honest and based on full disclosure and informed consent. Across all settings of research and therapeutic relationships, it is expected that every individual shall be empowered to make decisions about participation, interventions, and treatments. Honesty also prevails in situations where errors and injuries occur. Failures of honesty seriously compromise trust in the social contract between professionals and society at large. Reporting and analyzing mistakes promptly provides the basis for appropriate prevention and improvement strategies. The expectation of honesty and integrity applies equally in the educational setting.

Commitment to confidentiality. Every member of the UTMB community shall earn trust and confidence by safeguarding personal or sensitive information. This safeguarding applies to all information accessed, collected, and stored by professionals in the conduct of their services. This commitment extends to discussions with persons acting on an individual's behalf when that individual's own consent is not feasible. Fulfilling the commitment to confidentiality is more pressing now than ever before, given the widespread use of electronic information systems.

Commitment to maintaining appropriate relations. Every member of the UTMB community shall safeguard all those with whom they come in contact from any undue advantage. Given the inherent vulnerability and dependency of individuals who enter into research and therapeutic relationships with professionals, sexual or financial exploitation must be avoided.

Commitment to improving quality. Every member of the UTMB community shall be dedicated to continuous improvement in the quality of research, education, service, and health care. This commitment entails not only maintaining competence in knowledge and skills, but also working collaboratively with other professionals to reduce errors, increase

safety, minimize overuse or waste of resources, and optimize outcomes. Professionals, both individually and through their professional associations, shall actively participate in developing measures of quality, analyzing data, and making changes that improve quality.

Commitment to improving access. Every member of the UTMB community shall be committed to working with other professionals, institutions, and agencies to reduce barriers to equitable access to health care services and education. A commitment to equity entails the promotion of public welfare and advocacy without concern for self-interest.

Commitment to a just distribution of finite resources. Every member of the UTMB community shall promote the wise and cost-effective management of limited resources. Professionals shall be responsible for working with other professionals, institutions, and agencies to achieve the appropriate allocation and use of resources while avoiding superfluous actions.

Commitment to scientific knowledge. Every member of the UTMB community's contract with society is based on integrity, trust, and the appropriate use of knowledge and technology. Professionals have a duty to uphold standards, to promote research, to create new knowledge, to ensure the honest dissemination of that knowledge, and to promote its appropriate use.

Commitment to maintaining trust by managing conflicts of interest. Every member of the UTMB community has an obligation to recognize, to disclose to the general public, and to deal with conflicts of interest that arise in the course of their professional duties and activities. Such conflicts shall be disclosed, especially when the relationship may influence the criteria for conducting and reporting research and therapeutics in any medium.

Commitment to professional responsibilities. Every member of the UTMB community shall be expected to work collaboratively, be respectful of others, and participate in the processes of self-regulation, including remediation and discipline of members who have failed to meet professional standards. Professionals shall also define and organize the educational and standard-setting process for current and future members and engage in internal assessment and external scrutiny of all aspects of their professional performance.

This document has been adapted from *Medical Professionalism in the New Millennium: A Physician Charter*, *Annals of Internal Medicine*, 2002; 136 (3): 243–246, created by the ABIM Foundation, ACP-ASIM Foundation and European Federation of Internal Medicine under the auspices of the Medical Professionalism Project.

Student Rights and Responsibilities

Faculty and administrators of UTMB expect and require the cooperation of all students in developing and maintaining the standards of conduct. All students are subject to the Rules and Regulations of the Board of Regents of The University of Texas System (referred to as the *Regents' Rules and Regulations*).

Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of the University, and acknowledges the right of University officials to take such disciplinary action, including dismissal or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations.

ADMINISTRATIVE SUMMONS

A request to report to an administrative officer should be considered as imperative by the student. The student should report as requested or should notify the administrator that he or she cannot report at the requested time and should make specific arrangements to report at an alternate time.

USE OF ALCOHOLIC BEVERAGES

(*Regents' Rules and Regulations*, Series 80102)

Rule and Regulation

- Sec. 1 Prohibition. The use of alcoholic beverages is prohibited on property and in buildings owned or controlled by The University of Texas System or any of its institutions. However, the Chancellor of the U. T. System or the president of an institution may waive this prohibition with respect to any event sponsored by the U. T. System or any of its institutions. An event is sponsored if a budgeted office, department, or division of the U. T. System or any of its institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the U. T. System or any of its institutions.
- Sec. 2 Does Not Apply. Section 1 immediately above does not apply to areas that are licensed under State law for the sale and service of alcoholic beverages, to a Special Use Facility during use by a non-institutional individual, group, association, or corporation for purposes permitted by the *Regents' Rules and Regulations*, Series 80106, or to property, buildings, or facilities that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.
- Sec. 3 Strict Enforcement. State law relating to alcoholic beverages will be strictly enforced at all times on property and in buildings owned or controlled by the U. T. System or any of its institutions.

HAZING

Hazing in state educational institutions is prohibited by both state law (Sections 51.936 & 37.151 *et seq.*, Texas Education Code) and by the *Regents' Rules and Regulations* (Series 50101, Section 2.8). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

Individuals

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Organizations

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Definition

The term “hazing” is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- e. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

Rules and Regulations of the Board of Regents of The University of Texas System, Series 50101, Section 2.8 provide that:

1. Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
2. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Immunity

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

SOLICITATION

(As stated in *Regents' Rules and Regulations*, Series 80103)

Rule and Regulation

Sec. 1 Prohibition of Solicitation. No solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility owned or controlled by the U. T. System or any of its institutions unless permitted by the *Regents' Rules and Regulations*.

Sec. 2 Exceptions to Prohibition. The following activities shall not be deemed solicitations prohibited by this Series when conducted in accordance with the approved rules and regulations of the U. T. System or any of its institutions. Such activities must be conducted in a manner that does not disturb or interfere with the academic programs or administrative activities of the U. T. System or any of its institutions or any program or activity that is conducted by or is authorized by the U. T. System or any of its institutions; does not interfere with entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities; does not harass, or intimidate the person or persons being solicited; and does not violate applicable State, Federal, or local laws or regulations:

Newspapers and Magazines. The distribution, sale, or offer for sale of a newspaper, magazine, or other publication by means of an unattended rack or vending machine in area(s) designated in advance by the Chancellor of the U. T. System or the president of an institution or his or her delegate for the direction of such activity.

Food and Drink. The sale or offer for sale of food, drink, or any other product that may be lawfully sold by means of a vending machine that is operated by the U. T. System or a subcontractor, under an approved written agreement, in an area designated in advance by the Chancellor of the U. T. System or the president of an institution or his or her delegate.

Collections and Sales by University Organizations. The collection of contributions or the sale of merchandise, publications, food, or nonalcoholic beverages by the students' association or by a registered student, faculty, or staff organization. A students' association or a registered student, faculty, or staff organization may not conduct such solicitation activities on behalf of or for the benefit of any individual, association, organization, corporation, or group of individuals that is not registered as a student, faculty, or staff organization or

that is not otherwise qualified under the criteria of the section below to conduct solicitation. In the case of specific drives for disaster relief, the chief student affairs officer of the institution may approve a drive that complies with all other requirements of Section 2 immediately above. Texas law allows a registered student organization to be relieved from State sales tax liability in certain circumstances detailed in the Texas Tax Code. All proposed sales events are subject to applicable provisions of these Rules and to other institutional policies concerning the time, place, and manner of solicitation. The items offered for sale may not be items that the organization has obtained on consignment.

Collections of Fees or Dues. The collection of membership fees or dues by registered student, faculty, or staff organizations at meetings of such organizations scheduled in accordance with the facilities use regulations of any institution.

501(c)(3) Organizations. Solicitation of funds by any organization that can present to the Chancellor of the U. T. System or the president of the institution, or his or her delegate, written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under Internal Revenue Code Section 501(c)(3). Such solicitation must be conducted in an area(s) designated for that purpose by the chief administrative officer or his or her delegate. Persons soliciting on behalf of an organization must have credentials identifying them as authorized agents of the organization. Permission to solicit shall not be used by the organization as an endorsement by the U. T. System or any of its institutions. No organization may solicit under this subdivision for more than a total of 14 days, whether continuous or intermittent, during each State fiscal year.

Goods and Services for Residence Halls. Occasional sales or offers of sales of goods or services that comply with applicable Federal, State, and local laws and regulations and are conducted solely for the resident(s) of an individual university residence hall room or an individual apartment when a resident of such room or apartment has given specific invitation in advance for salespersons to come to the individual residence hall room or individual apartment for that purpose. This exception does not authorize sales or offers of sales of goods or services within a university residence hall room or apartment by the occupant, door-to-door sales or offers of sales of goods or services, or sales or offers of sales of goods or services to persons who are present in an individual residence hall room or apartment but are not residents of such room or apartment.

Raffle Tickets. The sale or offer for sale by a registered student organization of charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the provisions of Texas Occupations Code Section 2002.001 et seq.

Printed Material from U. T. Organizations. Subject to the institution's reasonable and nondiscriminatory rules concerning the time, place, and manner of distribution, sale, or display of material, the distribution, sale, or display by a students' association or a registered student, faculty, or staff organization of printed material (including any newspaper, magazine, or other publication, any leaflet, flyer, or other informal matter or any sign, banner, or exhibit), or the distribution or display of such material, at no cost, by individual students, faculty, or staff, or oral statements by students, faculty, staff, or their associations or registered organizations. A publication within this rule may contain paid advertising, but only if the publication is devoted to promoting the views of a

not-for-profit organization or to other bona fide editorial content distinct from the advertising. Printed material and oral statements under this rule may also contain advertising for academic or administrative units of the U. T. System or any of its institutions, for registered student, faculty, or staff organizations, or for organizations that are not operated for profit. This rule does not authorize any form of advertising except as provided in the preceding two sentences. This rule does not authorize distribution, sale, or display of any publication operated for profit. An organization or publication is operated for profit if any part of the net earnings of its operation or distribution inures to the benefit of any private shareholder or individual.

Elections. In the course of an election process held pursuant to the approved constitution, bylaws, or election code of the faculty governance organization or of the student government organization of an institution or an election held pursuant to the approved rules, regulations, or policies of an institution, requests may be made to support or to vote for or against a qualified candidate for an office or position to be filled at such election or to support or to vote for or against a proposition to be decided at such election. Such requests may be made only by the candidates for an office or position; by a registered student, faculty, or staff organization and its members; or by a student, faculty member, or staff member. Individuals and organizations making such requests must conduct all activities in compliance with the approved time, place, and manner regulations of the component institution; the provisions of the constitution, bylaws, election code, rules, regulations, or policies authorizing the election; and Section 1 above. No faculty member, staff member, or student employee may engage in such activities during any period that he or she is being paid to perform services for an institution.

- Sec. 3 Impermissible Solicitation. All permissible solicitation must be conducted in compliance with Section 2 above and the time, place, and manner regulations of the institution. If, after reasonable investigation, it is determined that impermissible solicitation is being or has been conducted or that permissible solicitation is being or has been conducted in violation of the Regents' Rules and Regulations or the approved rules and regulations of the institution (1) a student, a faculty member, or a staff member will be subject to such disciplinary penalty as may be appropriate, and (2) a students' association or a registered student, faculty, or staff organization shall be prohibited from solicitation for such period or periods of time as may be appropriate. In the case of repeated violations, the registered status of the organization may be cancelled or other appropriate penalties may be imposed. Any penalty or penalties must be imposed pursuant to the due process procedures of applicable Regents' Rules and Regulations or approved rules and regulations of the U. T. System or any of its institutions.
- Sec. 4 Disclosure of Solicitation. A students' association and each registered student organization shall, within 30 days after the beginning of each long session semester, file with the Dean of Students or other appropriate official a statement fully disclosing the sources and amounts of money obtained from solicitations during the preceding semester or summer session and fully disclosing the purposes and amounts of the expenditures made during the preceding semester or summer session. Any organization failing to comply with the provisions of this Series shall be prohibited from solicitation activities until the organization files the required report.

Definitions

Solicitation—means the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or Federal law or local ordinances.

SELECTIVE SERVICE

Students subject to selective service registration will be required to file a statement that the student has registered or is exempt from selective service registration in order to be eligible to apply for federal financial aid. In addition, effective Jan. 1, 1998, the selective service requirement is also applicable to students applying for financial assistance funded by State revenue.

STUDENT TRAVEL

(Regents' Rules and Regulations, Series 50601)

Rule and Regulation

- Sec. 1 Establishment of Policies. Consistent with the requirements of Texas Education Code section 51.950, each institution of The University of Texas System shall adopt a policy governing student travel. Such a policy, at a minimum, shall comply with the guidelines below and become effective upon approval by the appropriate Executive Vice Chancellor. Approved policies shall be published in the institutional Handbook of Operating Procedures and catalogs and filed with the Texas Higher Education Coordinating Board.
- Sec. 2 Activities Governed. This Policy is applicable to student travel undertaken by one or more currently enrolled students to reach an activity or event that meets all of the following criteria:
 - 2.1 An activity or event organized and sponsored by the component institution. An activity or event is considered to be organized and sponsored if it has been planned and funded by the institution and approved by an administrator designated by the institution.
 - 2.2 The activity or event is located more than 25 miles from the institution; and:
 - (a) travel to the activity or event is funded and undertaken using a vehicle owned or leased by the institution; or
 - (b) attendance at the activity or event is required by a registered student organization and approved in accordance with Section 3 of this Policy.
- Sec. 3 Required Approval. Registered student organizations that require their members to travel 25 miles or more from the institution to attend an activity or event covered by this Policy must obtain prior written approval for the proposed travel by the institutional officer designated by the institution.
- Sec. 4 Required Provisions. The policy adopted by an institution shall incorporate the following provisions concerning safety and modes of travel likely to be used by students:

- 4.1 Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
- 4.2 Alcohol and Illegal Substances. Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.
- 4.3 Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable federal or State law or regulations, or applicable requirements of The University of Texas System Business Procedures Memoranda No. 16, whichever is lower.
- 4.4 License and Training. Each operator of a motor vehicle shall have a valid operator's license and be trained as required by law to drive the vehicle that will be used, and comply with applicable requirements of The University of Texas System Business Procedures Memoranda No. 16.
- 4.5 Insurance, Inspection, and Safety Devices. Each motor vehicle must have a current proof of liability insurance card and State inspection certification, be equipped with all safety devices or equipment required by federal or State law or regulation, and comply with all other applicable requirements of federal or State law or regulations and The University of Texas System Business Procedures Memoranda No. 16.
- 4.6 Legal Operation. Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by guidelines promulgated by federal or State law or regulations or guidelines promulgated by the component institution, whichever is lower, without scheduled rest stops or overnight stops.
- 4.7 Service and Maintenance. Each vehicle owned or leased by an institution must be subject to scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of The University of Texas System Business Procedures Memoranda No. 16.
- 4.8 Operators of Vehicle. All operators of vehicles owned or leased by an institution shall be employees of the institution and shall have a valid operator's license for the operation of the particular vehicle. In addition, operators of vehicles owned or leased by an institution shall only be operated by persons authorized to operate such vehicles in accordance with The University of Texas System Business Procedures Memoranda No. 16.
- 4.9 Rented Vehicles. Each institution shall adopt rules concerning the use of rental vehicles for travel covered by this Policy. The rules shall comply, where applicable, with the State contracts for rental cars and all applicable requirements of The University of Texas System Business Procedures Memoranda No. 16.
- 4.10 Common Carrier. When a common carrier is used for student travel covered by this policy, each component institution shall take reasonable steps to assure the travel is undertaken in conformance with this Policy.

SPEECH AND ASSEMBLY

(Regents' Rules and Regulations, Series 40501)

Rule and Regulation

- Sec. 1 Time, Place, and Manner. The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of The University of Texas System or any of its institutions. Each institution may designate one or more appropriate areas on the campus where students, faculty, and staff may engage in rallies, group demonstrations, or public oratory without prior administrative approval. All rallies, group demonstrations, and public oratory must be conducted in accordance with the provisions of this Series and the reasonable and nondiscriminatory rules and regulations of the component institution.
- Sec. 2 Campaign for Public Office. Students, faculty, or staff who are candidates for public office, or who wish to campaign on behalf of a particular candidate or candidates, may engage in conduct in behalf of such candidacy in the areas designated pursuant to this Section or in accordance with the provisions of Section 3 below relating to off-campus speakers. A person who is not a student, a faculty member, or a staff member may speak on behalf of such a candidacy only in accordance with the provisions of Section 3 below relating to off-campus speakers.
- Sec. 3 Regulation of Off-Campus Speakers. The Board of Regents has, and reserves the right to, regulate the presentation of guest speakers on the campus who are unaffiliated with the U. T. System or any of its institutions thereof (hereafter referred to as off-campus speakers).
- 3.1 Only registered student organizations, faculty or staff organizations, System-owned dormitories, and Student Government may present off-campus speakers on the campus.
- 3.2 The organization sponsoring an off-campus speaker has the responsibility of making clear the fact that the organization, not the institution, is extending the invitation to speak and that any views the speaker may express are his or her own and not necessarily those of the System or of any component institution.
- 3.3 An off-campus speaker is subject to all provisions of federal, State, and local laws.
- 3.4 Registered student organizations, faculty or staff organizations, University-owned dormitories, and the students' association may be permitted the use of System-owned facilities to present off-campus speakers on campus pursuant to the facilities use regulations of the System and the institution.
- 3.5 An application for the use of any facility of the System or any of its institutions must be made to the Chancellor of the U. T. System or the president of an institution, or his or her delegate, at least 48 hours before the time the event is scheduled to take place.

- 3.6 No person shall be permitted on any campus of the System to engage in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- 3.7 No off-campus speaker who is to be paid from State funds as consideration for his or her speech shall be permitted to speak on the campus of any institution of the System unless the university facility in which the speech is to be delivered will be open to the public, including members of the news media, who will be entitled to record, videotape, or telecast live portions of the speech. The provisions of this Subdivision do not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may in any way obstruct or lessen in any way the opportunity for the audience to take the fullest advantage of the speech, including the opportunity to see and hear the speaker during the entire speech.

USE OF FACILITIES

(*Regents' Rules and Regulations*, Series 80104)

Rule and Regulation

- Sec. 1 Use by Registered Organizations. Subject to constitutional and statutory restrictions on the use of State property for religious or political purposes, a students' association; a registered student, faculty, or staff organization; or an officially recognized alumni association that qualifies under Series 80103, Number 2, Section 2.9 of the *Regents' Rules and Regulations* and whose fund-raising activities are dedicated to the benefit of the U. T. System or any of its institutions, may reserve and use buildings, grounds, and facilities owned or controlled by the U. T. System or any of its institutions in compliance with reasonable and nondiscriminatory time, place, and manner provisions of the approved regulations of the U. T. System or any of its institutions. Such regulations shall specify the procedures under which such organizations may reserve the buildings, grounds, and facilities for their use. Such use must be for purposes permitted by the *Regents' Rules and Regulations* and be conducted in compliance with Series 80103 of the *Regents' Rules and Regulations*. Groups of students, faculty, or staff who are not registered or groups of alumni other than officially recognized alumni associations whose fund-raising activities are dedicated to the benefit of any component institution may not use the institution's buildings, facilities, or grounds.
- Sec. 2 Use by Non-Registered Organizations. A students' association, a registered student, faculty, or staff organization, or an alumni association may not reserve or use facilities owned or controlled by the U. T. System or any of its institutions for the purpose of engaging in any project or program with any association, organization, or corporation, or with any individual or group of individuals that are not registered.
- Sec. 3 Permissible Activity. In compliance with reasonable and nondiscriminatory regulations of the U. T. System or any of its institutions, students, faculty, or staff or their registered or non-registered organizations, may petition, post signs, distribute literature, set up tables and exhibits, or peacefully demonstrate on property owned or controlled by the U. T. System or any of its institutions, provided that the posting of signs and the setting up of tables and exhibits may require prior authorization.

- Sec. 4 Non-Permissible Activity. No person, including a student or employee of an institution, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the U. T. System or any of its institutions if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

CONDUCT AND DISCIPLINE RULES AND REGULATIONS OF THE BOARD OF REGENTS

Rules and procedures pertaining to student conduct and discipline are set forth in The University of Texas System Rules and Regulations of the Board of Regents, Series 50101. In the event of conflict between the following published provisions and subsequently amended Regents' Rules, the Regents' Rules shall control.

Student Conduct and Discipline

(*Regents' Rules and Regulations*, Series 50101)

Rule and Regulation

- Sec. 1 Institutional Rules. The institutions shall adopt rules and regulations concerning student conduct and discipline. Such rules shall be in compliance with the *Regents' Rules and Regulations* and shall become effective upon review and approval by the Executive Vice Chancellor for Health Affairs or the Executive Vice Chancellor for Academic Affairs. Each student is responsible for notice of and compliance with the provisions of the *Regents' Rules and Regulations* and the rules of the institution.
- Sec. 2 Standards of Conduct. All students are expected and required to obey federal, State, and local laws, to comply with the *Regents' Rules and Regulations*, with The University of Texas System and institutional rules and regulations, with directives issued by an administrative official of the U. T. System or institution in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.
- 2.1 Who is Subject to Discipline. Any student who engages in conduct that violates the *Regents' Rules and Regulations*, the U. T. System or institutional rules and regulations, specific instructions issued by an administrative official of the institution or the U. T. System acting in the course of his or her authorized duties, or federal, State, or local laws is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.
- 2.2 Scholastic Dishonesty. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.
- 2.3 Drugs. Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic on the campus of an institution is subject to discipline. If a student is found guilty of the illegal use, possession,

and/or sale of a drug or narcotic on campus, the recommended penalty shall be suspension from the institution for a specified period of time and/or suspension of rights and privileges.

- 2.4 Health or Safety. Any student who engages in conduct that endangers the health or safety of any person on the campus of an institution or on any property, or in any building or facility owned or controlled by the U. T. System or institution is subject to discipline.
- 2.5 Disruptions. Any student who, acting singly or in concert with others, obstructs, disrupts, or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on campus or on property or in a building or facility owned or controlled by the U. T. System or institution is subject to discipline. Obstruction or disruption includes but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, university computers, computer programs, computer records or computer networks accessible through the university's computer resources.
- 2.6 Inciting Lawless Action. Any student who engages in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action is subject to discipline.
- 2.7 Unauthorized Use of Property. Any student who engages in the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the U. T. System or institution is subject to discipline.
- 2.8 Hazing. Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (Texas Education Code section 51.936). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.
- 2.9 Altering of Official Documents. A student who alters or assists in the altering of any official record of the U. T. System or institution or who submits false information or omits requested information that is required for or related to an application for admission, the award of a degree, or any official record of the U. T. System or institution is subject to discipline. A former student who engages in such conduct is subject to bar against readmission, revocation of degree, and withdrawal of diploma.
- 2.10 Vandalism. Any student who defaces, mutilates, destroys, or takes unauthorized possession of any property, equipment, supplies, buildings, or facilities owned or controlled by an institution or the U. T. System is subject to discipline.

- 2.11 Prohibited Conduct. A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution or the U. T. System including field trips, internships, rotations, or clinical assignments.
 - 2.12 Use of Explosives, Weapons or Hazardous Chemicals. Unless authorized by federal, State, or local laws, a student who possesses or uses any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical, or weapon as defined by State or federal law, while on campus or on any property or in any building or facility owned or controlled by the U. T. System or institution, is subject to discipline.
 - 2.13 Prohibited Conduct During Suspension. A student who receives a period of suspension as a disciplinary penalty is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.
- Sec. 3 Bar from Campus. A former student who has been suspended or expelled for disciplinary reasons is prohibited from being on the campus of any institution during the period of such suspension or expulsion without prior written approval of the chief student affairs officer of the institution at which the suspended or expelled student wishes to be present.
- Sec. 4 Disciplinary Process. A student may be summoned by written request of the Dean for a meeting to discuss the allegations. The written request shall specify a place for the meeting and a time at least three weekdays after the date of the written request. The written request may be mailed to the address appearing in the records of the registrar or may be hand-delivered to the student. If a student fails to appear without good cause, as determined by the Dean, the Dean may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons, or the Dean may proceed to implement the disciplinary procedures provided for in Number 2, Section 5 of this Series. The refusal of a student to accept delivery of the notice or the failure to maintain a current address with the registrar shall not be good cause for the failure to respond to a summons.
- 4.1 Interim Disciplinary Action. Pending a hearing or other disposition of the allegations against a student, the Dean may take such immediate interim disciplinary action as is appropriate to the circumstances, including: (a) suspension and bar from the campus when it reasonably appears to the Dean from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the institution; or (b) the withholding of grades, degree, or official transcript when such action is in the best interest of the institution.
 - 4.2 Timeliness of Hearing. When interim disciplinary action has been taken by the Dean under Section 4.1 immediately above, a hearing of the charges against the student will be held under the procedures specified in Section 5 immediately below, but will be held within 10 days after the interim disciplinary action was taken unless the student agrees in writing to a hearing at a later time or unless the student waives a hearing and accepts the decision of the Dean in accordance with Section 4.3 immediately below.

- 4.3 Assessment of Penalty. In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures specified in Section 5 immediately below, the Dean shall assess one or more of the penalties specified in Section 6 immediately below that is appropriate to the charges and inform the student of such action in writing. The recommended penalty that the Dean may assess when a student admits illegal use, possession, and/or sale of a drug or narcotic on campus is the penalty prescribed in Section 2.3 immediately above. The decision of the Dean on penalty only may be appealed to the president of an institution.
- Sec. 5 Hearing Process. In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial Hearing Officer.
- 5.1 Notice of Hearing. Except in those cases where immediate interim disciplinary action has been taken, the accused student shall be given at least 10 days written notice of the date, time, and place for such hearing and the name of the Hearing Officer. The notice shall include a statement of the charge(s) and a summary statement of the evidence supporting such charge(s). The notice shall be delivered in person to the student or mailed to the student at the address appearing in the registrar's records. A notice sent by mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday. The date for a hearing may be postponed by the Hearing Officer for good cause or by agreement of the student and Dean.
- 5.2 Impartiality of the Hearing Officer. The accused student may challenge the impartiality of the Hearing Officer. The challenge must be in writing, state the reasons for the challenge, and be submitted to the Hearing Officer through the Office of the Dean at least three days prior to the hearing. The Hearing Officer shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the Hearing Officer disqualifies himself or herself, a substitute will be chosen in accordance with procedures of the institution.
- 5.3 Burden of Proof. Upon a hearing of the charges, the Dean or other institutional representative has the burden of going forward with the evidence and has the burden of proving the charges by the greater weight of the credible evidence.
- 5.4 Duties of Hearing Officer. The Hearing Officer is responsible for conducting the hearing in an orderly manner and controlling the conduct of the witnesses and participants in the hearing. The Hearing Officer shall rule on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the System. The Hearing Officer shall render and send to the Dean and the accused student a written decision that contains findings of fact and a conclusion as to the guilt or innocence of the accused student. Upon a conclusion of guilt the Hearing Officer shall assess a penalty or penalties specified in Section 6 immediately below. Guilt of the illegal use, possession, or sale of a drug or narcotic

on campus requires the assessment of a minimum penalty provided in Section 2.3 immediately above.

- 5.5 Minimal Rights. The hearing shall be conducted in accordance with procedures adopted by the institution that assure the institutional representative and the accused student the following minimal rights:
- (a) Each party shall provide the other party a list of witnesses, a brief summary of the testimony to be given by each, and a copy of documents to be introduced at the hearing at least five days prior to the hearing.
 - (b) Each party shall have the right to appear, present testimony of witnesses and documentary evidence, cross-examine witnesses, and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, the Dean's advisor may be an attorney from the Office of General Counsel of the System. An advisor may confer with and advise the Dean or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer.
 - (c) The Dean may recommend a penalty to be assessed by the Hearing Officer. The recommendation may be based upon past practice of the component institution for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the Dean. The accused student shall be entitled to respond to the recommendation of the Dean.
 - (d) The hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer, the official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Officer. At the request of the president of an institution the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript.

Sec. 6 Penalties. The following penalties may be assessed by the Dean pursuant to Section 4.3 immediately above or by the Hearing Officer after a hearing in accordance with the procedures specified in Section 5.5 immediately above:

- 6.1 Disciplinary probation.
- 6.2 Withholding of grades, official transcript, and/or degree.
- 6.3 Bar against readmission.
- 6.4 Restitution or reimbursement for damage to or misappropriation of institutional or U. T. System property.
- 6.5 Suspension of rights and privileges, including participation in athletic or extracurricular activities.
- 6.6 Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit.
- 6.7 Denial of degree.
- 6.8 Suspension from the institution for a specified period of time.

- 6.9 Expulsion (permanent separation from the institution).
 - 6.10 Revocation of degree and withdrawal of diploma.
 - 6.11 Other penalty as deemed appropriate under the circumstances.
- Sec. 7 Appeal. A student may appeal a disciplinary penalty assessed by the Dean in accordance with Section 4.3 immediately above. Either the Dean or the student may appeal the decision of the Hearing Officer. An appeal shall be in accordance with the following procedures:
- 7.1 Appeal Procedures. Written notice of appeal must be delivered to the president of the institution within 14 days after the appealing party has been notified of the penalty assessed by the Dean or the decision of the Hearing Officer. If the notice of penalty assessed by the Dean or the decision of the Hearing Officer is sent by mail, the date the notice or decision is mailed initiates the 14-day period for giving notice of appeal. An appeal of the penalty assessed by the Dean in accordance with Section 4.3 immediately above will be reviewed solely on the basis of the written argument of the student and the Dean. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written argument must be filed with the president within 14 days after notice of appeal is given. At the discretion of the president, both parties may present oral argument in an appeal from the decision of the Hearing Officer.
 - 7.2 President's Authority. The president may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that if the finding as to guilt is upheld in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the recommended penalty prescribed by Section 2.3 immediately above.
 - 7.3 Communication of Decision. The action of the president shall be communicated in writing to the student and the Dean within 30 days after the appeal and related documents have been received. The decision of the president is the final appellate review.
- Sec. 8 Disciplinary Record. Each institution shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five years unless the record is permanent in conjunction with the above stated penalties. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, and any other pertinent information. This disciplinary record shall be maintained separately from the student's academic record, shall be treated as confidential, and shall not be accessible to or used by anyone other than the Dean, except upon written authorization of the student or in accordance with applicable State or federal laws or court order or subpoena.

Definitions

Chief student affairs officer—the administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of institutional regulations that will implement the policies and regulations set forth in this rule.

Dean or Dean of Students—refers to the administrative officer or officers responsible for the administration of the disciplinary process at each institution.

Hearing Officer—An individual or individuals selected in accordance with procedures adopted by the institution to hear disciplinary charges, make findings of fact, and, upon a finding of guilt, impose an appropriate sanction(s).

Student—The following persons shall be considered students for purposes of these policies and regulations:

1. A person currently enrolled at an institution of the U. T. System.
2. A person accepted for admission or readmission to an institution of the U. T. System.
3. A person who has been enrolled at an institution of the U. T. System in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows.
4. A person who engaged in prohibited conduct at a time when he or she met the criteria of 1, 2, and 3 immediately above.

Campus—consists of all real property, buildings, or facilities owned or controlled by the component institution.

Weekday—Monday through Friday, excluding any day that is an official holiday of the component institution.

Day—a calendar day.

UTMB INSTITUTIONAL HANDBOOK OF OPERATING PROCEDURES

IHOP Policy 7.1.3

UTMB Student Conduct and Discipline

Audience

This policy applies to all students enrolled in programs at UTMB whether on campus or while participating in off-campus activities sponsored by UTMB, including field trips, internships, or clinical assignments.

Policy

This policy is to clearly define the administration, regulations and procedures related to student discipline that students must observe while at UTMB. This policy applies to violations of academic integrity and conduct. Students should recognize that a violation of conduct and discipline policy may result in academic consequences. (See *Regents' Rules and Regulations*, Series 50101.) For example, as a disciplinary penalty, a student may be assessed a failing grade in a given course as the result of scholastic dishonesty. The failing grade may, in turn, bring the student's overall level of academic performance or grade point average below the defined standard for retention in the school, thus resulting in the academic dismissal of the student. In the case of any conflict between this document and any oral or written policies or statements made by any UTMB

**Policy,
continued**

faculty or staff member, this document shall prevail. In the case of conflict between this document and the *Regents' Rules and Regulations*, the *Regents' Rules and Regulations* shall prevail.

Definitions

When used in this policy, the words and phrases given below shall be defined as follows:

- President—the president of UTMB
- Dean—the dean, or the dean's delegate, of a component school within UTMB.
- Student Affairs Officer—shall refer to the administrative officer responsible for the administration of the disciplinary process for each school of UTMB:
 - (a) Associate Dean for Admissions and Student Affairs—School of Medicine
 - (b) Associate Dean for Student Affairs—Graduate School of Biomedical Sciences
 - (c) Associate Dean for Student Affairs and Admissions—School of Nursing
 - (d) Associate Dean for Student Affairs and Admissions—School of Allied Health Sciences
- Hearing—as used in this policy is an administrative process where conduct and discipline charges and evidence are presented to a Hearing Panel in order to determine a student's responsibility related to an alleged violation of institutional policy or local, state, federal or System regulations when a student has contested the facts upon which the charges are based
- Hearing Panel—three faculty members drawn from the UTMB component schools with one drawn from the accused student's school and two from other UTMB schools. The panel members are recommended by the student affairs officer and appointed by the President or his/her designee to hear disciplinary charges, to adjudicate guilt or innocence and determine the appropriate penalty
- Hearing Officer—the hearing officer is the chair of the Hearing Panel.
- Chair of the Hearing Panel—the faculty member from the student's component school will serve as chair and a voting member of the panel. The primary responsibility of the chair shall be to administer impartially the disciplinary hearing.
- Campus—all real property, buildings, or facilities owned or controlled by UTMB.
- Faculty member—a person who is employed by UTMB for the purpose of teaching a class and who has authority to assign grades for the class.
- Student—a person currently enrolled at UTMB, or who is accepted for admission or readmission to UTMB, or who has been enrolled at

**Definitions,
continued**

the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows (or who is attending an educational program sponsored by UTMB while that person is on campus), or a person who engaged in prohibited conduct at a time when he or she met the criteria of student.

- Weekday—Monday through Friday, excluding any day that is an official holiday of the component institution.
 - Day—a calendar day.
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**General
Responsibilities**

It is the responsibility of every student, faculty member, and administrative official to be aware of and in compliance with this policy. It is the responsibility of every student, faculty member, and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved. All students are expected and required to obey federal, state, and local laws, to comply with the *Regents' Rules and Regulations*, with System and institutional rules and regulations, with directives issued by an administrative official of the System or UTMB in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

**Violations of
Academic
Integrity
(Scholastic
Dishonesty)**

Any act of scholastic dishonesty is a serious breach of student responsibility, and any such violation may result in disciplinary proceedings as described herein. Scholastic dishonesty includes all fraudulent or deceitful acts which are designed to, or have the effect of, interfering with the academic process, including the admission process.

“Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using materials not authorized by the person giving the test;
- substituting for another person or permitting another person to substitute for one’s self to take a test;
- failing to comply with instructions given by the person administering the test;
- utilizing in whole or in part, patient data, encounters, or other information the student knows to be false;
- possessing during a test, materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;

Violations of Academic Integrity (Scholastic Dishonesty), continued

- collaborating with or seeking aid from another student without the instructor's permission during a test or other assignment;
- discussing the contents of an examination with another student who will take the examination at another time;
- divulging the contents of an examination when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to the student;
- paying or offering money or other valuable things, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
- falsifying research data, laboratory reports and/or other academic work offered for credit;
- taking, keeping, misplacing or damaging the property of UTMB or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credits or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- "Falsifying academic records" includes, but is not limited to, the altering of grades or other academic records such as applications for admission, the award of a degree, grade reports, test papers, registration materials, and reporting forms used by the Registrar's office.

Violations Other Than Scholastic Dishonesty

Disciplinary proceedings may be initiated against a student who commits or aids another person in the commission of any of the following:

- Conduct that violates the *Regents' Rules and Regulations*, the System or institutional rules and regulations, specific instructions issued by an administrative official of the institution, or the System acting in the course of his or her authorized duties, or federal, state, or local laws, whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct. (See 3.21 RR.)
- The unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the System or component institution

**Violations
Other Than
Scholastic
Dishonesty,
continued**

- Violates a federal, state, or local law whether or not the violation occurs on university property or in connection with any university-oriented activity
- Sexual harassment as defined by state and federal laws (see Sexual Harassment Policy)
- Sexual assault as defined by state criminal codes (see Sexual Assault Policy)
- Violation of a UTMB rule or regulation or policy, including the Parking and Traffic Regulations and the No-Smoking Policy.
- Violation of the proper directions of a UTMB official or faculty member acting in the performance of his or her duties.
- Forging, altering, or assisting in the altering of any official record of the System or institution or submitting false information or omitting requested information that is required for or related to an application for admission, the award of a degree, or any official record of the System or institution. A former student who engages in such conduct is subject to bar against readmission, revocation of degree, and withdrawal of diploma
- Damaging, defacing, destroying or taking unauthorized possession or use of any UTMB property, equipment, supplies, buildings or facilities owned or controlled by the institution or the System
- Failing to respond to an official notice from UTMB
- Possessing or using any type of explosive, firearm, imitation firearm ammunition, hazardous chemical, or weapon as defined by state or federal law, while on campus or on any property or in any building or facility owned or controlled by the System or component institution, unless authorized by federal, state or local laws
- Conduct that endangers the health or safety of any person on the campus of a component institution or on any property, or in any building, or facility owned or controlled by the System or institution is subject to discipline
- Prohibited conduct that occurs while participating in off-campus activities sponsored by the institution or the System including field trips, internships, rotations or clinical assignments
- Speech either orally or in writing that is directed to inciting or producing eminent, lawless action
- Obstructing, disrupting or interfering with any teaching, educational, research, administrative, disciplinary, public service, or other UTMB activity or public performance authorized to be held on campus or on property owned or controlled by The University of Texas System whether by acting singly or in concert with others; obstruction or disruption includes, but is not limited to any act that interrupts, modifies or damages utility service or equipment, communication service or equipment, university computers, computer programs, computer records or networks

**Violations
Other Than
Scholastic
Dishonesty,
continued**

- Illegally using, possessing or selling drugs or narcotics on campus. If a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the recommended penalty shall be suspension from the institution for a specified period of time and/or suspension of rights and privileges
- Using intoxicating beverages on campus. With the prior consent of the president of UTMB, the prohibitions of this section may be waived with respect to any specific affair which is sponsored by UTMB. However, with respect to the possession and consumption of alcoholic beverage, state law will be strictly enforced at all times on all property controlled by UTMB
- Hazing as defined in the *Regents' Rules and Regulations* or by State Law (Section 51.936, Texas Education Code), either singly or in concern with others, with or without the consent of a student and whether on or off campus. A violation of this prohibition subjects both the person inflicting the hazing and the person submitting to the hazing to discipline
- Participating in initiations or activities by organizations which include any feature which is dangerous, harmful, or degrading to the student. A violation of this prohibition renders the organization and participating individuals subject to discipline
- Failing to honor a financial obligation to UTMB issuing a check to UTMB with insufficient funds
- Appropriating UTMB resources for private gain
- Making any substantive attempts to commit any of the above prohibited acts beyond mere planning
- Committing a violation on campus during a period of suspension
- Conduct that is inappropriate for members of an academic, health science institution (such conduct includes but is not limited to, pranks, public nudity, and harassing phone calls)

**Investigation
of Violations**

The student affairs officer shall have responsibility for the administration of discipline in cases concerning scholastic dishonesty and other misconduct. It shall be the duty of the student affairs officer to investigate allegations that a student has violated the Regents' Rules and Regulations, rules and regulations of the institution or the System, instructions issued by an administrative official of the institution in the course of his or her authorized duties, or any provisions of federal, state, and/or local laws. The student affairs officer may proceed with the investigation and with the disciplinary process, notwithstanding any action taken by other authorities.

The student affairs officer may summon the student for purposes of discussing the allegations by mailing to the address in the registrar's records a written request for the student to appear at a certain place and time

Investigation of Violations, continued

at least three weekdays after the date of the letter. Searches of student-occupied premises or of a student's personal possessions shall be only as authorized by law.

Interim Disciplinary Action

The student affairs officer may take immediate interim disciplinary action, including suspension and bar from campus pending a hearing, against a student for violation of a rule when the student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting University activity. The student affairs officer may authorize interim withholding of a student's grades, degree or official transcript when such withholding would be in the best interest of the institution. Hearings in these cases must be held within ten (10) working days after the interim disciplinary action was taken unless the student agrees in writing to a hearing at a later time or unless the student waives a hearing and accepts the decision of the dean in accordance with institutional procedures.

Summoning Notice

If the student affairs officer determines that allegations of misconduct are founded, he or she shall notify the student of a formal hearing or as appropriate under the "Notice" or "Uncontested Cases" sections. If a student fails to appear, without a valid reason, the student affairs officer may implement hearing procedures in the student's absence or cancel the student's enrollment until the student appears or responds to the summons.

Notice

The student affairs officer shall notify the accused student (both the accuser and accused in sexual assault matters) by registered letter of the date, time, and place for the hearing. At least 10 days written notice shall be given. The notice shall be delivered in person to the student or mailed to the student at the address appearing in the registrar's records. The letter shall specify a hearing date unless the student has agreed to a waiver as indicated in the "Uncontested Cases" section. A letter sent to the address listed in the registrar's records shall constitute full and adequate notice. A student may request, in writing, that another date be set if feasible to arrange. The Hearing Panel may postpone the hearing for good cause or by agreement of the student and student affairs officer and shall notify the student affairs officer and the accused student (both the accuser and accused in sexual assault matters) of the new hearing date.

A hearing notice shall:

- include a statement of the charge(s) and a summary statement of the evidence supporting such charge(s);
- be considered to have been received on the third working day after the date of mailing, excluding any intervening Sunday;
- direct the accused student to appear on the date and at the time and place specified;
- include the name of the panel members and chair;

**Notice,
continued**

- advise the accused student of his or her rights;
 - (1) to a private hearing;
 - (2) to appear in person or with a representative at the hearing;
 - (3) to a representative who may be an attorney; if the accused student's advisor is an attorney, the Hearing Panel/student affairs officer may have an attorney; an attorney may confer with and advise the Hearing Panel/student affairs officer or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Panel;
 - (4) to challenge the person(s) designated to hear the charges;
 - (5) to know the identity of each witness who will testify against him or her;
 - (6) to present testimony of witnesses, to present documentary and other evidence, to argue in his or her own behalf;
 - (7) to cross-examine each witness who testifies against him or her;
 - (8) to have a copy of the official transcript if an appeal is made;
 - (9) to appeal under the "Hearing Evidence" section; and
- contain the names of witnesses who may testify against the accused student, a brief summary of the testimony to be given by each, and a list of documentary and other evidence that will be offered against him or her.

UTMB may supplement the list of witnesses and documents for good cause, as determined by the hearing officer and panel.

At least five (5) days before the hearing, the student affairs officer will make available a copy of documents to be introduced at the hearing.

The student affairs officer may suspend or expel a student who fails, without good cause, to comply with a letter sent under this section, or the student affairs officer may proceed with the hearing in the student's absence. The failure of a student to provide an address change or forwarding address or the refusal to accept a registered letter shall not constitute good cause for failure to comply with a letter sent under this section.

**Uncontested
Cases**

In any case where the accused student does not dispute the facts upon which the charges are based, he or she may execute a written waiver of the hearing procedures. The student affairs officer shall assess one or more of the penalties pursuant to the "Penalty" section of this policy that is appropriate to the charges and inform the student of such action in writing. The decision of the student affairs officer on penalty may be appealed as in the case of a decision rendered subsequent to a hearing in accordance with the "Hearing Decision" section of this policy. The appeal is limited to the issue of penalty and no transcript will be required.

Contested Cases

In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a Hearing Panel.

The student affairs officer shall deliver such charges and statements to the accused student in person or by mail, addressed to the student at the address appearing in the Registrar's records.

General Guidelines

Nothing in this policy shall prevent the student affairs officer from discussing the charges and related matters with the student at any time. The student affairs officer, upon request, will be available to explain to the student this document and the procedures. Students may seek advice and counsel from any person they choose, including an attorney of their choice. If a student elects to seek advice from UTMB faculty, administration, or staff concerning such matters as whether to retain legal counsel, what evidence to present, whether to dispute the charge or any other matter, the student must understand that such advice is merely personal opinion of the faculty, administrator, or staff member.

UTMB is in no way responsible for or obligated by such advice; nor is any UTMB faculty or administrator or staff obligated to advise the student.

Challenges to the Hearing Panel

The accused student may challenge the fairness or objectivity of the Hearing Panel member(s). The challenge must be in writing, state the reasons for the challenge, and be submitted to the hearing officer through the dean/student affairs officer at least 3 days prior to the hearing and request a replacement of a member(s). The student shall not be entitled to disqualify the person being challenged. It shall be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another Hearing/Panel member shall be appointed.

Preliminary Matters

Upon a hearing of the charges, the student affairs officer or his or her designee has the burden of going forward with the evidence and the burden of proving the charges by a preponderance of the credible evidence. All proceedings will be recorded. If either party desires to appeal the decision of the hearing panel, the official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Panel. At the request of the chief administrative officer, the recording of the hearing will be transcribed and both parties will be furnished a copy of the transcript. The hearing shall be conducted in accordance with the procedures set forth in this document to assure both the institution and the accused student their rights as set forth under the "Notice" section of this policy.

The chair of the Hearing Panel is responsible for conducting the hearing in an orderly manner and for controlling the conduct of the witnesses and participants in the hearing. The chair of the panel shall rule on all

Preliminary Matters, continued

procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of legal counsel. Upon a conclusion of guilt, the Hearing Panel shall assess a penalty or penalties specified.

The chair of the panel shall render and send to the student affairs officer and the accused student a written decision that contains findings of fact and a conclusion as to the guilt or innocence of the accused student.

Hearing Procedures

The student affairs officer or UTMB representative shall read the complaint. The Chair of the Hearing Panel informs the accused student of his or her rights listed in the “Notice” section of this policy. The student affairs officer or UTMB representative shall present UTMB’s case through presentation of documentary evidence and examination of witnesses. The accused student shall present the student’s defense through presentation of documentary evidence and examination of witnesses. The student affairs officer and the student shall present rebuttal evidence and argument.

Hearing Evidence

Legal rules of evidence do not apply to hearings under this section. The Hearing Panel may admit and give probative effect to evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chair of the Hearing Panel shall exclude irrelevant, immaterial, and unduly repetitious evidence. The Hearing Panel members may freely question witnesses. Witnesses may be excluded from the hearing when not testifying. A witness shall testify and produce documentary and other evidence, unless the testimony, document, or other evidence is privileged. All evidence shall be offered to the Hearing Panel during the hearing and made part of the hearing record. Documentary evidence shall be admitted in the form of copies, extracts, or by incorporation by reference. Real evidence may be photographed or described for the record.

Hearing Decision

Following the presentation of all witnesses and evidence, the Hearing Panel shall render a written decision as to whether the accused student has committed a violation and shall set forth findings of fact in support of the decision of the Hearing Panel. A simple majority of the Hearing Panel is required.

The Hearing Panel shall assess a penalty or penalties pursuant to the “Penalties” section of this policy. In determining the appropriate penalty, prior academic or disciplinary record of the student may be considered. The chair of the Hearing Panel shall send to both parties (student affairs officer and accused student or both the accuser and accused in sexual assault matters) a written decision within 14 days of the hearing.

Additionally, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought which alleges a sexual assault.

**Hearing
Decision,
continued**

The student affairs officer may recommend a penalty to be assessed by the Hearing Panel. The recommendation may be based upon past practice of UTMB for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the student affairs officer. The accused student shall be entitled to respond to the recommendation of the student affairs officer.

Right to Appeal

Within 14 days after the parties have been notified of the decision, either or both parties (the student or the student affairs officer) may appeal the decision of the Hearing Panel in writing to the President. If the decision is sent by mail, the date it is mailed initiates the 14-day period. The appeal must be in writing and specifically state the reason for the appeal and what action by the President is sought. Copies shall be provided to all parties.

In order for the appeal to be considered, all the necessary documentation shall be filed by the appealing party, including written arguments when appropriate, with the president within 14 days after notice of appeal is given.

Timely notice of appeal by an accused student suspends the imposition of penalty until the appeal is decided, but interim action may be taken as authorized under the “Interim Disciplinary Action” section of this policy. Further, grades or degrees may also be withheld pending conclusion of the appeal.

The president, at his or her discretion, may meet personally with the student but is under no obligation to do so. However, the president’s decision will be based only on testimony and other evidence presented at the hearing and findings of fact of the Hearing Panel. The president, at his or her discretion, may allow both parties to present oral arguments in an appeal from the decision of the Hearing Panel.

In cases where the student has not disputed the charge in accordance with the “Notice” section of this policy, the appeal will be limited only to the penalty imposed. An appeal of the penalty assessed by the student affairs officer will be reviewed solely on the basis of the written argument of the student and the student affairs officer. The appeal of the decision of the Hearing Panel will be reviewed solely on the basis of the record from the hearing.

In cases where the student bases his or her appeal in whole or in part on the failure of UTMB or the Hearing Panel to follow the procedures required by this document, the student must demonstrate that the alleged procedural violation harmed or prejudiced the student. The president may approve, reject, or modify, in whole or in part, the decision in question or may require the original hearing be reopened for the presentation of additional evidence and the reconsideration of the decision.

The decision of the president shall be the final appellate review and shall be communicated in writing to the student affairs officer and the student, usually within 30 days after receipt of all related documents.

Penalties

One or more of the following penalties may be imposed by the student affairs officer after an uncontested case and written waiver by the student or by the Hearing Panel after a hearing in accordance with the procedures specified for violation of any provision, as noted in the “Violations of Academic Integrity (Scholastic Dishonesty)” and “Violations Other Than Scholastic Dishonesty” sections of this policy, or other offenses:

- Written warning that further scholastic violations may result in a more severe penalty
- Disciplinary probation
- Restitution or reimbursement for any damage or misappropriation of any University property
- Suspension of rights and privileges, including participation in athletic or extracurricular activities
- Suspension of eligibility for any student office or honor, or cancellation of credit for scholastic work done
- Reduction of the grade assigned in a course
- Failing examination grades
- Suspension from UTMB for a specified period of time
- Expulsion (permanent separation from the institution)
- A period of community service
- Withholding of grades, official transcript and/or degree, or denial of degree
- Revocation of degree and withdrawal of diploma, barring from readmission, or other penalties as appropriate

A former student who has been suspended or expelled for disciplinary reasons from a University of Texas component institution is prohibited from being on the campus of any component institution during the period of such suspension or expulsion without prior written approval of the student affairs officer of the institution at which the suspended or expelled student wishes to be present.

**Charge
Against
Student
No Longer
Enrolled at
UTMB**

A student does not escape responsibility for acts occurring while he or she was a student because he or she is no longer enrolled at UTMB. These cases fall into two general categories:

- The investigation or other procedures described in these procedures and regulations was initiated but not completed while the student was enrolled.
- The facts concerning the charge were not known while the student was enrolled.

Once a proceeding or investigation has been initiated, a student’s rights and obligations are not affected in any way if he or she ceases to be enrolled as a student. If a student withdraws while an investigation is in progress, the withdrawal may be reflected on the transcript.

**Confidentiality
of Student
Discipline
Record**

UTMB shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial, or revocation of degree and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least 5 years unless the record is permanent in conjunction with the above stated penalties.

A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, and any other pertinent information. This disciplinary record shall be separate from the student's academic record, shall be treated as confidential, and shall not be accessible by anyone other than the dean except under written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena.

**IHOP Policy 3.2.4
Sexual Harassment and Misconduct**

Audience

This policy applies to all UTMB employees, students, visitors, volunteers, and applicants for employment or admission.

Policy

The University of Texas Medical Branch is committed to provide a work and learning environment that is free from inappropriate conduct that is sexual in nature. Sexual misconduct and sexual harassment in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action. This policy is applicable regardless of the gender of the complainant or the alleged harasser.

An employee found to be in violation of this policy shall be subject to disciplinary action which may include termination for employees and sanctions, including suspension or expulsion, for students. Failure or delay by a supervisor to follow-up by notifying the Office of Equal Opportunity and Diversity (OEO&D) or sending the employee to OEO&D regarding the allegations of sexual harassment will result in disciplinary action as stated above. When the allegation is against the supervisor, the management person who receives the allegations(s) is required to contact OEO&D or send the complainant to OEO&D. Violations of this policy by persons who are not employees or students could result in a ban from the institution, the loss of contracts, or other punitive action depending on the individual's relationship with UTMB.

Definitions

- A. Sexual Misconduct—Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace or classroom.

**Definitions,
continued**

- B. Sexual Harassment—Sexual harassment, includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status;
 2. submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or
 3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile or offensive environment.
- C. Third-Party Sexual Harassment—Third-party sexual harassment occurs when an individual is affected adversely by sexual harassment but is not the target of the adverse behavior.
-

**Examples of
Sexual
Harassment/
Misconduct**

Examples of behavior that could be considered sexual misconduct or sexual harassment include, but are not limited to:

- physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body;
- explicit or implicit propositions or offers to engage in sexual activity;
- comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity; speculation about sexual experience; exposure to sexually-oriented graffiti, pictures, posters, or materials;
- physical interference with or restriction of an individual's movements;
- making sexual advances or requesting sexual favors if submission to or rejection of such conduct is the implicit or explicit basis for imposing or granting terms and conditions of employment or education at the University;
- making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive working, residential, or educational environment at the University or that otherwise unlawfully interferes with an individual's work or educational performance;
- engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency, or sexual abuse against a person who has not given consent; and
- acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment.

**Non-Retaliation
and False
Accusation of
Sexual
Harassment**

The administration, staff, and faculty are prohibited from retaliating against or disciplining any person for reporting an allegation of sexual harassment. Any employee or student who makes an intentionally false accusation of sexual harassment shall be subject to disciplinary action which may include termination or suspension or expulsion.

Confidentiality

The University shall protect the confidentiality of the identities of, and statements made by, parties and witnesses involved in a sexual harassment report or complaint to the extent permitted by law and to the extent that continued protection does not interfere with the University's ability to investigate allegations of misconduct brought to its attention and to take corrective action.

**Amorous/
Consensual
Relationships
(i.e., romantic
or sexual)**

Recognizing everyone's right to privacy and free association, UTMB does not prohibit fully consensual amorous relationships with the exceptions of those noted below.

Employees and students must realize that even consensual amorous relationships may lead to sexual harassment or other breaches of professional obligations, particularly if one of the individuals in the relationship has a professional responsibility toward the other, such as in the context of instruction, advisement or supervision. As a result of the power difference, it may be difficult to avoid the appearance of favoritism or to assure a truly consensual relationship. Amorous relationships may result in conduct that amounts to sexual harassment or that violates the professional duties of evenhanded treatment and maintenance of an atmosphere conducive to learning or working. Others may be affected by the relationship in that it places the faculty member or supervisor in a position to favor or advance one student or employee's interest at the expense of others.

No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or when academic work is being supervised by the faculty member or when that faculty member has or is likely to have academic responsibility over that student at any time during that student's tenure at UTMB. No person in a supervisory position shall have romantic or sexual relationship with anyone that he or she supervises. Complaints concerning consensual relationships by non-participating individuals will be treated as third-party sexual harassment or sexual misconduct complaints and be reported to the Office of Equal Opportunity and Diversity.

Reporting Sexual Harassment and/or Sexual Misconduct

An individual who believes that he or she has been the victim of sexual harassment as prohibited by this policy, should report the incident(s) to one of the following:

- The Office of Equal Opportunity and Diversity (OEO&D);
- the academic or administrative official responsible for the department;
- UTMB Correctional Managed Care (CMC) employees are to report the incident to their assigned regional human resources representative and/or to the supervisors;
- the immediate supervisor of the alleged harasser, if the alleged harasser is an employee;
- the ombudsman if a student is making the report; or
- Student affairs deans of each school.

Any faculty member or administrative personnel who gains knowledge of an alleged act of discrimination, which violates this policy, must report the incident within three working days to the OEO&D.

Filing a Complaint of Sexual Harassment and/or Sexual Misconduct

Employees and students may file a formal complaint of sexual harassment or sexual misconduct with the OEO&D. The complainant may decide whether the complaint will be handled Informally or through the formal resolution process. The complainant may also request that an informal investigation become a formal complaint at any time. The initial complaint must be filed within 180 days after the alleged harassment.

Investigating and Resolving Complaints

All investigations of sexual harassment complaints shall be conducted discreetly by the OEO&D.

- The investigation may include, but is not limited to, interviews with witnesses and discussions with the involved parties.
- After the investigation is completed OEO&D will issue findings and, if necessary, recommended corrective measures.
- If findings support the charge of sexual harassment against the accused employee, that employee shall be subject to disciplinary action which may include termination, or suspension or expulsion in the case of a student.
- All decisions regarding discipline of the accused employee will be made in consultation with the Human Resources Department, or with the associate vice president for student support services if the complaint involves a student.
- The OEO&D investigatory report will be submitted to the department head and the entity leader when an employee is the complainant; and to the chair of the department and the dean of students of the specific school, when the person filing the complaint is a student.

Training and Dissemination of Information

Each employee shall complete a training program regarding sexual harassment not later than the 30th day after the date the employee is hired and shall attend supplemental training every two years.

All employees who attend the training program are required to sign a statement verifying the employee's attendance at the training program. The statement shall be filed in the employee's personnel file. For employees participating in training online, documentation of such training will be filed in their personnel file.

IHOP Policy 7.1.12**Sexual Assault Policy**

UTMB will not tolerate sexual assault in any form, including acquaintance rape. Sexual assault refers to rape as well as other forms of forcible or non-forcible activity. Sexual assault occurs when one person threatens, or uses violence or coercion to cause another person to participate in any type of forced sexual activity. Sexual assault is a crime. A student charged with sexual assault can be prosecuted under state criminal statutes and/or disciplined under the UTMB Code of Student Conduct.

- The student affairs officer is available at all times to assist students and provide information regarding disciplinary action, counseling, medical services, mental health or student services, both on campus and in the community.
- Students are advised to notify either campus or local police immediately. It is also strongly recommended that students seek medical treatment immediately. They have the option of being assisted by campus authorities in notifying these authorities.
- Students also have the right to ask for assistance in changing academic and living situations after an alleged sexual assault incident if such arrangements are reasonably available.
- If there is probable cause to believe that UTMB's regulation prohibiting sexual assault has been violated, UTMB will pursue strong disciplinary action through its own channels. Procedures for on-campus disciplinary action in cases of alleged sexual assault shall follow the procedures related to the UTMB Student Conduct and Discipline Policy (7.1.3). Those include, but are not limited to, notice, hearing procedures, challenges and appeals.

Additionally, both accuser and accused are entitled to certain rights:

- The accuser and the accused are entitled to the same opportunities as listed in the "Notice" section of the UTMB Student Conduct and Discipline Policy (7.1.3).
- Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought which alleges a sexual assault.

References

20 U.S.C. § 1092(f)(8)

IHOP Policy 7.1.13**Other Nonacademic Concerns Policy**

Student grievances that reflect other nonacademic concerns can be directed to the Office of Student Affairs of the respective UTMB schools. A grievance shall mean a complaint which deals with an allegation concerning any abrogation of student rights. If appropriate, the student affairs officer may bring the grievance to the attention of the appropriate departmental office or advisory committee for further investigation. If no resolution is possible, or if the decision rendered is unsatisfactory to the student, the student may appeal to the dean. The dean or the dean's designee shall render a final decision.

IHOP Policy 7.1.14**Student Nonacademic Grievance Procedures****Introduction**

The student policies and grievance procedures exist for discrimination (Policy 7.1.10), sexual harassment (Policy 3.2.4), sexual assault (Policy 7.1.12) and other nonacademic matters (Policy 7.1.13). Students should process their grievances or appeals through the appropriate channels. Procedures are delineated in Section II of this document. Students are encouraged to bring their concerns to the designated student affairs officer of their school. The student affairs officer in each school is:

- Assistant Dean—Graduate School of Biomedical Sciences
- Associate Dean of Student Affairs—School of Allied Health Sciences
- Senior Associate Dean for Student Affairs—School of Medicine
- Assistant Dean for Student Affairs—School of Nursing

The student affairs officer of each school is given the primary responsibility for responding to student questions and complaints of sexual harassment, sexual assault and discrimination. However, students may also address their questions or complaints to the department chairperson, ombudsman, or Office of Equal Opportunity and Diversity. In such cases, the chairperson or the administrator may contact the student affairs officer for consultation.

Students and administrators may also refer to the UTMB Student Conduct and Discipline Policy (7.1.3) related to conduct violations, hearing procedures, appeals and penalties.

**Grievance
Procedures—
Departmental
Policy**

The student should first seek resolution to the grievance (discrimination, sexual harassment, or other non-academic concern) through an appointment with the relevant department/office within **5 working days** from the action or condition giving rise to the grievance. If, within **three working days** thereafter, the chairperson/program director and the student cannot resolve the grievance, the student should file a written complaint with the dean of the relevant UTMB school and seek an appointment with the dean or the dean's designee (e.g., student affairs officer) within **3 working days**.

**Dean or Dean's
Designee**

Upon receipt of the written complaint the dean or the dean's designee will meet with the student usually within **3 working days**. Following the appointment with the student, the dean or the designee will elect to:

- call for the appropriate faculty committee to investigate the grievance and make recommendations concerning the matter; or
- choose to investigate the matter himself or herself; or
- choose to seek guidance and counsel from the UTMB OEO&D.

If the decision rendered by the dean is unsatisfactory to the student, the student may appeal to the president within **10 working days**. The president shall render a final decision.

**Office of
Equal
Opportunity
and Diversity**

A student having complaints involving alleged discrimination or sexual harassment has the option not to use the traditional procedure for handling grievances, but to seek initial counseling from the UTMB OEO&D within **5 working days** from the action or condition giving rise to the complaint. After consulting with the student, the OEO&D shall consult with the relevant dean concerning the matter, and the dean shall have the opportunity to initiate an inquiry, allowing every opportunity for the complaint to be channeled back through the traditional grievance procedure. The OEO&D will begin an inquiry into the allegations and make recommendations to the president, who shall render the final decision.

**Student
Ombudsman**

The ombudsman serves as an alternate source of information for students concerning the details of making a formal complaint. The ombudsman can detail the procedures and safeguards afforded student to resolve grievances. The ombudsman shall deal with student concerns by facilitating expeditious resolutions whenever possible. The ombudsman may refer the student to other UTMB channels if they have not been utilized adequately.

STUDENTS WITH DISABILITIES

IHOP Policy 7.1.1

Audience

The information in this document applies to all students enrolled in programs at UTMB whether on campus or while participating in off campus activities sponsored by UTMB, including field trips, internships, or clinical assignments.

Policy Statement

It is the policy of the University to fully comply with the Rehabilitation Act and the Americans with Disabilities Act. The University will make a reasonable accommodation for a qualified student with a disability.

Applicants with disabilities will be evaluated on a case-by-case basis in accordance with the essential functions in effect for the specific program in the school to which the applicant is seeking placement (see § 8 below). All students must possess not only the academic abilities, but also the physical and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required by the faculty of the programs in question. Students who pose a direct threat to themselves or others are excluded from this policy.

Definition of Terms

- A. *Disability*: According to the Americans with Disabilities Act of 1990 (ADA), an individual has a disability if she/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. Although some disabilities (e.g., spinal cord injury or blindness) are readily observable, other disabilities are not as obvious. In the case of disabilities that are not as obvious, a qualified professional must perform a specialized assessment to identify the disability.
- B. *Learning Disability* (as defined by the Rehabilitation Services Administration): “A disorder in one or more of the central nervous system processes involved in perceiving, understanding, and/or using concepts through verbal (spoken) or written language or nonverbal means” (RSA PFD-85-7, 1985, p. 2). Learning disabilities are commonly manifested as difficulties with reading, spelling, and expressing ideas in writing, or solving mathematical problems.
- C. *Essential Functions*: Basic activities (cognitive, psychomotor, and affective) that a student must be able to complete within each professional program of the various schools at the UTMB. A description of more specific essential functions for each of the programs within the schools may be obtained through the admissions director of each program.
- D. *Reasonable Accommodations*: Any adjustment or modification that allows the individual with a disability equal access to participation as a student in the various programs of the schools at UTMB. Examples of reasonable accommodations include constructing ramps at the entrance of a building, installing amplification devices in a lecture hall, and providing additional time to complete examinations. Any reasonable accommodation should not cause undue hardship, financial or otherwise, to the academic/educational programs, schools, or the institution as a whole.
- E. *Professional Diagnosticians*: An individual who possesses the knowledge, skills, and professional credentials to assess and diagnose a specific disability and recommend reasonable accommodations based on a specific disability.

Management of Core Process Responsibilities

- A. *ADA Coordinator (ADAC)*: The director of the Office of Equal Opportunity and Diversity (OEO&D) will appoint an individual to serve as ADA coordinator for UTMB. This individual will report to the director of OEO&D. This individual will:
- coordinate all student accommodation activity for employees, faculty, and students;
 - communicate changes in law or institutional policy to the school ADA liaisons;
 - assess and make decisions, in concert with the school ADA liaisons and coordinator of services for students with disabilities (CSSD), about recommended accommodations for students with disabilities within 5 working days of their receipt;
 - review this policy annually to ensure that it complies with law and institutional policies;
 - issue an annual report on accommodations; and
 - ensure that the accommodations can be made without undue hardship or financial strain upon the academic/educational programs, the school, or the institution as a whole.
- B. *Coordinator of Services for Students with Disabilities*: The associate vice president for student services of UTMB or his/her designee will serve as the CSSD. The responsibilities of this individual will be to:
- work with the ADAC and school ADA liaisons on requests for accommodations;
 - review annually the performance of each school at UTMB and, jointly with the ADAC, bring all issues related to students with disabilities to the attention of the associate vice president for student services (if not serving as the CSSD), the dean of the respective school, and the director of OEO&D;
 - provide information related to the process and policy;
 - consult with the Office of Legal Affairs and the OEO&D relative to issues of policy and law;
 - work with the ADAC to provide education about the requirements of the ADA to faculty, staff, students, and administration; and
 - notify the schools on an annual basis regarding yearly ADA training issues.
- C. *Essential Functions Committee*: The director of OEO&D will appoint an Essential Functions Committee (EFC). The EFC will work closely with the ADAC and the CSSD with respect to the institution's overall compliance with the ADA. The director of OEO&D will elect the chair of the committee after consultation with the chair of the Academic Education Council.

The purpose of the EFC will be to assist in informing and educating the UTMB community regarding students with disabilities and to review and monitor the Essential Functions established by each of the schools for their respective programs. In some instances the EFC may be called upon to review conflicts between students with disabilities and academic/educational program directors. The EFC will report its findings and recommendations to the director of OEO&D and the CSSD. Members of the EFC will include, but are not limited to, the following:

- Student affairs officers from each of the schools
- A student representative from each of the schools
- 2 representatives from the hospital; 2 persons representing support services; and 2 at-large members
- Specific efforts will be made to ensure that persons with disabilities serve on the committee
- The ADAC and the CSSD will be ex-officio members of the committee

D. *School ADA Liaison (SAL)*: The administrative official responsible for student affairs or his/her designee in each school will also be the school ADA liaison. Responsibilities of these individuals are to:

- serve on the EFC;
- serve as contact person relative to students with disabilities in their specific school;
- develop special accommodations when necessary and approved;
- serve as faculty liaison;
- advise the CSSD and ADAC when problems (real and perceived) exist relative to issues pertaining to students with disabilities in the respective school;
- annually provide admissions committee members with information about the ADA as it relates to the admissions process, including what is permitted and what is precluded concerning interviewing and selecting of applicants with disabilities;
- coordinate an annual training session for course/clerkship directors pertaining to students with disabilities; and
- ensure that students (regardless whether they are or are not disabled) who have been invited to matriculate into their respective school receive a copy of the Essential Functions and return the form indicating they can perform the Essential Functions with or without an accommodation; and send any/all materials related to a student's disability to the CSSD and ADAC.

Documentation in the student's official accommodation file in the OEO&D will include, but is not limited to:

- letters from the student specifying the disability and requesting accommodation(s) due to the disability;
- the student's evaluation for a disability from a qualified professional diagnostician;
- a written response from the University to the request for accommodation; and
- a record of the accommodation(s) made for the student.

E. *The ADA Panel (the SAL, CSSD, and ADAC)*: The panel reviews disability documentation for the University provided by the student to verify a disability and the appropriateness of any particular accommodation. The panel will:

- Review the documents submitted. If the panel feels the documentation presented by the student is inadequate, the SAL will send the student a letter detailing the information needed before a decision regarding the accommodation request can be reached. A request for additional information does not constitute a denial of the accommodation request. Failure to provide the requested information will result in no accommodation being provided.
- Ensure that a qualified professional, as judged by the professional's curriculum vitae, has assessed the student using means generally accepted by the professional's peers.
- Verify that the documentation from the professional who assessed the student must specify the disability, describe how it was assessed, and suggest accommodations which meet the needs of the student and can be reasonably accommodated by the institution.
- Respond to questions regarding assessment of disabilities and appropriateness of recommendations from the student with disabilities.
- Provide a written decision (to be sent by the SAL) either approving or denying the request for accommodation.
- If the Panel has questions regarding whether or not the student's disability is valid under law, a second opinion can be required by the panel, and will be paid for by

UTMB. The director of the Office of Equal Opportunity and Diversity will have the authority to make the final decision regarding whether to invoke this option if agreement cannot be reached by the panel. The SAL will inform the student by letter of the process to follow when a second opinion is required. Failure of the student to submit to a second opinion will automatically result in a denial of the accommodation request.

- If the second opinion is in conflict with the medical documentation presented by the student, a third and final opinion from a qualified professional will be obtained. The selection of the qualified professional will be with the agreement of both parties and any costs will be equally divided.
- The third opinion/assessment will be the prevailing determination of whether or not the student has a qualifying disability.
- Maintain confidentiality about the student except as needed in privileged circumstances.
- If the student is considered to have a valid or qualifying disability, the SAL will consult with the panel and the faculty of the academic program in question to determine that the accommodation(s) sought is reasonable (see Appendix 2).
- Accommodations are discussed in § 11 below.
- If the panel cannot reach consensus about the accommodation, the director of Legal Affairs, director of the Office of Equal Opportunity and Diversity, and chair of the Academic Executive Committee or their representatives will make the final determination.

Faculty Responsibility

Faculty are responsible for implementing approved program accommodations. Such accommodations may include the provision of auxiliary aids, extra time for completion of tests, and other services.

Methods must be established to evaluate the academic/clinical achievement of students with disabilities. These methods should be compatible with the student's ability, except where such skills are the factors that the test purports to measure. No class review session or event should be scheduled in any location which limits appropriate physical and programmatic access.

The SAL can assist faculty with questions about accommodations. Approved accommodations are not advantages but instead are a means of making sure every student has full access to educational programs. Faculty should refer all student questions about this policy or requests for accommodations to the SAL, CSSD, or ADAC.

Each course director or instructor, whether based in an academic or clinical setting, will:

- Review the policy each year pertaining to students with disabilities.
- Discuss implementation of approved accommodations with the student. (The student will have already been informed of the implementation of the accommodation recommended and approved by the EFC.) This should be done on the first day of class.
- Discuss with the SAL any concerns/questions related to the student's ability or to the approved accommodations.

Student Responsibilities

Accepted Students: A student who has been accepted into a program within one of the schools at UTMB and plans to matriculate will:

- Read the essential functions of the program in question. These will be contained in the acceptance letter from the admissions director (or designated administrative official) of each program. The student will sign and date the document that verifies his/her capacity to complete the essential functions, either with or without accommodations.

- Return the signed and dated document related to essential functions to the director of admissions along with the response to the program's acceptance letter. The signed and dated document will be placed in the student's file. If a student indicates a need for an accommodation, the director of admissions shall forward information to that student about the institutional policy on students with disabilities and about the need to contact the SAL if that has not been done already.
- Send the appropriate School ADA Liaison a completed Formal Request for Accommodation Due to a Disability and a request for documentation of disability from a qualified professional diagnostician. These materials should be provided to the SAL as soon as possible but no later than 60 days after receipt of the acceptance letter (or within 30 working days after being diagnosed with a disability). This timeline ensures that these requests can be assessed by the ADAC and enhances the probability that accommodations will be dealt with in a timely manner.

The documentation from the student and his or her professional diagnostician must specify the claimed disability, the identity of the professional individual who determined the disability status, and how the status was determined, and recommend reasonable and specific ways to accommodate the student's disability within the context of the academic program.

Students who are Diagnosed with a Disability after Matriculation: Students with a disability will follow the relevant procedures enumerated above and then:

- Review and adhere to the institutional policy on students with disabilities.
- Inform the course (academic or clinical) instructor/director, if needed (through the SAL), of the authorization or approval for an accommodation at the start of a course/clinical experience, so that the student and course instructor/director can coordinate the specified accommodation(s).
- Notify the SAL in writing within 24 hours of any problem/concern relating to the implementation of any approved accommodation(s) based on a disability. This time period allows the SAL to investigate and respond where appropriate.

Essential Functions

The faculties of the Schools of Allied Health Sciences, Graduate School of Biomedical Sciences, Medicine and Nursing have developed Essential Functions Documents (EFDs). An EFD includes the minimum physical, cognitive, and behavioral standards expected of all students accepted in that academic program at UTMB. The Essential Functions are described as expected outcomes rather than in terms of the processes used to achieve the standard. The EFDs of each school will be annually reviewed and updated. Students at UTMB must be able to perform the following essential functions with or without accommodations. Each program may further elaborate on these general descriptions so that they are congruent with the professional roles toward which each program educates. Students must be able to perform, with or without an accommodation, both sets of essential functions.

- Observation (to include the various sensory modalities):* Students must be able to accurately observe close at hand and at a distance to learn skills and to gather data (e.g., observe an instructor's movements, a patient's gait or verbal response, a chemical reaction, a microscopic image, etc.). Students must possess functional use of the senses that permit such observation.
- Communication:* Students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written material.
- Psychomotor Skills:* Students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within each program. Students must be able to display motor functioning sufficient to fulfill the professional roles toward which each program educates.

- D. *Intellectual and Cognitive Abilities:* Students must be able to measure, calculate, reason, analyze, synthesize, integrate, remember, and apply information. Creative problem solving and clinical reasoning require all of these intellectual abilities. In addition, specific programs require that students must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.
- E. *Professional and Social Attributes:* Students must exercise good judgment and promptly complete all responsibilities required of each program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisite for all programs.
- F. *Ethical Standards:* A student must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealings with others. All programs require personal integrity and the adherence to standards that reflect the values and functions of the profession. Many programs also require adherence to a code of ethics.

Recruitment of Students to Academic Programs

Recruitment materials for all schools should state the commitment of UTMB to equal opportunity for students with disabilities, as well as to students with gender, national origin, race, religion, and sexual preference differences. The recruitment materials should also state that the academic program has essential functions that describe specific skills and outcomes that a student must be capable of performing to be successful in the program with or without reasonable accommodations. The essential functions of each program should be available to applicants on request. Recruitment materials should also indicate that an applicant with a documented disability could request reasonable accommodation, if needed, during the admissions process by seeking assistance from the CSSD. Recruitment materials should reflect that all medical and psychiatric information provided by the student pursuing an accommodation will be considered confidential.

The name, address and telephone number of the CSSD and School Liaison should be listed on all recruitment material.

Admissions: Documents and Process

All individuals who apply for admission to programs within UTMB schools, including persons with disabilities, must be able to perform the essential functions of that program either with or without accommodations.

All application forms, application invitations, or other correspondence with applicants should include a statement of equal opportunity for students with disabilities. Letters of invitation to interviews should invite students to request any needed accommodations for the interview process. Academic programs will indicate the following in admission documents:

UTMB is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities at UTMB, please contact the CSSD, Lee Hage Jamail Student Center, Suite 2.100 or at (409) 772-1996. This information will be confidential; only those individuals responsible for assuring reasonable accommodations will be given this information.

Academic programs will include a procedure for use during the admission process whereby accepted applicants are asked whether or not they can meet the essential functions of the academic program with or without reasonable accommodations. Accepted applicants have the burden of proof to demonstrate that they can meet the essential functions of the academic program.

Accepted applicants who indicate that they can meet the essential functions of the academic program but need reasonable accommodations to do so will be referred to the SAL.

The SAL will contact the applicant to request documentation of the disability. Students are responsible for any and all costs associated with verifying their disability, i.e., if an assessment is deemed necessary, those costs lie with the student. The only exceptions to this obligation are those circumstances where the University requires a second professional opinion regarding the claimed disability; in those circumstances the University will pay for the second assessment. If a third assessment/opinion is needed, any costs associated will be divided equally between the student and UTMB.

Accommodations

Students needing information about the physical accessibility of the facilities on the campus should contact the ADAC. Educational or programmatic accommodations are individually determined to fit the specific needs of a student with a disability. The SAL within each school, the CSSD, and the institution's ADAC will confer to ensure that the student's requested accommodation is reasonable; that is, it does not alter the fundamental nature of the program and that it can be provided without undue hardship to the institution. If the SAL, CSSD and ADAC cannot reach an agreement, the director of legal affairs, director of the Office of Equal Opportunity and Diversity, and the chair of the Academic Executive Committee or their representatives will make the final determination about the accommodation.

Some general categories of accommodations and a rationale for each are presented below:

- A. Accommodations that allow equal access to information presented in lecture format.
Rationale: A student with a disability should have equal access to information that an instructor provides. A student needs to be able to obtain this information through some modality that circumvents the limitation created by his/her disability.
- B. Accommodations that allow equal access to reference materials required for class.
Rationale: A student with a disability should have equal access to books, periodicals, and other study materials that an instructor requires or assigns. A student needs to access this information through some modality that circumvents the limitation created by his/her disability.
- C. Accommodations that allow equal opportunity to demonstrate what has been learned.
Rationale: A student with a disability should have equal opportunity to demonstrate that he/she has learned the instructional material, whether that material relates to classroom, laboratory, or clinical learning. If a disability limits the manner in which the student can communicate his/her knowledge, adjustments to the usual format should be made, or other mechanisms which facilitate this communication should be made available.

Development or Discovery of a Disability after Matriculation

Students who have already enrolled in an educational program at UTMB and who discover the presence of or develop a disability after enrollment are both eligible and accountable for the provisions within this policy. Students who become aware of the presence of or develop a disability requiring accommodation should contact the SAL, CSSD, and/or ADAC.

The SAL will inform the student who is requesting an accommodation of the documentation and other requirements needed by UTMB to substantiate the presence of a qualified disability.

Disabilities: Learning, Attention Deficit Disorders, and Other

Individuals who have documented learning disabilities and/or attention deficit disorders are also covered by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Specific guidelines have been established to cover these disabilities.

Other Disabilities

Although it is impossible to list all disabilities, the same non-discriminatory policies of access and accommodations apply. The following, however, are not considered to be disabilities under the ADA: homosexuality, bisexuality, transvestitism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or from other sexual disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from current illegal use of drugs (see ADA PL 101-34 Section 511, 42 U.S.C. Section 12111). Normal pregnancy and handedness are also excluded as disabilities under the ADA.

Student Handbooks and Bulletins

In addition to the contents specified in this document, the handbooks and bulletins of each UTMB school should contain the following text:

If you have a documented disability or would like to obtain information regarding services for students with disabilities at UTMB, please contact the Coordinator of Services for Students with Disabilities at (409) 772-1996.

In addition, school handbooks should contain:

- A precise description of the admission requirements and the ethical and academic performance standards of the school;
- A precise description of the academic standards, which define good standing in the academic program, as well as policies that govern academic progress and graduation and the conditions for remediation and counseling; and
- A description of the maximum amount of time that can be taken for completion of the academic program and the awarding of the appropriate degree.

GUIDELINES FOR FILING A WRITTEN COMPLAINT

Students have a right and responsibility to report issues of concern. This may be done either verbally, in writing or by using the Professionalism button on the UTMB Web.

The Student Affairs Dean of each school, the Associate Vice President for Student Services, the Students' Ombudsman and the Director of Office of Equal Opportunity and Diversity (OEO&D) can provide guidance with any of the issues listed below.

Seeking Assistance. The Student Non-Academic Grievance Procedures (IHOP Policy 7.1.14) outlines the general procedures to be followed should a student wish to file a formal grievance.

Discrimination. Written allegations of violations of the UTMB Nondiscrimination Policy (IHOP Policy 3.2.3) should be filed with the OEO&D.

Sexual Harassment. Written allegations of violations of the Sexual Harassment and Misconduct Policy (IHOP Policy 3.2.4) should be filed with the OEO&D.

Sexual Assault. In cases of Sexual Assault (UTMB IHOP Policy 7.1.12), campus or local police should be notified immediately

Other Non Academic Issues. Written allegations of the Other Non-academic Concerns (IHOP Policy 7.1.13) should be submitted to the Student Affairs Dean or the appropriate Department Head.

Americans with Disability Act. Formal written complaints pertaining to Violations of the Students with Disabilities Policy (IHOP 7.1.1) can be filed with any of the individuals listed above. Ultimate responsibility rests with the OEO&D.

Conduct and Discipline. Written allegations of violations of the Student Conduct and Discipline Policy (IHOP Policy 7.1.3) should be submitted to the Student Affairs Dean of the appropriate school.

Faculty issues. Students are encouraged to seek guidance from the Student Affairs Officer or the Student Ombudsman to determine the appropriate route for the formal written complaint.

Academic Policies

Each school has school-specific academic policies. Please consult the school bulletin for complete information.

ACADEMIC APPEAL PROCESS

The Student Academic Appeal process for each UTMB school is included in the school-specific bulletin.

ACADEMIC RECORD

Courses for which the student has registered, grades, symbols, hours, degrees, and certain academic awards and/or recognition become a part of the student's UTMB academic record.

Academic suspension, dismissal, and expulsion notations are included on the academic record. Disciplinary notations are not entered on the academic record.

The student's name on the academic record is the name under which the student originally enrolled at UTMB, except for documented legal changes of name, a copy of which must be provided to Enrollment Services.

Policy on Release of Student Academic Data

The University of Texas Medical Branch at Galveston is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. section 1232g) and the Texas Public Information Act (Section 552 Texas Government Code) which protect the privacy of educational records and establish the rights of students to inspect and review their educational records.

Students have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act. Complaints may be filed by mail to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Copies of the Act are available in the Office of Enrollment Services. Written requests for inspection of a student's own file may be made to the registrar, dean, head of the academic department, or other appropriate official.

The following categories of student information will be released upon written request and may be released upon verbal request to the registrar: name (including previous names), date of birth, enrollment status (full time, half time, less than half time, undergraduate, graduate, etc.), campus phone and campus address, email address, student classification, previous institution(s) attended, major field of study, dates of attendance, degree(s) conferred and date(s) of degree(s) (including degrees from previous institutions), honors and awards, participation in officially recognized activities, and postgraduate training site for M.D. graduates and degree candidates.

Students have the right, under provisions of the FERPA, to cause the withholding or disclosure of information categorized in the preceding paragraph. A student's consent is presumed, unless a written request to restrict the information as confidential is made by the student in the Office of Enrollment Services on a prescribed form no earlier than the first day of registration and no later than the census date (normally the 12th class day) in a term. In cases in which the student files a request for restriction of information, such information is treated as confidential, except as provided by law. The request to withhold directory information is effective until the end of the academic year during which it is submitted, or until the student ceases to be enrolled, whichever occurs first. Notwithstanding anything to the contrary above, UTMB may disclose such student directory information about former students without any notice to or consent from the student.

ATTENDANCE AND ABSENCES

Student Absences on Religious Holy Days

- (a) Under Texas Education Code, §51.911, all institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.
- (b) Policies and procedures for absences due to religious holy days shall be consistent with (or no more arduous than) the institution's policies and procedures relating to other excused absences.
- (c) Texas Education Code, §51.911, defines a religious holy day. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his/her designee. The student and instructor shall abide by the decision of the chief executive officer or his/her designee.
- (d) Each institution may exclude from these policies and procedures any student absence for religious holy days which may interfere with patient care.

Absence Without Permission

Students who leave school without officially withdrawing or without the approval of the Student Affairs Dean or designee of the school in which they are enrolled, or who fail to return after a leave of absence or period of academic reassignment, will have their association with UTMB terminated and are ineligible to register again at UTMB.

Students who, without permission from the Student Affairs Dean or designee of the school in which they are enrolled discontinue attending a course or clinical experience without completing the established drop/withdrawal procedures will, at the end of the enrollment period, be assigned a grade(s) based upon the requirements of the entire course or clinical experience.

See the bulletin of each school for school-specific policies.

Leave of Absence

Each UTMB school has individual procedures on leaves of absence. Please consult the school bulletin for complete information.

AUDITING

No provision for auditing a course is offered at UTMB. All registrations are for academic credit.

AWARENESS OF REGULATIONS

It is the responsibility of each student to become familiar with the various regulations of the University and to satisfy them in the proper way. Written policies are described in various publications such as this catalog and the bulletins of each school, the student information handbook of the individual schools, and the Institutional Handbook of Operating Procedures. Also, information regarding the locations of the various publications is available from the Office of Enrollment Services and the student affairs deans of the four UTMB schools.

CLASSIFICATION OF STUDENTS

Undergraduate Students

Inasmuch as UTMB is an upper-level institution, undergraduate students entering a curriculum are classified as juniors until they have successfully completed the curriculum requirements for promotion to senior standing.

Full-Time/Part-Time⁵

Full-time is a designation given to an undergraduate student officially enrolled in UTMB for a minimum of 12 semester credit hours in the fall or spring semester, or for the summer term. A student enrolled for less than 12 semester credit hours for the enrollment period will be classified as part-time.

Graduate Students

Students admitted to the Graduate School of Biomedical Sciences and students admitted to a graduate program in the School of Nursing or School of Allied Health Sciences are classified as graduate students.

Full-Time/Part-Time

A graduate student must be officially enrolled in UTMB for a minimum of 9 semester credit hours in the fall or spring semester, or for the summer term in order to be classified as full-time. A graduate student enrolled for less than 9 semester credit hours is classified as part-time.

The maximum course load for a graduate student is 15 semester credit hours. Students registering for more than this maximum course load must have the consent of the Graduate Program Director.

Medical Students

Students admitted to UTMB and who are officially enrolled in the medical curriculum are classified as medical students. Students entering the School of Medicine program are classified as Year 1 students. Subsequent to that, after satisfactory completion of all requirements for each year, the student progresses to the next level, (i.e., from Year 1 to Year 2, and so forth).

Full-Time/Part-Time

In the School of Medicine, students in Year 1, Year 2, and Year 3 will have their “full-time” or “part-time” status determined based upon the ratio of course weights of courses in which they are enrolled for the term (for Years 1 and 2) or year (for Year 3) to the course weights of all courses normally taken in that term (for Years 1 and 2) or year (for Year 3). For Year 4 students, the ratio will be the number of months of the year for which they are enrolled to the number of months for which students are normally enrolled. In these ratios, the following rates of pursuit will be utilized based upon the percentage determined by the ratio:

- 75% or moreFull-time
- 50% but less than 75%.....Half-time
- Less than 50%.....Less than half-time

During the time a student is on an approved leave of absence, the student is not certified as enrolled in the School of Medicine during the effective dates of the leave of absence, inasmuch as tuition and fees are not assessed during the leave of absence. However, when a student is on academic reassignment, tuition and fees must be paid and the student will be certified as enrolled during the period of academic reassignment.

During the time a student is on academic reassignment, the student is regarded as enrolled. The rate of pursuit is the same as for the balance of the term (for Years 1 and 2) or year (for Years 3 and 4). The rate of pursuit for the balance of the year is calculated as though the student had remained enrolled in the courses/clerkships/electives he or she had been enrolled in prior to the academic reassignment being affected.

⁵ Sponsoring agencies may have minimum enrollment requirements. Students enrolled and receiving benefits from any governmental or private agency should determine from the agency the minimum enrollment requirements for eligibility for benefits. Some agencies require that a percentage-of-enrollment figure be reported. In this instance, rather than part-time or full-time students, a percentage of usual full-time enrollment will be calculated.

- A minimum of 120 semester credit hours of applicable college credits, 60 semester credit hours of which must be upper-level, is required. Some programs have minimum requirements in excess of the 120 total credit and 60 upper-level credit requirements. No less than 30 semester credit hours must be completed at UTMB.
- Generally, a maximum of 15 semester credit hours of work completed through correspondence study may be applied toward the degree program, including admission prerequisites.
- Any work taken concurrently with UTMB enrollment must have been approved in writing by the student's program advisor (and, where applicable, by the department head and academic dean) prior to the student's enrollment in the work in order for the credit to be considered for inclusion in the degree program.
- A maximum of 30 semester credit hours earned in courses by the General and/or Subject Examination of the College Level Examination Program (CLEP) or other standard examination will be counted toward satisfying the preprofessional course requirements or the 120 total hour requirement.
- At least the final 15 semester credit hours of course work in the School of Allied Health Sciences and 30 semester credit hours in the School of Nursing must be taken in residence in the appropriate UTMB school.
- The student must satisfy all other requirements specific to his or her degree program.
- Texas law requires that no person may receive an undergraduate degree unless he or she has taken and passed 6 semester credit hours in American (including Texas) government and 6 semester credit hours in American history. Three semester credit hours of Texas history may be substituted for one-half the history requirement. History and government courses must be completed with a grade of C or better. The Texas government requirement may be satisfied by correspondence study prior to or after matriculation of the student. History, government, and political science courses are not offered at UTMB.
- Graduation requires removal of any academic deficiencies and financial obligations to UTMB.
- For any of the baccalaureate degrees offered at UTMB, students must have earned a GPA of at least 2.0:
 - (a) in all courses taken at UTMB, and
 - (b) in all courses counted toward the degree.
- The student must be approved for the degree by a vote of the faculty of the school through which the degree program is offered.

Graduate and Professional Degree Requirements

Graduate and professional degrees are awarded upon satisfactory completion of the prescribed curriculum and upon recommendation of the faculty. Graduation requires removal of any academic deficiencies and financial obligations to UTMB. See the individual school bulletin for additional requirements.

Degree/Certificate Date

The degree/certificate date will be the date of commencement or the close of the regular semester or session of program completion. Should a student complete program requirements at a time other than the close of a semester or summer session, the degree date will coincide with the conclusion of the regular semester or summer session following degree requirement

completion. Students in the School of Medicine who graduate out of phase have a degree date that is the last day of the final course or date of receipt of United States Medical Licensing Examination (USMLE) score.

EVALUATION OF STUDENTS

General

The faculty of UTMB is committed to teaching and assisting the student in the pursuit of excellence. A major role of the faculty in attaining this goal is to guide and counsel the student through learning experiences and to detect and identify those areas of weakness or difficulty at an early date to enable the student to initiate corrective or remedial action as may be indicated. Evaluation is a vital component of each learning experience and is a shared responsibility of both faculty and student.

The responsibility for evaluating students rests with the faculty. Each faculty member has an obligation to the student, to the University, and to the larger society to award a passing grade only to those students who demonstrate mastery of the course requirements.

Faculty members develop and implement methods of evaluating the performance of students in courses. They are required to make the specific methods of evaluation known to students in their classes in writing before the end of the first week of the course. In instances where courses are co-taught or different instructors teach various sections, the coordination for evaluation is to be provided by the lead instructor or coordinator of the course.

The student has a right and an obligation to be aware of his or her academic standing and laboratory or clinical performance at all times during the course of the learning experience. Should a student experience difficulty in any course work, immediate assistance should be sought from the instructor. Frequently, in order to provide the student and the instructor with current evaluations of the student's progress in a course, quizzes, examinations, or other testing procedures are administered throughout the term of the course.

Professional and Clinical Evaluation

In addition to evaluating student's knowledge and skills, the faculty is obligated to determine whether the student's performance in the treatment and/or care of patients is acceptable for the expectations and standards of the professional field.

A passing grade for a course cannot be earned when unacceptable or unsatisfactory professional performance in the treatment and/or care of patients has been observed, even if grades on tests or other evaluations are satisfactory. A student who receives an unsatisfactory evaluation because of unacceptable or unsatisfactory professional behavior or clinical performance in the treatment and/or care of patients will be subject to immediate reassignment, academic probation, or dismissal.

UTMB Grades, Quality Points, and Symbols

Grades, quality points, and symbols are fully explained in each school's bulletin.

Calculation of the Grade Point Average

When a GPA is calculated, only grades earned at UTMB are included.

For the School of Nursing, the School of Allied Health Sciences, and the Graduate School of Biomedical Sciences

To calculate the GPA, multiply the number of credits by the quality points allocated to the grade earned. A 4.0 scale is used at UTMB, e.g., A = 4 quality points (QPs); B = 3; C = 2, and so forth. Divide the sum of the course QPs by the sum of credits. For example, if a student enrolled in 18 semester credit hours and earned the following grades, the calculation would be as follows:

Grade	Per Credit QPs	Credits	Course QPs
A	4	3	12
B	3	2	6
C	2	4	8
D	1	1	1
F	0	3	0
I*	–	2	–
WP*	–	3	–
Totals		13	27

27 QPs divided by 13 semester credit hours = 2.0769 GPA.

*Not included in GPA

For the School of Medicine

The School of Medicine does not calculate a grade point average. The Curriculum Committee has developed an internal mechanism for identification of relative student performance for awards, recognition, and scholarships.

Grade Reports

Grades are available to students via Student Online Services and are available immediately following submission to the Registrar in the Office of Enrollment Services.

HONORS AND AWARDS

Academic Honors

Undergraduate students and medical students who excel in their academic performance may receive various academic recognitions. See the specific school bulletins for additional details.

Degree Honors

Exceptional scholars may be recognized with degree honors at the time the degree is awarded. In such cases, the graduates are recognized at commencement. Degree honor designations are indicated on the diploma and on the transcript.

School of Nursing

Eligibility for graduation with honors is computed on the undergraduate professional curriculum completed at the UTMB School of Nursing.

Graduation with honors for the Bachelor of Science in Nursing degree is computed as follows:

Highest Honors Top 2%
 High Honors Next 5%
 Honors Next 8%

School of Medicine

Graduation with degree honors is computed as follows:

Highest Honors Top 2%
 High Honors Next 5%
 Honors Next 8%

School of Allied Health Sciences

Eligibility for graduation with academic honors is computed only on the professional curriculum completed in the School of Allied Health Sciences. Each discipline is allowed to graduate a total of 15 percent of its class with honors. The suggested distribution is:

- Highest Honors Top 2%
- High Honors Next 5%
- Honors Next 8%

To be eligible for honors in any discipline, a student must have a minimum cumulative GPA of 3.5 or better. In addition, a student must have been on the Dean’s List or received the Dean’s Academic Achievement Award for at least one enrollment period. The GPA serves as the primary factor in determining eligibility for these honors. However, other factors may be considered if a larger percentage of students qualify than is permissible.

A student who completes his or her degree requirements out of sequence, but who otherwise meets the minimum established academic criteria of honors graduates within the same department, will be eligible for consideration for the appropriate academic honors designation.

Graduate School of Biomedical Sciences

The Graduate School of Biomedical Sciences does not designate honor graduates.

Honor Societies

Phi Kappa Phi (PKP) Honor Society was established to promote recognition of academic excellence in all fields of higher education. PKP is unique among honor societies since it recognizes scholarship in all academic disciplines. The UTMB chapter was the first to be formed at a freestanding academic health science center. Members are elected from the upper 5 percent of students who have reached the final period of their junior year and the upper 10 percent of senior students; and graduate and professional students in their final year.

Students may be invited for membership in the premiere academic honor society for the UTMB school in which they are enrolled. Those awarded membership have the membership noted on the UTMB transcript. See the school-specific bulletins for additional details.

Other Honors and Awards

In addition to the academic honors cited previously, the UTMB schools select students for recognition by various other honors and awards. These honors and awards are fully described in the individual school bulletins.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

Federal regulations require that students maintain satisfactory academic progress in order to be eligible for federal financial aid programs. The satisfactory academic progress requirements for each UTMB school follow.

School of Nursing

To advance with what is considered “satisfactory academic progress for financial aid eligibility” in the School of Nursing, a student must have no course failures and complete a minimum of 3 semester credit hours of course work with at least the minimal acceptable GPA during any one semester in which he or she is enrolled. The student who fails to make satisfactory progress will be placed on warning and must, during the next term of enrollment, complete a minimum of 3 semester credit hours with a minimum grade of C. Failure to do so carries the penalty of dismissal from the School of Nursing.

School of Medicine

Time Limits on Financial Aid Eligibility

A student will be permitted a time of two years beyond the standard required length of study as a full-time student to complete the program for which he or she is enrolled.

	<u>Standard</u>	<u>Maximum</u>
Doctor of Medicine	4 years	6 years

For transfer students, the total years for completion of degree include time spent at the previous institution to the extent that credit is transferred and applied toward the degree requirement in the School of Medicine.

A student failing to meet this standard will be suspended from financial aid eligibility.

Completion of Course Requirements

- A student must complete with passing grades at least 75 percent of the course work for which the student registered and paid fees each academic year.

Any student failing to meet this 75 percent standard due to unsatisfactory or failing grades, withdrawal, or incomplete grades will be placed on financial aid probation.

A student on probation must achieve this 75 percent standard for all courses in which enrolled for the period beginning the next academic year or be suspended from financial aid eligibility.

- As soon as incomplete grades are changed to earned grades, the student's probationary or suspended status may be lifted if the completion-of-course standards are then met.
- By the end of the third year of enrollment, the student must have earned a passing grade in each course in the Year 2 curriculum.
- By the end of the fifth year of enrollment, the student must have earned a passing grade in each course in the Year 4 curriculum and satisfied all requirements for graduation.

Other Requirements

Any student failing to meet the grade requirements outlined here will be placed on financial aid probation.

A student placed on probation for financial aid eligibility must, by the end of the probationary enrollment year, attain the standing specified in "Time Limits on Financial Aid Eligibility" without an extension of time due to the academic reassignment or leave of absence. If such students are placed on financial aid probation or are suspended from financial aid eligibility, they may appeal as outlined in "*Appeals of Financial Aid Probation or Suspension.*"

School of Allied Health Sciences

To make a "satisfactory academic progress for financial aid eligibility" in the School of Allied Health Sciences, a student must complete with a passing grade at least 3 semester credit hours during any semester or summer session of enrollment. A student who fails to meet this requirement is placed on financial aid probation for the next period of enrollment. If, during this subsequent semester or summer session of enrollment, the student fails to complete at least 3 semester credit hours with a passing grade, the student will no longer be eligible for financial aid. Unless otherwise approved by the dean or the dean's designee, a student must complete all requirements for the degree sought in no more than one academic year beyond the normal length of the program.

Graduate School of Biomedical Sciences

To make "satisfactory academic progress for financial aid eligibility" in the Graduate School of Biomedical Sciences, a student must complete with a passing grade at least 3 semes-

ter credit hours during any semester or summer session of enrollment. A student who fails to meet this requirement is placed on financial aid probation by the Office of Enrollment Services for the next period of enrollment. If, during this subsequent semester or summer session of enrollment, the student fails to complete at least 3 semester credit hours with a passing grade, the student will no longer be eligible for financial aid, even if continued enrollment is permitted. In addition, the student must complete all requirements for the degree sought in no more than one academic year beyond the normal length of the training program. Students may be placed on academic probation regardless of their status relative to financial aid.

Reinstatement of Financial Aid

A student shall be reinstated for financial aid eligibility at such time he or she has successfully completed sufficient hours and has passed the required courses to meet the minimum requirements for eligibility as set forth in this policy. The student is responsible for presenting evidence to the Office of Enrollment Services at the time he or she has met minimum requirements for reinstatement.

Appeals of Financial Aid Probation or Suspension

A student on financial aid probation or suspension may appeal by indicating in writing to the Director of Enrollment Services (a) reasons why he or she did not achieve minimum academic standards, and (b) reasons why his or her aid eligibility should not be terminated or should be reinstated. Each appeal will be considered on its merit. Individual cases will not be considered as precedent.

The Director of Enrollment Services will review the appeal within three weeks of its receipt and determine whether the financial aid probation or suspension is justified. The student will be advised in writing of the decision within one week of the appeal's consideration.

A student wishing to appeal the director's decision to the Enrollment Services Advisory Committee may do so in accordance with the procedure outlined in "*Student's Right to Appeal the Financial Aid Award.*"

Enforcement

The Office of Enrollment Services shall have primary responsibility for enforcing this policy. Other offices that maintain student information relevant to this enforcement responsibility provide such information requested by the Office of Enrollment Services as necessary for the efficient enforcement of this policy.

TRANSCRIPTS

The transcript is a complete record based upon a student's registration for each enrollment period and academic program at UTMB.

A student may, by written request, obtain a copy of the transcript or have a transcript sent to any agency or individual desired. Requests for transcript service must be submitted in writing; telephone and email requests are not accepted.

Students with outstanding financial obligations to UTMB will have their official transcripts withheld until resolution of the obligation.

Partial transcripts are not issued. The transcript contains all courses for which the student was enrolled for each enrollment period, except those that were officially dropped by the published deadline. In addition, the credit (when appropriate) for each course taken, the official grade or symbol for the course, degrees awarded by UTMB, credit by examination awarded, transfer credit awarded, certain academic awards and recognition, official academic actions (including academic probation, suspension, and dismissal), periods of leave of absence and academic reassignment, selected biographical information to establish the identity of the student, and reference to prior education may be included on the transcript. Disciplinary notations are not included on the transcript.

TRANSFER OF CREDIT

Undergraduate Level, General Policy

Undergraduate students who have completed upper-level course work at another approved institution may request consideration for credit or waiver of course(s) for the work. Based upon the specific course work and the student's specific program of study, a decision may be made to waive a course requirement (no semester credit awarded) or to allow credit toward the UTMB degree. For transfer credit to be applied to the UTMB degree, written approval from the student's academic dean must be submitted to the Office of Enrollment Services, so that the transfer credit is recorded on the UTMB transcript and included in the official degree audit.

UTMB is an upper-level institution. Consequently, every entering undergraduate student will have earned credits at another approved college or university. Each undergraduate degree program requires 60 or more semester credit hours of prerequisite credits, which count toward the total number of semester credit hours required for a bachelor's degree. The credits required for prerequisites may not be transferred to the upper-level requirements for the degree. Questions regarding the acceptability of courses to meet prerequisite requirements should be directed to the admissions office of the UTMB school offering the program.

Course Transfer Policy of Individual Schools

Each school has school-specific policies and procedures. Please consult the school bulletin for complete information.

Resolution of Transfer Disputes

If an applicant or student disputes the non-acceptance of transfer credit, the applicant or student may appeal to the admissions committee of his or her school of enrollment at UTMB. Subsequent appeals may be addressed to the student's academic dean.

In addition, students may utilize the guidelines and procedures for the resolution of disputes between Texas public institutions of higher education involving the transfer of credit for lower-division courses as provided by Texas law and the Texas Higher Education Coordinating Board. Guidelines and procedures follow.

Transfer Dispute Resolution Guidelines

The following guidelines and definitions are established to clarify and enhance Title 19, Part 1, Chapter 4, Subchapter B, Section 4.27 of the Texas Administrative Code of the Texas Higher Education Coordinating Board rule pertaining to "Transfer Curricula and Resolution of Transfer Disputes for Lower-Division Courses."

Definitions

The definitions listed below were established by the Coordinating Board and serve as criteria to resolve legal questions as specified in the Texas Education Code, Section 61.051(g). The publications *Transfer of Credit Policies and Curricula of the Texas Higher Education Coordinating Board* and *Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* are the references for this issue. The following criteria for lower-division and upper-division course credit were adopted by the Task Force to Update the Academic Course Guide Manual.

A. *Criteria for Lower-Division Course Credit*

1. Lower-Division (Baccalaureate/Associate Degree) Courses
2. Courses offered in the first two years of college study are those which:
 - a. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, and

- b. stress development of disciplinary knowledge and skill at an introductory level, or
- c. include basic principles and verbal, mathematical, and scientific concepts associated with an academic discipline.

B. *Criteria for Upper-Division Course Credit*

1. Upper-Division (Baccalaureate) Courses
2. Courses offered only in the third or fourth year of a baccalaureate program are those which:
 - a. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the third and fourth years of postsecondary study, and
 - b. involve theoretical or analytical specialization beyond the introductory level, or
 - c. require knowledge and skills provided by previous courses for successful performance by students.

C. *Free Transferability*

1. Lower-division courses included in the Academic Course Guide Manual and specified in the definition of lower-division course credit shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.
2. For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board publication *Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges (revised 1991)*. Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental, or remedial, and courses listed as “basic skills.”
3. For senior four-year institutions, lower-division courses that have the same course content and Classification of Instructional Programs (CIP) codes as approved by the Texas Higher Education Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical, and developmental/remedial.
4. Within the spirit of the law it is realized that differences in interpretation of “same course content” may generate disputes.

D. *Disputes*

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute, the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual* and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution’s denial of credit.

Instructions for Completing the Transfer Dispute Resolution Form

The institution whose credit has been denied (sending institution), or the student working through the sending institution, must initiate the dispute. From the date a student is notified of

credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the sending and receiving institutions to resolve the dispute.

In all disputes, Coordinating Board form CB-TDR, Transfer Dispute Resolution, must be completed to initiate dispute action. The form will provide notification and documentation of resolution of the dispute or initiate action of the part of the commissioner to resolve the dispute.

The Transfer Dispute Resolution form must be completed and forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student.

Forms will be available in the chief academic officer's (CAO) or designee's office. The student and the CAO of the sending institution will complete appropriate sections of the form, retain copies of the form, and forward it to the CAO of the receiving institution.

The CAO or designee of the receiving institution will either resolve the dispute and complete the "Dispute Resolved" section of the Transfer Dispute Resolution form or not resolve the dispute and complete other sections of the form. In either case, the receiving institution will forward copies of the form to the student, the sending institution and the commissioner of higher education.

Failure by the receiving institution to notify the commissioner in writing, as specified above, within 5 work days after the 45-calendar-day requirement will allow the student or sending institution to send written notification to the commissioner and may result in "automatic" acceptance of the credit by the institution that originally denied the credit.

If the commissioner or his or her designee resolves the dispute, the resolution will be so designated on the form, and copies will be sent to all parties. Both institutions will maintain form files, and the Coordinating Board will maintain a file of all resolutions by institutions.

Disputes vs. Problems

Problems that occur during the transfer process will not always be categorized as disputes and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution.

Problems may include, but are not limited to, these situations:

- A student may lose credit hours or have to take additional, lower-level credit hours when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level course work. Courses taken may not apply or transfer to the institution selected.
- A student may have taken more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take vocational, technical, developmental, or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.
- The student may repeat courses to raise his or her GPA. Duplicate credit would not be accepted.

Campus Life

ALUMNI FIELD HOUSE

Through payment of the student service fee, each student has a membership at the UTMB Alumni Field House. Students may obtain a family membership for their immediate family members (spouse and children) living in the same household for a yearly fee of \$180. Lockers are also available for an additional fee.

In 1968, the graduates and friends of UTMB contributed funds to establish the Alumni Field House. This recreational facility was designed for the students, staff, faculty, and visiting alumni. A recent renovation has increased the size of the facility to more than 29,000 square feet and transformed it into a state-of-the-art fitness and wellness center.

Amenities of the athletic facility include:

- Regulation basketball/volleyball courts with cushioned and banked track
- 25-meter heated pool with outside hot tub
- Two racquetball courts
- Expansive strength training area featuring Cybex and Hammer Strength machines and free weights
- 2,000-square-foot aerobic/multipurpose room with hardwood floor and complete audio system
- Cardiovascular equipment including treadmills, upright and recumbent stationary bikes, and stair climbers
- Men's and women's locker/dressing rooms with individual steam rooms
- Health promotion/wellness center with sports medicine area

Outdoor facilities include:

- Two softball fields
- Seven tennis courts (three lighted)
- 4/10-mile walking/jogging track
- Volleyball court

Hours:

5:30 a.m.–10 p.m., Monday–Thursday

5:30 a.m.–9 p.m., Fridays

8 a.m.–7 p.m., weekends and holidays

Location:

215 Holiday Drive

Galveston, Texas

The facilities are closed during Thanksgiving, Christmas, and New Year holidays.

For membership information, please call or write:

UTMB Alumni Field House

301 University Boulevard

Galveston, TX 77555-0667

(409) 772-1304

BOOKSTORE

The UTMB Bookstore was established in 1959 and is located on the ground floor of the Moody Medical Library. Its primary purpose is to provide medical books, medical instruments, and supplies to students and staff at the lowest possible price. A cash discount is not given at the time of purchase; however, a cash rebate is given once a year. Over the past several years, this rebate has represented a 20 percent cash refund to customers.

Students should retain cash register receipts for rebate purposes. Sale and previously discounted items are not subject to the rebate. Only valid cash register receipts will be accepted for the rebate. For more information, call or write:

UTMB Bookstore
301 University Boulevard
Galveston, TX 77555-0936
(409) 772-1939

CHILD CARE CENTER

The nationally accredited UTMB Child Care Center, located at the northeast corner of 13th and Market streets, provides quality child care for the children of UTMB students and employees. Children 6 weeks to 5 years of age are eligible to attend. Visitors are always welcome. For further information, call or write:

UTMB Child Care Center
301 University Boulevard
Galveston, TX 77555-1051
(409) 747-0500

IDENTIFICATION BADGES

Student ID badges are required for all full-time and part-time students. Badges should be worn at all times on campus, especially in hospitals and clinics. As a security precaution students must display their badges in order to enter some buildings and areas and any of the hospitals.

Badges are prepared at orientation each year for new students. Damaged badges must be returned to University Police, Administration Building, room 1.110, for a free replacement. If your badge is stolen, it will be replaced at no charge to you when you file a police report with the UTMB police. Lost badges must be replaced by contacting the Identification Badges Division at (409) 772-6925 and setting up an appointment. A \$20 replacement fee must be paid at Fiscal Services, second floor, Administration Building, prior to the replacement of a lost or negligently damaged badge.

In addition to providing a measure of security, ID badges are also necessary for checking books out of the Moody Medical Library, access to UTMB buildings, using the Alumni Field House, and obtaining discounts at various retail stores and restaurants.

INTRAMURALS

The Office of Student Life and the vice president of the Student Government Association coordinate the intramural sports program for UTMB students. Intramural sports are open to all students and include flag football, soccer, and dodge ball in September, basketball and indoor soccer in January, volleyball in March, and softball in July. Student Life welcomes suggestions for additional intramural athletic activities.

THE LEE HAGE JAMAIL STUDENT CENTER

The 19,000-square-foot student center provides 24-hour access to accommodate the work and study schedules of UTMB's 2,000-plus students. Students may enter the building after hours using electronic ID badges. The Jamail Student Center provides many useful amenities such as a cafeteria, meeting and conference rooms, and special event space. On the third floor are a TV and game room (with pool and ping-pong tables), as well as group and general study areas.

Located on the second floor are the headquarters of Student Government, student organizations, and the Office of Student Life. Additionally, there are offices for the year-book, the lawyer for students, Senate and Budget rooms, and work space for UTMB student

organizations. The student center also has wireless internet access and more than 20 Internet-connected computers available to students in the student computer lab and on all floors. The student center is governed by a student/faculty advisory board that makes recommendations to the director of Student Life on policy and utilization issues. To reserve meeting space or provide input, contact the Office of Student Life. Students who would like to be a member of the Student Advisory Committee should contact the Office of Student Life.

LIBRARY

The Moody Medical Library, housed in a modern, five-story building and centrally located on the UTMB campus, is the oldest medical library in Texas and one of the largest medical research libraries in the Southwest. Collections include 255,594 print volumes, and 4,587 current print and electronic serial subscriptions. The library is committed to the advancement of education, research, patient care, and public service programs of the University by obtaining, applying, and disseminating biomedical information and the tools for its management and use. The library uses electronic networks and information technologies to achieve a high-technology vision of the 21st century academic medical library.

The professional and support staff offers the following services:

- Information Resources
 - Library catalog
 - Databases
 - Electronic journals and texts
- Reference assistance and online search service
- Photocopy and document delivery services
- Computer and audiovisual learning resources
- Classes and consultations on information management
- Historical and rare book collections
- Online Testing Center

Visit the library online at: <http://ar.utmb.edu/library/>

LIVING ACCOMMODATIONS

Dormitories and Apartments

All students should make arrangements for living accommodations immediately upon acceptance to the university. Dormitory rooms accommodate two students per room in a four-person suite that shares a bathroom. They are air-conditioned, furnished, and include two built-in study desks and a refrigerator in each room. Our one-bedroom apartments accommodate two students per apartment and are completely furnished, carpeted, and air-conditioned.

Those students owning a vehicle and residing in the dormitories and apartments should register their vehicle with the Dormitory Office. For parking information, see Dormitory and UTMB Apartment Parking later in this section.

Other Features

UTMB dormitory facilities include all utilities, laundry rooms with coin-operated machines, quick access to the Alumni Field House, prompt maintenance, monthly pest control, and convenient walking distance to classes. Local telephone service is provided at no charge if the tenant provides his or her own phone. UTMB cable and data lines are provided at no additional charge.

Current Semester Approximate Rates:

Semester	Dormitories– Semi Private	Dormitories– Private	Apartments– Semi Private	Apartments– Private
Fall	\$918	\$1,216	\$1,216	\$2,100
Spring	\$968	\$1,283	\$1,283	\$2,300
Summer	\$738	\$ 979	\$ 979	\$1,800

For more information and reservations, call or write:

UTMB Dormitories & Apartments
301 University Boulevard
Galveston, TX 77555-0865
(409) 772-1898

Ferry Road Apartments

This complex, located close to the UTMB campus, offers unfurnished efficiency apartments, as well as two- and three-bedroom apartments. For more information, call the Ferry Road Apartments at (409) 747-4597.

Phi Rho Sigma

Phi Rho Sigma, located at 421 Mechanic Street, is a 19-room house situated just two blocks from the UTMB campus-hospital complex. Phi Rho is not a fraternity but a medical society that accepts both male and female medically-oriented students who are interested in directing their energies into the social interaction of a group of peers brought together by their professional interests. For the book-weary, the house offers the temporary escape of pool and ping-pong tables, vending machines, and a TV room complete with cable and stuffed couches. Members also enjoy free use of washers and dryers. However, the emphasis is on education and, in this respect, Phi Rho offers sympathetic upperclasspersons who will try to help the student over the rough spots. Noise is not a problem, as most students study in their rooms.

For more information, please write:

Phi Rho Sigma Fraternity
House Manager
421 Mechanic Street
Galveston, TX 77550

Alpha Kappa Kappa

Alpha Kappa Kappa is not only one of the oldest medical fraternities on campus but also one of the most active, with more than 100 members. Located at 301 Postoffice Street, it is within easy walking distance of UTMB and the beach. The house is primarily occupied by freshmen and sophomores. It is functional for study and also has a pool for water volleyball, as well as a backyard basketball court. For more information, please write:

Alpha Kappa Kappa Fraternity
House Manager
301 Postoffice Street
Galveston, TX 77550

Phi Beta Pi

The Phi Beta Pi fraternity was chartered at UTMB in 1917 and exists “to provide a place for discussion of medical problems and topics in an atmosphere of tolerance and understanding,” according to the original charter. It is the continued goal of the members to maintain a sanctuary for free expression and to foster an atmosphere of support. The fraternity also sponsors programs of service to alumni, UTMB, and the Galveston community.

The house, located at 401 Mechanic Street, provides room and board to fraternity members (lunch and dinner Monday through Friday). Single rooms are available on a seniority basis. Recreational facilities include pool, Ping-Pong, a big screen television, and a barbecue grill. Members participate in the intramural football, basketball, and softball games and sponsor in-house pool, swimming, and Ping-Pong tournaments. Parties are sponsored regularly.

The arrangement of the house provides an excellent atmosphere for study as well as informal sessions. Upperclassmen are always available for support and assistance. For more information, please write:

Phi Beta Pi Fraternity
House Manager
401 Mechanic Street
Galveston, TX 77550

410 Market Street—Housing

Private rooms for UTMB employees and students are located at 410 Market Street. These are private rooms with a shared bath, common kitchen and living area. Completely renovated rooms include a full size bed, night stand and built-in computer desk with chair. All utilities are paid and a lease is required. One parking space provided per tenant. For more information, contact:

Brenda McLaren
(409) 772-8673

MEALS

Cafeteria service is available at John Sealy Annex and Rebecca Sealy Hospital. Several snack bars are located throughout the campus, including Joe’s (grill, hot selection, sandwich bar, and salads) in the Jamail Student Center and the Greenhouse in the Allied Health Sciences and Nursing Building. Also, a number of restaurants are located within a few blocks of the UTMB campus. Meals are available at various fraternity houses near the campus. Students may purchase meal tickets or pay for each meal separately, depending on the policies of the fraternity house. Since policies, prices, and serving schedules vary from fraternity to fraternity, students should contact each fraternity house for more detailed information.

PARKING

Student Parking

All full-time UTMB students may purchase a Student Parking permit for \$30, which is valid from September 1 through August 31 of each year. These permits may be purchased from either the Parking Office located in room 2.206 of the Administration Building, (409) 772-1581 (closed from 11–noon for lunch), or room 1.104 of Levin Hall, (409) 772-4786 (closed from noon–1p.m. for lunch). However, these permits are limited and valid in designated student spaces on a first-come, first-served basis. It is anticipated that the number of permits issued will exceed the number of spaces available. Most of the student spaces are curbside parking on the east and west ends of campus. Some curbside spaces flood during heavy rain—please observe warning signs. There are 75 spaces at the Alumni Field House lot located on Ferry Road and Mechanic Street, next to the tennis courts, and approximately 20 student spaces have been added to the parking lot at the corner of 14th and Market streets. These spaces are located

on the south, west, and north sides of the lot and are clearly marked in black on the carstops. To avoid a parking citation when parking in this lot, please park only in the spaces identified as “Student Parking Only.” This lot also has spaces reserved for the Rosenberg House. Please do not park in the Rosenberg House spaces or in the center of the lot. The north side of U-Lot, located at 13th Street & The Strand, has approximately 40 student spaces. This lot is divided between contract parking and student parking and there are signs in this lot directing you to the student spaces. Citations will be issued to those parking in the contract parking spaces. Student permits will also be valid for use in W-Lot, located at 6th Street and Harborside Drive, and P-Lot, which is located on Barracuda Street.

UTMB Parking Lots and Garages

Students are also eligible to lease spaces in the employee lots and garages at the employee rates. Surface lots lease for \$30 per month, and garages lease for \$47.50 per month. Currently, there are spaces available in P-Lot, located on 4th Street and Barracuda (\$30 per month) and W-Lot, located on 6th Street and Harborside Drive (\$30 per month). Rooftop parking in Garage 4 is available for full-time students for a cost of \$120 per year—however, this parking cannot be used in conjunction with a regular student permit and you must be placed on a waiting list. Waiting lists exist for all other parking areas as well.

Free Parking Lot and Shuttle Service

Free parking and transportation is available at our shuttle lot, located at Holiday Drive and Winnie Street. Parking in this lot requires no registration or identifier. The shuttle is scheduled to run back and forth between the shuttle lot and 8th, 9th, 11th, and 13th streets on Market Street. The first departure from the shuttle lot to campus will be at 6 a.m. and the last departure will be at 9 a.m. The departure from campus to the shuttle lot will be at 3:30 p.m. from 13th and Market streets. The last departure will be from 13th and Market streets at 6:30 p.m. The small shuttle bus will pick up and drop off inside the lot. During all other times, a large city bus will run at 30 minute intervals and pick up and drop off on Holiday Drive at the entrance to the shuttle lot. The large bus will drop off and pick up on 8th, 9th, 12th, and 14th streets on Market Street. The small shuttle bus runs Monday through Friday excluding UTMB holidays. This service is free—just present your student ID badge. No security lights are installed at this location so, it is highly recommended that you remove your car before dark. If that is not possible, it is recommended you call security for an escort at (409) 772-2691.

Dormitory and UTMB Apartment Parking

Students owning a vehicle and residing in the University dormitories and apartments should register their vehicle with the Dormitory Office. Once the vehicle has been properly registered, a dormitory parking hangtag will be issued at no charge. Students are cautioned that the dormitory hangtags are only valid in the designated dormitory parking areas.

Night and Weekend Parking

Night parking permits for garages 1, 2, 3, 4, and 6 are available for a one-time \$12 charge. No designated times have been specified for this access:

Monday–Friday: 4 p.m. until 5 a.m.

Weekends and holidays: 24 hours a day

Please return your gate card upon graduation.

If the gate card is not used to enter the garage during the designated times, exit will be denied.

The following are the times that UTMB parking lots are available at NO CHARGE for after-hours, weekend and UTMB holiday parking:

West End

Student spaces (west of 11th Street) from 5 p.m. until 6 a.m.

D-Lot (located on Mechanic Street between 11th and 12th) from 4 p.m. until 5 a.m.

D-Annex (located on Mechanic Street between 12th and 13th) from 4 p.m. until 5 a.m.

J-Lot (located on the NW corner of 11th and Market streets) from 4 p.m. until 5 a.m.

East End

F-Lot (located between Breckenridge and Bethel Halls on East Texas) from 5 p.m. until 7 a.m.

RHT-Lot (located on Postoffice Street between 6th and 8th) from 5 p.m. until 7 a.m.—the lot located on the corner of 8th and Postoffice streets is not included.

Please remember that all parking regulations are enforced seven days a week.

Parking Areas Other Than Those at UTMB

Ampco (409) 762-8224 Garage located at 5th Street and Texas Avenue

Ampco (409) 762-8224 Surface lot located at 6th Street and Mechanic Avenue

Handicapped Parking

UTMB provides designated parking spaces for those vehicles duly registered and properly identified as provided by law (Texas Transportation Code, 681, *et seq.*). For more information or help, please call the Parking Facilities Office at (409) 772-1581.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) responds to the needs of all UTMB students and serves as a voice for student concerns. SGA is dedicated to improving students' academic, social, and cultural environments. Each student contributes indirectly to these aims by paying the student activity fee (during registration). SGA's budget is funded by nine percent of the total student activities fees collected. Students participate directly by taking advantage of the services and activities provided by SGA.

Students are encouraged to get involved if they are interested in enhancing these programs. The SGA is an elected body of 23 student representatives. The SGA Senate meets every first and third Tuesday of the month, at noon, in the Senate Room 2.112, Jamail Student Center. The SGA Budget Committee meets once a week (at advertised times) to discuss funding proposals from students or student organizations.

STUDENT ORGANIZATIONS

Registered UTMB student organizations include a variety of University-wide as well as school-specific interests. Information regarding currently recognized student organizations is available through the Office of Student Life.

Recognized UTMB student organizations as of Jan. 2005, are as follows:

Honorary Societies

Alpha Omega Alpha (Medicine)

Gold Humanism

Lambda Tau (Clinical Laboratory Sciences)

Pi Theta Epsilon, Nu Chapter (Occupational Therapy)

Special Interest (Interdisciplinary)

Chinese Student Association
Committee on Public Safety
Dance Troupe
Gay Straight Alliance
Island Cycling Club
Military Medical Student Association
Que Quiere Decir (Spanish Club)
Running Club
South Asian Students Association
Surf Club
Syncope (a capella group)

Service (Interdisciplinary)

American Red Cross Student Organization
Call to Protect Branch at UTMB
Frontera de Salud
Galveston County Health Fair
H.E.A.T. - Hurricane Evacuation Assistance Team
Student Donors for Texas
St. Vincent's House Free Clinic

Religious Organizations

Baptist Student Ministry
Catholic Medical Student Association
Catholic Newman Center
Christian Medical Society
Jewish Student and Faculty Organization
Muslim Medical Association
Wesley Campus Ministry

School of Nursing

Student Nurses Association at UTMB
Doctoral Nursing Student Organization

School of Medicine

Alliance in Internal Medicine
American Medical Association
American Medical Student Association
American Medical Women's Association
Dermatology Interest Group at UTMB
Emergency Medicine Interest Group
Family Medicine Interest Group

Honor Education Council
Med Peds Student Interest Group
The Oncology Society
Ophthalmology Student Society
Otolaryngology Student Association
Pathology Student Society
Pediatric Journal Club
Pediatric Student Association
Pharmaceutical Awareness Group
Plastic and Reconstruction Surgery Interest Group
Plastic Surgery Journal Club
Public Health Organization
Student Association of Gynecology and Obstetrics
Student Chapter in Anesthesiology
Student Interest in Neurology
Student National Medical Association
Student Orthopedic Surgery Journal Club
Student Plastic Surgery Journal Club
Student Psychiatry Organization
Student Surgical Society
Students for Integrative and Alternative Medicine
Students Improving Global Health Together
United Latin American Medical Students
Urological Student Association
Women Surgeons Association Student Group

Medical Fraternities

Alpha Kappa Kappa
Phi Beta Pi
Phi Chi
Phi Rho Sigma
Theta Kappa Psi

School of Allied Health Sciences

Multicultural Awareness Council
Physician Assistant Student Society
Respiratory Therapy Student Association
Student Occupational Therapy Association
Student Organization for Clinical Laboratory Science
Student Physical Therapy Association
SAHS Student Organization

Texas Academy of Physician Assistants at UTMB

Graduate School of Biomedical Sciences

Biological Chemistry Student Organization

Committee for Career Development

Experimental Pathology Graduate Student Organization

Graduate Student Organization

International Health Student Organization

International Student Organization

Microbiology & Immunology Graduate Student Association

Pharmacology & Toxicology Student Organization

Preventive Medicine and Community Health Graduate Student Organization

Society for Cell Biology

Students for Bioethics and Humanities

STUDENT PUBLICATIONS

Syndrome has been a student publication at UTMB since 1937. Before that, UTMB medical students were included in UT–Austin’s *Cactus* yearbook. The yearbook is produced through the Office of Student Life and is partially funded by a student fee. The SGA secretary is automatically the student editor, and SGA representatives from each of the four schools make up the Executive Task Force. Secretaries or historians of UTMB student clubs are automatically on the *Syndrome* staff. All students and student organizations are encouraged to participate in the development of *Syndrome* by supplying photographs of students at work or at play for the publication. Interested students should contact the Office of Student Life at (409) 772-1996.

Student Services

Student Services is committed to supporting students in their academic, professional, and personal goals from admission to graduation. The three departments involved are Student Life, Student Wellness, and Enrollment Services. Resources range from academics to counseling. Student Services also coordinates orientation, Honor Pledge activities, and the Student Satisfaction Survey.

OFFICE OF STUDENT LIFE

The Office of Student Life supports the academic mission of the university by involving students in their academic community. Interdisciplinary student activities offer a broad range of professional, personal, cultural, recreational, and community service opportunities. These include student organizations and Student Government, new student retreat, All Sports Day, intramurals, seminars, socials and a classical concert series. The purpose of these activities is to promote a vibrant learning environment that promotes leadership and activism. Among its other functions, the office serves as a distribution center for communications to and among students. Recreational and camping equipment is available to students on a checkout basis, and student publications such as *Syndrome* originate in the Office of Student Life.

The Office of Student Life, in conjunction with the Student Government Association, also provides student leaders/class officers with a mechanism to deal with individual or class concerns or needs. SGA and Student Life provide an annual *Student Satisfaction Survey* to assess the overall satisfaction and needs of students. It is an online survey that is used by SGA and University administrators to continually improve the student services.

LEGAL SERVICES

The Student Government Association retains an attorney to meet with students to provide free advice on legal matters. These issues may include: wills, contracts, landlord problems, divorce proceedings, and so forth. The attorney may also make phone calls and write letters on the students' behalf. However, the attorney cannot represent a student in court or in matters related to the University or student/patient issues. The lawyer cannot advise on any issue involving another UTMB student. Mediation services and ombudsman services are available for other issues. Appointments are made through the Office of Student Life at (409) 772-1996.

OMBUDSMAN

The ombudsman service is a non-threatening mechanism to listen to student's concerns related to the University, and is a source of information regarding institutional services and policies. The ombudsman serves as a neutral third party to assist students with concerns that may not have been handled to their satisfaction. The ombudsman will help students determine their options and alternatives for resolving issues. Students are invited to contact the ombudsman through University Student Services at (409) 772-4820. Students have many avenues to resolve complaints. They can go to their student affairs dean, the ombudsman, and the Office of Equal Opportunity and Diversity. Students are encouraged to utilize all the resources available to them at UTMB.

STUDENT WELLNESS

UTMB Student Wellness is located in the Rebecca Sealy Hospital, room 2.500; phone (409) 747-9508. Student Wellness provides primary care for enrolled students with an emphasis on wellness and prevention. Confidential counseling services are available for students and their immediate family. Student Wellness utilizes a multidisciplinary team approach to providing care. Students from all participating schools have the opportunity to be an integral part in planning efforts and the operation of Student Wellness through participation on the Student Wellness Advisory Committee.

Through payment of the Medical Services fee and Student Services fee, students are eligible to use Student Wellness. Services include primary care including physicals, well woman exams and family planning; counseling services including individual, couple, and family; psychological assessment and psychiatric consultation; screening for and provision of required immunizations and TB skin testing; alcohol and substance abuse assessment, counseling and education; evaluation and treatment of minor illnesses and injury; assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases; and wellness education and health promotion activities.

Student Wellness is open Monday through Friday, 8 a.m.–5 p.m., except holidays and the winter recess. Students are seen by appointment. Same-day appointments are available for acute care and other services in most cases. Appointments are required for immunizations. After hours, weekends, and holidays, students may call the HealthCare Hotline toll-free at (800) 917-8906. There is no charge for professional services at Student Wellness. Charges for referrals to other clinics, prescriptions, X-rays, laboratory tests, some immunizations, and emergency care must be paid by the student or by his or her medical insurance. All enrolled students are required to have health insurance.

OFFICE OF ENROLLMENT SERVICES

Registrar

The Registrar in the Office of Enrollment Services provides effective, quality, and timely services for UTMB students, faculty, and administrators and for state and federal agencies and professional organizations relating to admission, record establishment, registration, tuition and fee assessments, record maintenance, verification and certification services, degree audits and certification, data reporting, and automation of appropriate activities.

All aspects of the Registrar's office are based upon a philosophy of three key ingredients:

Accuracy—Integrity—Service

Among the functional responsibilities of the Registrar's office are the following:

- Centralized admissions processing for all four UTMB schools

All admissions documents and supporting credentials, including application fees (except those through the Texas Medical and Dental Schools Application Service) are received and processed, then forwarded to the appropriate school where the admission decision is made. Responsibility for decisions regarding eligibility to be a resident of Texas for tuition purposes rests with this function. Management and maintenance of the automated support system for admission processes rests with the office.
- General registration-related and student-record-related services for students in all four UTMB schools
 - Pre-enrollment and enrollment certifications
 - Veterans' enrollment certifications and services
 - Loan deferment certifications
 - International student services, enrollment certifications, and liaison with governmental agencies
 - Official grade processing and reporting
 - In-term grade reporting, School of Medicine
 - Receipt, processing, and recording of certain national test scores
 - Academic record development and maintenance
 - Demographic information maintenance and reporting
 - Transcript service
 - Registration and schedule change processes
 - Tuition and fee assessment
 - Tuition and fee exemptions and waivers processes and reporting

- Withdrawal processes
- Protection of privacy of student information
- Degree audits
- Special registrations and support services for off-campus programs
- Visiting medical student admission and registration processes
- Special data reporting to UTMB departments
- Official reporting of student-related data to state and federal agencies
- Reporting to external organizations
- Development and maintenance of automated systems and database

General information is provided to all UTMB students, faculty, and staff, as well as to prospective students and the general public. Areas where such information is provided include procedures for the release of student data, publications (e.g., student directory, catalog coordination and distribution, data for departmental and institutional publications), the status of the academic record, statistical data, directory information about students, specific student information (when accompanied with an appropriate authorization for the release of data), student liability insurance requirements and policies, admission procedures, academic procedures and regulations, and referral information.

Financial Aid

The Office of Enrollment Services assists all students in evaluating their financial obligations and exploring their available resources. The staff of trained professionals offers individual counseling for every student, personal assistance in the application process, and continued guidance in financial planning while students are enrolled at UTMB.

Long-term financial aid is available to all students who are enrolled at least half-time and who demonstrate financial need. This funding comes from a combination of loans (federal and institutional), grants, and scholarships, and is awarded on a first-come, first-served basis in conjunction with the packaging philosophy published by the Office of Enrollment Services. The staff is dedicated to ensuring that each applicant has the necessary information and assistance to complete the required application for long-term aid.

Short-term aid is also offered to all students. Loans are granted to students on an individual basis after the application has been reviewed with a counselor. Eligibility criteria include reason for expense, resource for repayment, and available funds. There is also a Tuition Loan Fund through which an eligible student may borrow the required tuition payment. Information is available in the Office of Enrollment Services.

Students who will be applying for financial aid should file a need analysis form as soon as possible after Jan. 1. This form is known as the Free Application for Federal Student Aid (FAFSA) or the Federal Renewal Application (mailed by the Central Processor to students who applied the previous year). The FAFSA is available at any college or university, or online at www.fafsa.ed.gov. Students who file the FAFSA or Renewal Application must be sure to include each institution they want to receive the results, e.g., The University of Texas Medical Branch at Galveston, code 013976, Galveston, Texas. Medical students who wish to be considered for Title VII funding must provide parent information on the FAFSA/Renewal Application.

The Office of Enrollment Services is open Monday through Friday, 8 a.m.–5 p.m. Counselors are available on a walk-in basis Monday through Friday, 8 a.m.–5 p.m. For additional information, call or write:

The University of Texas Medical Branch
Office of Enrollment Services
301 University Boulevard
Galveston, TX 77555-1305
(409) 772-1215

The Institutes

INSTITUTE FOR HUMAN INFECTIONS AND IMMUNITY

The Institute for Human Infections and Immunity was established in October, 2004 with the approval of the University of Texas System and the Texas Higher Education Coordinating Board. Its mission is to coordinate and enhance the activities of several existing centers and programs at UTMB that focus on the control of emerging infectious diseases, and to manage educational and training activities in infection and immunity supported by the James McLaughlin Endowment. As the newest institute on the UTMB campus, it serves as the university's locus for administration of the Galveston National Laboratory, a \$167 million state-of-the-art, high containment biomedical research facility now under construction with major grant support from the National Institute of Allergy and Infectious Diseases of the National Institutes of Health.

The Institute also provides institutional oversight and management of UTMB's biosafety level 3 (BSL3) and BSL4 biocontainment laboratory resources, programmatic oversight of UTMB's select agent program, and stewardship of the McLaughlin Endowment which supports training in the fields of infection and immunity.

INSTITUTE FOR THE MEDICAL HUMANITIES

The Institute for the Medical Humanities relates the humanities to medical training at UTMB. The program of the institute aims to contribute to the education of self-aware, self-critical practitioners of the medical arts and sciences by introducing perspectives from selected humanities disciplines into the professional education of health practitioners. With their clinical colleagues, program faculty are rethinking the bases on which medical professionals are educated in our society. Teaching is designed to encourage the careful examination of alternative patterns of thought and explanation, the illumination of value questions in health care settings, the eliciting of meaning from events of illness by analysis and imagination, and the cultivation of a critical intelligence that takes clinical facts seriously but sees behind and beyond them.

The origins of UTMB's Institute for the Medical Humanities predate its founding in 1973. Dr. Chauncey D. Leake, a man whose copious talents ranged from science to medicine to the humanities, served as executive vice president and dean of the Medical Branch from 1942 to 1955. Leake encouraged attention to the humanities through his own lecturing and writing in the history of medicine. He supported the development of the library and its archival and teaching collections. During his tenure, a philosopher was appointed to the UTMB faculty—a first in American medical education. An academic History of Medicine Division was created in 1969, and in 1972, that division was broadened to encompass the philosophy of medicine.

Since then, the institute has expanded beyond an early focus on history and ethics; included art, law, literature, religious, and visual studies in its purview; addressed questions about the culture of illness and the ethics of health policy; and integrated its work into clinical settings. Faculty have expertise in literature and medicine, philosophy and medicine, history and medicine, gerontology, religion and medicine, women in the health professions, art and medicine, medical jurisprudence, and health policy.

The institute offers programs of study and research opportunities at the intersection of medicine and several humanities disciplines. Faculty in the institute teach required and elective courses on core values and professionalism. Literary, historical, philosophical, and visual materials that illuminate the practice of medicine and the experience of illness are analyzed and discussed. The students write papers and are graded on their performance. Other courses focus on issues of justice and related ethical questions in health policy. In the fourth year, an array of humanities elective courses is available, ranging from history of medicine and consent in medicine to major medical novels.

Institute faculty collaborates with colleagues in clinical departments on ethics core conferences involving third-year medical students and resident physicians. A required course on ethics of scientific research is offered annually, as is a course on ethics in clinical investigation. Also, the institute, in collaboration with UTMB hospitals, provides an ethics consultation service to physicians and nurses at the university.

The graduate program in medical humanities offers graduate work for students pursuing a Ph.D. in the medical humanities. Course work is also available for UTMB graduate students in other programs and for special students who do not seek a formal degree.

The institute hosts research fellows and visiting faculty, and sponsors an active visiting lecturer series.

The institute's research program advances inquiry within the humanities and enlarges the scholarly vision of connections between the humanities and the enterprises of human health care and biomedical research. The institute has undertaken a number of collaborative research efforts. Recent published volumes include *What Does It Mean to Grow Old? Reflections from the Humanities* (Duke), *Images of Nurses in History, Art, and Literature* (University of Pennsylvania), *The Oxford Book of Aging* (Oxford), *The Good Body* (Yale), *The Empathic Practitioner* (Rutgers), *Voices and Visions of Aging* (Springer), *Handbook of the Humanities and Aging* (Springer), *Chronic Illness: From Experience to Policy* (Indiana), *The Ethics of Research Involving Human Subjects* (University Publishing Group), and *Philosophy of Medicine and Bioethics* (Kluwer).

The institute publishes a semiannual journal, *Medical Humanities Review*, which consists of peer-reviewed articles and book review essays on significant works. Sponsorship of the journal *Literature and Medicine* resides in the institute.

Recent published volumes coming out of collaborations include *Images of Nurses: Perspectives from History, Art, and Literature* (University of Pennsylvania Press), *The Good Body: Asceticism in Contemporary Culture* (Yale University Press), *Chronic Illness: From Experience to Policy* (Indiana University Press), *Behavioral Genetics: The Clash of Culture and Biology* (Johns Hopkins University Press), *Philosophy of Medicine and Bioethics: A Twenty-Year Retrospective and Critical Appraisal* (Kluwer), *Ethical Issues in Biomedical Publication* (Johns Hopkins University Press), *The Empathic Practitioner: Empathy, Gender, and Medicine* (Rutgers University Press), and *Practicing the Medical Humanities: Engaging Physicians and Patients* (University Publishing Group).

Faculty members have also published works including *Confronting Traumatic Brain Injury: Devastation, Hope, and Healing* by William J. Winslade (Yale University Press), *Restoring the Balance: Women Physicians and the Profession of Medicine, 1850-1995* by Ellen S. More (Harvard University Press), and *Saving Lives, Training Caregivers, Making Discoveries: A Centennial History of the University of Texas Medical Branch at Galveston* by Chester R. Burns (Texas State Historical Association).

**Helpful Phone Numbers
and Addresses**

Notes

Alumni Field House.....(409) 772-1304	_____
Alumni Relations(409) 772-2772	_____
Bookstore(409) 772-1939	_____
Department of Pastoral Care.....(409) 772-3909	_____
Dormitories and Apartments.....(409) 772-1898	_____
Enrollment Services(409) 772-1215	_____
Equal Opportunity & Diversity.(409) 747-8823	_____
Moody Medical Library.....(409) 772-1971	_____
Ombudsman(409) 772-1996	_____
Parking(409) 772-1581	_____
President’s Office(409) 772-1902	_____
Student Wellness(409) 747-9508	_____
Student Life.....(409) 772-1996	_____
UTMB Police	_____
Main number.....(409) 772-1503	_____
On-campus emergency..... Extension 21111	_____

**For additional information,
contact the individual school:**

School of Nursing
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-1029
(409) 772-1181

School of Medicine
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-0133
(409) 772-2671

School of Allied Health Sciences
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-1028
(409) 772-3001

Graduate School of Biomedical Sciences
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-1050
(409) 772-2665

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Employee Services
Mike Shriner
Vice President, Facilities and Campus
Services
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Chief Academic Officer
Dean, School of Nursing

(as of 12/11/06)

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The University of Texas Medical Branch

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