

# General Information

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The University of Texas Medical Branch

CATALOG  
2012-2014

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## General Information

### DISCLAIMER

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. 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 Medical Branch at Galveston or The University of Texas System. The University of Texas Medical Branch at Galveston reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

## 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 Health Professions 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 2012-2014 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/>. Approved corrections, edits, deletions and additions to the catalog and bulletins are also available at this site.

## 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

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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, photographs, 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 ([www.utmb.edu/securityreport](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.

## **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. For questions about the University of Texas Medical Branch accreditation contact the Commission on Colleges at:

1866 Southern Lane  
Decatur, GA 30033-4097  
Telephone (404) 679-4558  
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.

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## UTMB Mission Statement

The University of Texas Medical Branch at Galveston's (UTMB Health) mission is to improve health for the people of Texas and around the world. UTMB is an inclusive, collaborative community of forward thinking educators, scientists, clinicians, staff and students dedicated to a single purpose—improving health. We prepare future health professionals for practice, public service and lifelong learning through innovative curricula and individualized educational experiences. We advance understanding and treatment of illness and injury through groundbreaking research, in the lab and at the bedside, including commercialization of such research as appropriate. We deliver skilled and patient-centered health care. And we continue to shape the future of health sciences education, research and clinical care by always asking, “What’s next?”

## About the University

Established in 1891 as the University of Texas Medical Department, the University of Texas Medical Branch (UTMB) has grown from one building, 23 students and 13 faculty members to one of the nation's leading university health sciences centers. Today, UTMB numbers approximately 3,000 students, more than 500 residents and 12,000 employees (including 1,000 faculty).

Its 84-acre Galveston campus is home to four health sciences schools (Medicine, Nursing, Health Professions and Graduate Biomedical Sciences), three institutes for advanced study, a major medical library, and one of only two national laboratories dedicated to the safe study of infectious threats to human health. There are more than 25,000 living UTMB alumni, with 4,500 graduates practicing medicine in Texas, the highest number from any of the state's medical schools.

UTMB offers the full range of primary and specialized medical care through its network of Galveston based hospitals and more than 80 clinics at 40 sites, including a standalone specialty care center located on the university's 65-acre mainland campus.

UTMB is a component of the University of Texas System and, as the state's first academic health center, has been defining health care in Texas for generations by providing a diverse and highly skilled health professions work force, advancing the understanding and treatment of illness and injury, and serving as a leading source of medical care for patients from throughout the state.

Although UTMB is located in the greater Houston metropolitan area and is a member of its world famous Texas Medical Center, the university's history and culture are inextricably linked with its island home. On September 13, 2008, UTMB and Galveston together faced Hurricane Ike, a storm that inflicted more than \$1 billion of damage to campus facilities but also cleared the way to a most promising future. The storm forced a statewide conversation about UTMB's importance to the region, and the critical need not only to re-build the institution but also to commit to its growth and revitalization.

In the storm's wake:

- a new leadership team was forged,
- the university ended two consecutive fiscal years with a positive margin to reinvest in its mission,
- enrollment reached an all-time high,
- UTMB researchers received a prestigious Clinical and Translational Science Award,
- the clinical enterprise expanded its activities to the mainland with great success,
- state leaders committed more than \$1 billion to UTMB, including funding to build a long-needed new hospital bed tower,
- the organization embarked on a \$450 million capital campaign, which is already halfway to a successful conclusion, and
- UTMB's culture has become much more entrepreneurial, focused on innovation and growth, buoyed by exceptional community support, and committed to national recognition.

The university's research strengths in microbial diseases and vaccines are world-renowned, and planning for comparably regarded programs in other selected areas is under way. Collaborations with other Texas Medical Center organizations continue to grow, and will be important in order for UTMB to realize its full potential. The university's undergraduate medical education program is among the most successful in the nation in producing a diverse and well-prepared group of new health professionals each year.

The University of Texas Medical Branch, the oldest academic health center in Texas, has conferred more than 34,000 degrees throughout its 120-year history. UTMB is a proud member of the Texas Medical Center, collaborating with other great Houston-area medical institutions.

UTMB employs about 12,000 people statewide, including more than 1,000 faculty members. Nearly 3,000 health sciences students and more than 500 residents are enrolled in fall 2011, the largest enrollment in the history of the institution. Its annual budget for fiscal year 2011 exceeds \$1.7 billion, and UTMB researchers were awarded grants and contracts totaling more than \$125 million in fiscal year 2011. Its clinical enterprise, which currently includes John Sealy Hospital in Galveston and a network of about 80 clinics at more than 40 sites on and off the island, had more than 735,000 patient visits and 29,000 inpatient admissions in fiscal year 2011.

## The Academic Enterprise

Opened in 1891, UTMB's School of Medicine combines a rich history of service with a forward-thinking spirit to fulfill its role as a public trust for the people of Texas and beyond. With 20 departments and three institutes, The School of Medicine is a leader in education, diversity, translational research and clinical care. Seven departments in the School of Medicine rank in the top 25 for National Institutes of Health funding.

More than 4,500 UTMB graduates are practicing medicine in Texas, the highest number from any Texas medical school. Counted among UTMB graduates are 31 Texas Medical Association presidents, three American Medical Association presidents and three Texas Nursing Association presidents.

UTMB's problem-based medical school curriculum is considered highly innovative, and UTMB is currently working with a number of Texas universities to develop a new curriculum that will take a student from high school to an M.D. in six years. A new education building is being planned, although it is not presently funded. Graduate medical education is financed by the hospital, but the program reports to the Dean. The medical school received a seven-year accreditation from the Liaison Committee on Medical Education (LCME) four years ago. UTMB takes tremendous pride in the diversity of its student body; the School of Medicine's undergraduate medical education program ranks in the top 10 among medical school nationally in graduating Hispanic and African-American doctors.

UTMB's Faculty Group Practice includes more than 600 physicians providing specialty care and primary care for the entire family, including state-of-the-art preventive, diagnostic and treatment services. As an academic medical practice, many UTMB physicians are also teachers and researchers working toward the continued improvement of the practice of medicine.

The School of Nursing, established in 1890, was the first school of nursing in the Southwest. As the first university affiliated school of nursing west of the Mississippi, UTMB's School of Nursing has set the standard for progressive nursing education. The Baccalaureate Nursing Program offers the Bachelor of Science in Nursing (BSN) degree and has three tracks: the BSN-Traditional, the Accelerated BSN Program, and the web-based RN-BSN Track.

The school also boasts the oldest MSN program in Texas, with a focus on excellence in clinical practice, education, and research. The program owes its success to diversity, flexibility, excellent clinical resources and a highly experienced faculty. The Clinical Nurse Leader (CNL) program, one of the newest master's degree specialties, is scheduled to graduate its first class in Spring 2014. The CNL program promotes a high level of evidence-based clinical practice, with a focus on patient

quality and safety, along with knowledge of leadership skills, clinical informatics, and health system operations.

UTMB's Nursing PhD Program is online, using synchronous and asynchronous delivery, with only one required on-campus visit (five days) each year. There are two entry levels: BSN to PhD and MSN to PhD.

The Doctor of Nursing Practice (DNP) program has recently been approved and the school is poised to graduate its first class in Summer 2014. Students enrolled in this program are master's prepared nurse practitioners. The online program offers a terminal practice degree in nursing and its mission is to prepare advanced practice nurse leaders who can transform health care with an emphasis on improving access to quality care and reducing health disparities. The program is designed to prepare nurse practitioners with strong clinical competencies, and leadership, inquiry, and science skills with a focus on vulnerable populations and people at risk for health disparities due to socioeconomic status, lack of insurance, poor access, age, and/or minority status.

The School of Health Professions, which currently enrolls 880 students and is ranked sixth in the nation in NIH funding, offers baccalaureate degrees in Clinical Laboratory Sciences and Respiratory Care, master's degrees in Occupational Therapy (ranked #17 in the nation by US News & World Report), Clinical Laboratory Sciences, Nutrition and Metabolism, a professional doctorate in Physical Therapy (ranked #24 by US News & World Report), and post professional certificates in several areas. In addition to designing and implementing innovative ways to deliver instruction to students at distant locations, the school continuously explores opportunities to expand its program offerings and interprofessional learning.

The Graduate School of Biomedical Sciences, with 385 students enrolled in 2011, comprises 14 graduate programs: ten based in departments of the School of Medicine, one in the School of Nursing, one in the Institute for the Medical Humanities, and two that are interdisciplinary.

The graduate programs and degrees are:

- Biochemistry and Molecular Biology (M.S., Ph.D.)
- Cell Biology (M.S., Ph.D.)
- Clinical Science (M.S., Ph.D.)
- Experimental Pathology (M.S., Ph.D.)
- Human Pathophysiology and Translational Medicine (M.S., Ph.D.)
- Master of Medical Science (M.M.S.)
- Masters of Public Health (M.P.H.)
- Medical Humanities (M.A., Ph.D.)
- Microbiology and Immunology (M.S., Ph.D.)
- Neuroscience (Ph.D.)
- Nursing Doctoral (Ph.D.)
- Pharmacology and Toxicology (M.S., Ph.D.)
- Population Health Sciences (M.S., Ph.D.)
- Rehabilitation Science (Ph.D.)

## **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.

The School of Nursing graduate and undergraduate programs are accredited by the Commission on Collegiate Nursing Education. The undergraduate program is approved by the Board of Nurse Examiners for the State of Texas.

The School of Medicine is accredited by the Liaison Committee on Medical Education, a specialized accrediting body. The School of Medicine is also a member of the Association of American Medical Colleges.



Programs within the School of Health Professions are accredited by the following agencies:  
Accreditation Council for Education in Nutrition and Dietetics  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
Accreditation Council for Occupational Therapy Education  
Accreditation Review Commission on Education for the Physician Assistant, Inc.  
Commission on Accreditation for Physical Therapy Education (CAPTE)  
The Committee on Accreditation for Respiratory Care (CoARC)

In the Graduate School of Biomedical Sciences, the Master of Public Health program is accredited by the Council on Education for Public Health.

## **The Clinical Enterprise**

The university has been doing business as “UTMB Health” since fall 2010, following an extensive rebranding initiative and recognized need to ensure that the university’s mission—improving health—is clear to all UTMB serves. Although applicable to the academic enterprise, which trains future health professionals and undertakes groundbreaking research to improve diagnosis and treatment, the mark is widely used throughout the UTMB Health System.

The Health System and the Faculty Group Practice provide a comprehensive range of services throughout the lifespan, in campus- and community-based facilities. The Health System operates hospitals in Galveston, as well as one of only three Level I trauma centers serving all ages in populous Southeast Texas. The Trauma Center serves a nine-county region of approximately 1.25 million people. In addition, the Health System operates a network of primary care and specialty clinics both on and off the island. The Health System recorded 29,000 inpatient admissions and 735,000 outpatient visits in fiscal year 2011.

Programs of clinical excellence include: women’s and children’s health, burns and trauma care, cardiology, cancer, asthma, diabetes and metabolic diseases, and geriatrics.

## **MAJOR HEALTH SYSTEM FACILITIES**

Among its network of clinics in the rapidly growing Bay Area in north Galveston County, UTMB Health recently opened the Multispecialty Center and Stark Diabetes Center, which offers a wide range of primary and specialty medical care with a focus on disease management. UTMB’s Specialty Care Center, also in the Bay Area, is a standalone facility on a 65-acre campus that offers outpatient specialty care and surgical services including: advanced imaging, breast health and imaging, Center for Obesity and Metabolic Surgery, Orthopedic and Rehabilitation Center, Outpatient Surgical Center, Pelvic Health and Continence Center, Surgical Specialty Care Clinic and a vascular lab.

John Sealy Hospital in Galveston is a 12-story, 414-bed general care teaching hospital that is undergoing modernization to serve patients, faculty and staff well into the future. John Sealy includes a “hospital within a hospital” for children, comprising 26 pediatric acute care beds and four pediatric intensive care beds.

The \$438 million Jennie Sealy Hospital is on schedule to be completed in early 2016. It will feature 13 floors, 20 state-of-the-art surgical suites, 250 family-centered patient rooms (including shell space for an additional 64 beds to be completed as volumes dictate), a 58-bed intensive care unit, and areas for visiting and consultations with caregivers.

In addition, UTMB operates a network of Regional Maternal and Child Health clinics throughout East, Southeast and South Texas, and currently operates a Texas Department of Criminal Justice Hospital on its Galveston campus. An affiliated Shriners Hospital for Children—Galveston is adjacent to the UTMB campus and serves pediatric burn patients. UTMB clinical and research faculty with expertise in burns and wound healing maintain privileges at the Shriners Hospital.

## **Notable Programs, Institutes and Centers of Excellence**

UTMB is known for its excellence in aging, neuroscience, cardiology, cancer, asthma, burns, and infectious diseases/vaccines. UTMB research on the universal flu vaccine has received much attention in our region and is just one example of the myriad ways in which UTMB scientists are making strides in improving health worldwide.

Among many notable institutes and centers that facilitate research and clinical advances are:

### **INSTITUTE FOR TRANSLATIONAL SCIENCES (ITS)**

The Institute is the academic home of a five-year, \$24 million Clinical Translational Sciences Award (CTSA) from the National Institutes of Health/National Center for Research Resources. Through its CTSA award, the institute seeks to facilitate translational research as a rigorous discipline, develop translational research training programs at all levels in the graduate continuum, effectively conduct and bridge step 1 translational research to steps 2 and 3, and interface productively with the national CTSA consortium. In particular, this CTSA helps UTMB build teams of researchers with diverse skills who can work effectively toward positive health outcomes. These teams also serve as exemplary learning environments for the next generation of translational investigators. UTMB's General Clinical Research Center (GCRC) resides within the CTSA and is part of a national network of centers with a primary mission to provide a research infrastructure for clinical investigators who receive grant support from other NIH components or from other Federal agencies. The GCRC has more than 45 consecutive years of funding.

### **INSTITUTE FOR THE MEDICAL HUMANITIES (IMH)**

The Institute is committed to moral inquiry, research, teaching, and professional service in medicine and health care. Members engage in research on ethical and legal problems in clinical practice and biomedical research; and on philosophical, historical, visual, literary, and religious dimensions of medicine and health care. This broad-gauged inquiry provides the foundation for the activities of the Institute faculty in medical and graduate teaching, clinical ethics consultation, and health policy analysis locally and in state, national, and international academic and public forums.

### **INSTITUTE FOR HUMAN INFECTIONS AND IMMUNITY (IHII)**

UTMB's world-class infectious disease research programs are breaking new ground in understanding the nature of infectious diseases, and are working to translate new research concepts into products aimed at controlling emerging infectious diseases and mitigating their effects on society. IHII programs are the hub of infectious disease research at UTMB. The institute's mission is to coordinate, facilitate and enhance the activities of UTMB's research centers and programs that focus on advancing the fields of infection and immunity.

### **SEALY CENTER FOR VACCINE DEVELOPMENT (SCVD)**

Established in 2001, the SCVD numbers more than 70 faculty from 12 medical departments and incorporates the expertise of more than 100 cutting-edge UTMB research programs. The center's mission is to create, perfect and promote the most effective and safest disease prevention strategies by fostering collaborative and programmatic research and facilitating the translation of laboratory findings to clinical care. Examples of diseases and pathogens for which vaccine development research and/or clinical trials are being conducted include: parasitic and respiratory diseases, arboviruses, sexually transmitted diseases, rickettsiae, hemorrhagic fevers, and enteric bacteria. SCVD members also examine influences on vaccine acceptance and uptake, and address issues relevant to the development of public policies governing health care. In addition, the center facilitates education and training in vaccinology for graduate students, postdoctoral fellows and physicians.

## **GALVESTON NATIONAL LABORATORY (GNL)**

Within a state-of-the-art facility, an extraordinary group of scientists are engaged in efforts to translate research ideas into products aimed at controlling emerging infectious diseases and defending our society against bioterrorism. The GNL is a national resource that complements and enhances UTMB's decades of prominence in biomedical research and provides a world renowned resource for training researchers in infectious diseases. As one of only two National Biocontainment Laboratories constructed with funding awarded in October 2003 by the National Institute of Allergy and Infectious Diseases/National Institutes of Health (NIAID/NIH), the GNL provides much needed research space and specialized research capabilities to develop therapies, vaccines, and diagnostic tests for naturally occurring emerging diseases such as SARS, West Nile encephalitis and avian influenza – as well as for microbes that might be employed by terrorists. Products likely to emerge from research and investigations within the GNL include novel diagnostic assays, improved therapeutics and treatment models, and preventative measures such as vaccines. The GNL is the only national laboratory in Texas.

## **WESTERN REGIONAL CENTER OF EXCELLENCE FOR BIODEFENSE AND EMERGING INFECTIOUS DISEASES RESEARCH (WRCE)**

The WRCE serves the national imperative for the development of improved countermeasures against potential bioterror threats and naturally occurring infectious diseases. The center was established in 2003, when UTMB was selected by the National Institutes of Health/National Institute of Allergy and Infectious Disease (NIH/NIAID) as the lead institution for Region VI, which includes Texas, Louisiana, New Mexico, Oklahoma, and Arkansas. The academic institutions in the WRCE possess a remarkable depth and breadth of scientific expertise related to critical, high-level biocontainment facilities and a consortium of scientists who cooperate and collaborate from traditionally competing institutions. These investigators, some of them world-renowned, are engaged in basic and applied research that is leading to the development of advanced diagnostic methods for many Category A, B, and C agents, as well as vaccines for bacterial and viral threats. The WRCE emergency preparedness activity interfaces with regional state departments of health to support an effective emergency response in the event of an outbreak.

## **SEALY CENTER ON AGING**

The center facilitates communication and collaborative scholarship among researchers at UTMB related to aging. A specific goal is to build bridges between basic scientists and clinicians who share common interests in aging. The center sponsors a variety of activities directed toward fostering, strengthening and expanding efforts in aging research, education and community service at UTMB. It is home to The Claude Pepper Older Americans Independence Center, which seeks to identify predictors of physical function and recovery from illness in hospitalized geriatric patients; identify potential treatments to improve function and accelerate recovery; determine the efficacy of treatments in clinical trials in geriatric patients; and increase the number of investigators involved in geriatric research. UTMB is one of 15 Pepper Centers located throughout the United States and funded by the National Institute on Aging.

## **UTMB NATIONAL HEART,LUNG, AND BLOOD INSTITUTE (NHLBI) PROTEOMICS CENTER**

Serving as the home for one of seven newly awarded national Proteomics Centers funded by the NHLBI, the Biomolecular Resource Facility at UTMB brings the power of multiple analytical technologies to proteomics research. The UTMB NHLBI Center for Airway Inflammation consists of a multi-disciplinary team of scientists and physician-scientists to study protein expression associated with signaling pathways important in airway inflammation. In addition, the Center is engaged in the development of innovative technologies for application to proteomics research. It is the result of an NHLBI initiative to establish centers to enhance and develop innovative proteomics technologies and apply them to biological questions relevant to heart, lung, blood, and sleep health and disease.

## UTMB CANCER CENTER

Established in 2005, the center strives to coalesce all ongoing efforts in cancer research, clinical care, education and prevention into a larger cancer center effort with multidisciplinary, multi-departmental and multi-institutional components to provide the most up-to-date and compassionate care for the cancer patient.

## The University of Texas System

Established by the Texas Constitution in 1876, The University of Texas System consists of nine academic universities and six health institutions and is one of the nation's largest systems of public higher education, and one that strives for excellence in productivity, efficiency and transparency.

The 15 independent UT System institutions together exemplify a diverse learning community that fosters innovation, ignites inquiry and values responsible stewardship. System institutions continuously work to ensure Texas students have access to unparalleled educational opportunities that allow them to thrive and grow. Every day, UT health institutions provide world-class health care that enables Texas residents to live longer and healthier lives, and System staff, students and faculty conduct innovative research that leads to groundbreaking discoveries

### Health Institutions:

- UT Southwestern Medical Center
- UT Medical Branch at Galveston
- UT Health Science Center at Houston
- UT Health Science Center at San Antonio
- UT MD Anderson Cancer Center
- UT Health Science Center at Tyler

### Academic Institutions:

- UT Arlington
- UT Austin
- UT Brownsville
- UT Dallas
- UT El Paso
- UT Pan American
- UT Permian Basin
- UT San Antonio
- UT Tyler

## Community

Founded in 1836, Galveston Island is located on the Texas Gulf Coast, just 45 miles southeast of Houston. With a population of approximately 50,000, Galveston has the amenities of a larger city, but the friendly feel of a small town. With 32 miles of beach, Galveston attracts approximately 5 million visitors annually and hosts special annual events, including the largest motor cycle rally of its kind, Mardi Gras, Dickens on the Strand, historic home tours, and the Lone Star Triathlon & 70.3 Ironman Competition. Visitors generate an estimated \$800 million economic impact annually. Galveston is home to six historic districts with over 60 structures listed as representing architectural significance in the National Register of Historic Places, and it is home to the 1877 Tall Ship Elissa. The Island has a multifaceted economic base with expanding job markets in tourism (including a growing cruise ship industry), health care, marine-related fields and other areas. American National Insurance Company, one of the largest life insurance companies in the United States, is based in Galveston. Education and banking also are job fields that contribute to the strong, diverse economy.

## Degrees Offered

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

### GRADUATE SCHOOL OF BIOMEDICAL SCIENCES (GSBS)

Master of Arts

Medical Humanities

Master of Medical Science

Master of Public Health

Master of Science

Biochemistry and Molecular Biology

Cell Biology

Clinical Science

Experimental Pathology

Human Pathophysiology and Translational Medicine

Microbiology and Immunology

Pharmacology and Toxicology

Population Health Sciences

Post-Baccalaureate Research Training Certificate Program

Doctor of Philosophy

Biochemistry & Molecular Biology

Cell Biology

Clinical Science

Experimental Pathology

Human Pathophysiology and Translational Medicine

Medical Humanities

Microbiology and Immunology

Neuroscience

Nursing

Pharmacology and Toxicology

Population Health Sciences

Rehabilitation Science

Post-Doctoral Certificate Programs

### SCHOOL OF HEALTH PROFESSIONS (SHP)

Bachelor of Science in Clinical Laboratory Sciences

Bachelor of Science in Respiratory Care

Master of Occupational Therapy

Master of Physician Assistant Studies

Master of Science

Clinical Laboratory Sciences

Health Professions

Nutrition and Metabolism

Transfusion Medicine

Post-Graduate Certificate

Pediatric Physical Therapy

Categorical Certifications in Clinical Laboratory Sciences

## **SCHOOL OF MEDICINE (SOM)**

Doctor of Medicine

## **SCHOOL OF NURSING (SON)**

Bachelor of Science in Nursing

Master of Science in Nursing

Doctor of Nursing Practice

Post-Master's Certificate Programs

## **COMBINED M.D./PH.D. PROGRAM**

Doctor of Medicine and Doctor of Philosophy

## Academic Calendars:

### GRADUATE SCHOOL OF BIOMEDICAL SCIENCES, SCHOOL OF HEALTH PROFESSIONS, AND SCHOOL OF NURSING

*Note: Each school maintains more specific details of their calendar on their web site and in the school bulletins.*

#### 2012-2013 ACADEMIC YEAR:

##### Fall 2012

August	18-24	General and School Orientations
August	27	First Day of Class
September	3	Labor Day Holiday
September	12	Census Date Last Day to Add Classes
November	22-23	Thanksgiving Holiday
December	14	Last Class Day Graduation Date

##### Spring 2013

January	3	First Day of Class
January	18	Census Date Last Day to Add Classes
January	21	Martin Luther King, Jr. Holiday
April	19	Last Class Day Graduation Date

##### Summer 2013

May	6	First Day of Class
May	21	Census Date Last Day to add Classes
May	27	Memorial Day Holiday
July	4	Independence Day Holiday
August	16	Last Class Day Graduation Date

## 2013-2014 ACADEMIC YEAR:

### Fall 2013

August	17-23	General and School Orientations
August	26	First Day of Class
September	2	Labor Day Holiday
September	11	Census Date
		Last Day to add Classes
November	11	Veteran's Day Holiday
November	28-29	Thanksgiving Holiday
December	13	Last Class Day
		Graduation Date

### Spring 2014

January	6	First Day of Class
January	20	Martin Luther King, Jr. Holiday
January	22	Census Date
		Last Day to Add Classes
February	17	President's Day Holiday
April	25	Last Class Day
		Graduation Date

### Summer 2014

May	5	First Day of Class
May	20	Census Date
		Last Day to add Classes
May	26	Memorial Day Holiday
July	4	Independence Day Holiday
August	15	Last Class Day
		Graduation Date



# 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 and certificate granting programs at UTMB. Background check reports and drug screening results may be

provided to affiliated healthcare facilities that the student will be attending as part of their required course of study. Students will need to consult the specific school bulletin for complete information and requirements that pertain to their program and school.

In addition, if a student applies for on-campus housing, the university is entitled to check the student's criminal history record and will notify the student if this information is used to deny housing, as stated in *Texas Government Code*, Section 411.094.

## **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. *Candidates applying to a program that utilizes a centralized application service, please refer to the school specific bulletin for information.*

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>).
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 requirements.
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, including non-degree seeking undergraduate students, must provide evidence of meeting TSI prior to matriculation.

Undergraduate students who have earned a baccalaureate at an international institution are not automatically exempt from TSI at UTMB.

## Test of Essential Academic Skills (TEAS)

Traditional and Accelerated baccalaureate nursing applicants are required to take version V of the ATI (Assessment Technologies Institute) TEAS (Test of Essential Academic Skills) test. The results of this assessment are included in the overall evaluation of the application. This test can be scheduled through the ATI testing site, [www.atitesting.com](http://www.atitesting.com), and must be completed by the application deadline

## 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.<sup>1</sup> 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.

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

\* 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.

<sup>1</sup> 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.

A revised Texas Core Curriculum centered on increasing student learning and improving student success will go into effect in Fall 2014. Detailed information can be found on the Texas Higher Education Coordinating Board's website at <http://www.theccb.state.tx.us/index.cfm?objectid=6AB82E4B-C31F-E344-C78E3688524B44FB> or by contacting the UTMB Office of Enrollment Services.

## **GRADUATE REQUIREMENTS FOR ADMISSION**

Applicants applying to a program utilizing a centralized application service should refer to the school specific bulletin for instructions.

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/>.
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. If required by the program, 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**

Students applying for admission to the School of Medicine M.D. program, must first apply through the Texas Medical and Dental Schools Application Service in Austin. Specific information may be found at <https://www.utsystem.edu/tmdsas/or>

Texas Medical and Dental Schools Application Service (TMDsas)

702 Colorado, Suite 6.400

Austin, TX 78071

Telephone: (512) 499-4785

Further information regarding entrance to the School of Medicine can be found on the schools website at <http://www.utmb.edu/somstudentaffairs/admissions/>.

## **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. Additional information may be found at <http://www.utmb.edu/mdphd/>.

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**

Texas Education Code Section 51.931, "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 or applicants who will be attending on an F-1 Visa, 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 a score of 79 on the internet-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 a course by course verified/attested evaluation of all foreign coursework. Evaluations must be obtained through one of the three credentialing services approved by UTMB. Additional information can be found on the Office of Enrollment Services website at <http://www.utmb.edu/enrollmentservices/> or by calling (409) 772-1215.

Evaluations must be obtained through one of the three credentialing services approved by UTMB. Additional information can be found on the Office of Enrollment Services website at <http://www.utmb.edu/enrollmentservices/> or by calling (409) 772-1215.

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 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 Health Professions**

**School of Medicine**

Tuition /Fees	Out-of-state . . . . .	16,519	. . . . .	29,186
	In-state . . . . .	7,219	. . . . .	16,086
Living Expenses	. . . . .	7,164	. . . . .	7,164
Personal expenses	. . . . .	17,592	. . . . .	17,592

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.

Students who withdraw from the university to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services and may be eligible for the same financial assistance provided before the student's withdrawal. See Texas Education Code, Section 51.9242

A graduate or professional student who withdraws from or defers admission to the institution to perform active military service in a combative operation will be readmitted to their program, previously earned coursework will be applied toward the program, and any standardized test score previously submitted will be accepted. Texas Education Code, Section 51.844

**GRADE POINT AVERAGE CALCULATION FOR ADMISSION TO THE SCHOOL OF NURSING, SCHOOL OF HEALTH PROFESSIONS, OR THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

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

1. Only official transcripts from approved<sup>2</sup> institutions of higher education are accepted for evaluation and grade point calculation.

<sup>2</sup> 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.

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).
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 may be 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 – Welcome Weekend

Each new student is required to participate in either an onsite or online 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 onsite 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 UTMB school of choice or 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 their UTMB MySTAR Student Center 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 MySTAR Student Center.

Enrollment Services is located in suite 2,210, 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 Health and Counseling 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 is removed.

## **Health Insurance**

All enrolled UTMB students are required to have and to maintain health insurance. Also, 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 plan available through the UT System can be found on the Academic Health Plan website at [www.ahpcare.com](http://www.ahpcare.com) and on the Student Health web site <http://www.utmb.edu/studenthealth>. For more information or assistance, contact UTMB Student Health.

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 Health web site <http://www.utmb.edu/studenthealth>.

Students must provide written verification of specific immunizations. A completed three dose series of hepatitis B vaccine and a positive hepatitis B antibody titer is required for all students enrolled in a course of study that involves potential exposure human or animal blood or bodily fluids. Students who are not in compliance with these requirements will not be allowed to participate in clinical activities involving direct patient contact. Further, 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.

Acknowledgement of receiving this information will be done through MySTAR as required by State Law (Chapter 51, Education Code, Section 51.9191).

In addition to acknowledging receiving the above information, all students under the age of 22 the first day of the semester must show proof of receiving the meningitis vaccine. For more information please visit Student Health website at [www.utmb.edu/studenthealth](http://www.utmb.edu/studenthealth).

## **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 schools’ websites. 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), is assigned 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. A grade of W will be assigned for all courses currently enrolled when the student withdraws from school.

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 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 2012-2014 ACADEMIC YEARS

### State Tuition for 2012-2014

#### School of Nursing, Graduate School of Biomedical Sciences and School of Health Professions:

For Texas Residents <sup>3</sup>	For Non-Texas Residents
\$50 per semester credit hour	\$401 per semester credit hour

#### School of Medicine<sup>4</sup>

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

### Designated Tuition 2012-13:

#### Texas Residents

#### Non-Resident

#### School of Nursing:

Undergraduate:	\$137.48 per semester credit hour	\$138.82 per semester credit hour
Masters:	\$178.19 per semester credit hour	
Doctor of Nursing Practice:	\$180.00 per semester credit hour	

#### Graduate School of Biomedical Sciences:

Masters of Public Health:	\$95 per semester credit hour
Doctoral Program in Nursing:	\$185 per semester credit hour
Masters and Doctoral (except Nursing and MPH):	\$90 per semester credit hour

#### School of Health Professions:

Undergraduate:	\$120.50 per credit hour	\$125.00 per credit hour
Doctor of Physical Therapy:	\$166 per credit hour	\$175.50 per credit hour
Masters of Nutrition and Metabolism:	\$166 per credit hour	\$175.50 per semester credit hour
Masters of Physician Assistant Studies:	\$166 per credit hour	\$175.50 per semester credit hour
Masters of Occupational Therapy & All Other:	\$166 per credit hour	\$175.50 per semester credit hour

#### School of Medicine

Flat rate of \$7,650 annually

<sup>3</sup> Residents for tuition purposes.

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

## Designated Tuition 2013-14:

### Texas Residents

### Non-Resident

#### School of Nursing:

Undergraduate	\$141.06 per semester credit hour	\$143.82 per semester credit hour
Masters:	\$184.61 per semester credit hour	
Doctor of Nursing Practice:	\$180.00 per semester credit hour	

#### Graduate School of Biomedical Sciences:

Masters of Public Health:	\$95 per semester credit hour	
Doctoral Program in Nursing:	\$185 per semester credit hour	
Masters and Doctoral (except Nursing and MPH):	\$90 per semester credit hour	

#### School of Health Professions:

Undergraduate:	\$124.50 per credit hour	\$138.50 per semester credit hour
Masters Doctor of Physical Therapy:	\$172.50 per credit hour	\$191.50 per semester credit hour
Masters of Nutrition and Metabolism:	\$172.50 per credit hour	\$191.50 per semester credit hour
Masters of Physician Assistant Studies:	\$172.50 per credit hour	\$191.50 per semester credit hour
Masters of Occupational Therapy & All Other:	\$172.50 per credit hour	\$191.50 per semester credit hour

#### School of Medicine

Flat rate of \$8,100 annually

## Differential Tuition

### 2012-13

#### School of Nursing:

Masters: \$50 per credit hour

#### Graduate School of Biomedical Sciences:

Doctoral Nursing: \$50 per credit hour  
Master of Public Health: \$50 per credit  
All other GSBS Programs: \$35 per credit hour

#### School of Health Professions:

Master of PA Studies: \$41.50 per credit hour  
Doctor of Physical Therapy: \$41.50 per credit hour

### 2013-14

#### School of Nursing:

Masters: \$50 per credit hour

#### Graduate School of Biomedical Science:

Doctoral Nursing: \$50 per credit hour  
Master of Public Health: \$50 per credit hour  
All other GSBS: \$40 per credit hour

#### School of Health Professions:

Master of PA: \$42.75 per credit hour  
Doctor of PT: \$42.75 per credit hour

## COMPULSORY STUDENT SERVICE FEES 2012-2014 ACADEMIC YEARS

### Student Service Fees

#### School of Nursing, Graduate School of Biomedical Sciences and School of Health Professions:

\$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

Schools other than School of Medicine .....	\$75 per semester or full summer session
School of Medicine .....	\$225 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 FOR THE 2012-2014 ACADEMIC YEARS

### ALL SCHOOLS

#### Admissions Application Fee

School of Health Professions.....\$50

School of Nursing.....\$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 Premium for 2012-13 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.*

#### Health Insurance Premium for 2013-14 varies/matches premium approved for UT System Student Insurance Plan

*The fee is no longer charged to the student bill. Students can purchase their insurance directly from the company if they wish.*

Identification Card (not refundable) .....\$5/card

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.

#### 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.*

#### Installment Tuition Fees

Tuition Handling Fee.....\$15 per academic term

*To cover the costs related to providing installment payment option.*

**Late Payment Fee**.....\$10

*To defray costs associated with collecting late payment*

**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

**2012-13**

\$83.34 per semester credit hour/maximum

\$250 per academic year

*To cover cost of library acquisitions.*

**2013-14**

\$90 per semester credit hour/maximum

\$270 per academic year

### Educational Technology Infrastructure Fee

**2012-13**

\$40 per academic year

*To cover the cost of software and maintenance of public computer workstations for students.*

**2013-14**

\$45 per academic year

### Locker Fees

Alumni Field House.....\$3/month/small

\$5/month/medium

\$7.50/month/large

School of Health Professions .....\$5/year/small

\$20/year/large

Student Center.....\$5/year

### Parking Fee

Student Permit .....\$35-140/year

*To defray the costs associated with maintenance, operation, and security.*

**Registration Processing Fee** (not refundable).....\$15

*To defray the costs associated with registration processing.*

### Student Computing and Teaching Equipment Fee

**2012-13**

\$55 per semester credit hour/maximum

\$165 per academic year

**2013-14**

\$60.50 per semester credit hour/maximum

\$181.50 per academic year

**Jamail Student Center Fee**.....\$30 per semester

(or \$90 per academic year)

**Returned Check Fee** (not refundable) .....\$25

*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.

## Incidental Fees for the 2012-2014 Academic Years

### School of Health Professions

**Distance Education Fee (portion refundable)** .....\$53 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.....\$20/semester  
 One time Charge to Physician Assistant Students.....\$20

#### Microscope Rental Fee

SHP–Clinical Laboratory Science students .....\$75/ year  
*To defray costs of replacement and maintenance of microscopes.*

**Student Fee for Class Materials**.....\$10/semester credit hour  
*To defray costs and preparation of professional educational materials.*

**Travel Expenses for Faculty Site Visit of PHAS students** ....\$50 per year  
*An annual charge for travel expenses for faculty evaluations of external clinical sites for PHAS students in the Clinical Year.*

**Internship Management Fee**.....\$100 per Spring and Summer semester  
*To defray costs of managing internships for Master of Nutrition Students*

**OT Clinical Education Management Fee**.....\$20/semester, maximum of \$60 per year  
*To defray costs of Clinical Education coordination for Master of Occupational Therapy Students*

### Course Fees by Course ID & Type 2012-13

Course ID	Course Name	Type	Amount	Method	Maximum
CLLS 3200	Basic Methods and Lab Operations	Lab	\$15.00	flat	
CLLS 3307	Molecular Biology	Lab	\$30.00	flat	
CLLS 3310	Serology and Blood Banking	Lab	\$30.00	flat	
CLLS 3331	Urinalysis, Body Fluids and Parasitology	Lab	\$10.00	flat	
CLLS 3405	Intermediate Pathogenic Microbiology	Lab	\$30.00	flat	
CLLS 3417	Hematology and Coagulation I	Lab	\$20.00	flat	
CLLS 3514	Clinical Chemistry	Lab	\$25.00	SCH	Max \$6
CLLS 4093	Independent-Investigative Studies	Lab	\$2/SCH	flat	
CLLS 4325	Advanced Micro & Mycology	Lab	\$30.00	flat	
CLLS 4326	Research in Clinical Lab. Science	Course	\$50.00	flat	
CLLS 4415	Immunology & Immunohematology	Lab	\$30.00	flat	
CLLS 4417	Hematology and Coagulation II	Lab	\$20.00	SCH	Max \$6
CLLS 5093	Independent Investigative Studies (per semester credit hour)	Lab	\$2/SCH	flat	
CLLS 5200	Laboratory Equipment	Lab	\$25.00	flat	
CLLS 5227	Clinical Laboratory Techniques	Lab	\$25.00	flat	
CLLS 5310	Serology/Blood Banking	Lab	\$30.00	flat	
CLLS 5331	Urinalysis, Body Fluids & Parasitology	Lab	\$10.00	flat	
CLLS 5332	Masters Project	Course	\$150.00	flat	



Course ID	Course Name	Type	Amount	Method	Maximum
CLLS 5405	Intermediate Pathogenic Microbiology	Lab	\$30.00	flat	
CLLS 5415	Immunology & Immunohematology	Lab	\$30.00	flat	
CLLS 5417	Hematology/Coagulation I	Lab	\$20.00	flat	
CLLS 5506	Clinical Chemistry I	Lab	\$25.00	flat	
CLLS 6307	Molecular Diagnostics	Lab	\$30.00	flat	
CLLS 6405	Advanced Micro & Mycology	Lab	\$30.00	flat	
CLLS 6417	Hematology/Coagulation II	Lab	\$20.00	flat	
MSHP 5501	Advanced Practice - Education	Course	\$35.00	flat	
MSHP 5502	Advanced Practice - Management	Course	\$35.00	flat	
MSHP 5503	Advanced Practice - Research	Course	\$35.00	flat	
MSHP 5504	Advanced Practice - Clinical Practice	Course	\$35.00	flat	
OCCT 5114	Patient Care Skills	Lab	\$15.00	flat	
OCCT 5121	Fieldwork Practicum I	Course	\$6.00	flat	
OCCT 5212	Domain: Context & Environment	Lab	\$15.00	flat	
OCCT 5220	Domain: Human Occupation	Lab	\$15.00	flat	
OCCT 5221	Human Performance	Lab	\$15.00	flat	
OCCT 5222	Musculoskeletal Lab	Lab	\$15.00	flat	
OCCT 5315	Use of Self and Groups	Lab	\$15.00	flat	
OCCT 5325	Applied Anatomy & Kinesiology	Lab	\$15.00	flat	
OCCT 6121	Fieldwork Practicum II	Course	\$6.00	flat	
OCCT 6216	Foundations of Research II	Lab	\$15.00	flat	
OCCT 6219	Child Practice Lab	Lab	\$15.00	flat	
OCCT 6226	Neurological Lab	Lab	\$15.00	flat	
OCCT 6307	Experience of Practice	Lab	\$15.00	flat	
OCCT 6310	Psychosocial Practice	Lab	\$15.00	flat	
OCCT 6313	Foundations of Research I	Lab	\$15.00	flat	
OCCT 6318	Learning and Cognition	Lab	\$15.00	flat	
PHAS 5313	Clinical Skills	Course	\$42.00	flat	
PHAS 5503	Human Anatomy for Primary Care Professionals	Course	\$265.00	flat	
PHAS 6315	Patient Assessment I	Course	\$100.00	flat	
PHAS 6407	Medicine I	Lab	\$3.00	flat	
PHAS 5210	Skills Practice	Course	\$42.00	flat	
PHYT 6222	Lifespan Development	Course	\$4.00	flat	
PHYT 6228	Differential Diagnosis	Course	\$225.00	flat	
PHYT 6228	Differential Diagnosis in PT	Lab	\$25.00	flat	
PHYT 6262	Diagnosis & Mgmt of Integumentary Dysfunction	Lab	\$10.00	flat	
PHYT 6263	Advanced Orthotics & Prosthetics	Lab	\$10.00	flat	
PHYT 6342	Functional Training techniques in PT	Course	\$10.00	flat	
PHYT 6343	Exercise and Manual Techniques in PT	Course	\$10.00	flat	

Course ID	Course Name	Type	Amount	Method	Maximum
PHYT 6344	Physical Agents & Pain Management in PT	Course	\$10.00	flat	
PHYT 6418	Human Anatomy/Rehab	Course	\$265.00	flat	
PHYT 6441	Clinical Examination in PT	Lab	\$30.00	flat	
PHYT 6467	Diagnosis & Mgmt of Neuromuscular Dysfunction II	Lab	\$20.00	flat	
RESC 3116	Therapeutics Lab	Course	\$120.00	flat	
RESC 3125	Physiologic Monitoring Lab	Lab	\$10.00	flat	
RESC 3133	Pulmonary Functions Lab	Lab	\$15.00	flat	
RESC 4367	Adult Critical Care Clinical III	Course	\$35.00	flat	
RESC 4444	Adult Critical Care Clinical I	Course	\$50.00	flat	

### Course Fees by Course ID & Type 2013-14

Course ID	Course Name	Type	Amount
CLS 3200	Basic Methods and Lab Operations	Lab	\$15.00
CLS 3307	Molecular Biology	Lab	\$30.00
CLS 3310	Serology and Blood Banking	Lab	\$30.00
CLS 3331	Urinalysis, Body Fluids and Parasitology	Lab	\$10.00
CLS 3405	Intermediate Pathogenic Microbiology	Lab	\$30.00
CLS 3417	Hematology and Coagulation I	Lab	\$20.00
CLS 3514	Clinical Chemistry	Lab	\$25.00
CLS 4093	Independent-Investigative Studies	Lab	\$2/SCH
CLS 4325	Advanced Micro & Mycology	Lab	\$30.00
CLS 4326	Research in Clinical Lab. Science	Course	\$50.00
CLS 4415	Immunology & Immunohematology	Lab	\$30.00
CLS 4417	Hematology and Coagulation II	Lab	\$20.00
CLS 5093	Independent Investigative Studies	Lab	\$2/SCH
CLS 5200	Laboratory Equipment	Lab	\$25.00
CLS 5227	Clinical Laboratory Techniques	Lab	\$25.00
CLS 5310	Serology/Blood Banking	Lab	\$30.00
CLS 5331	Urinalysis, Body Fluids & Parasitology	Lab	\$10.00
CLS 5332	Masters Project	Course	\$150.00
CLS 5405	Intermediate Pathogenic Microbiology	Lab	\$30.00
CLS 5415	Immunology & Immunohematology	Lab	\$30.00
CLS 5417	Hematology/Coagulation I	Lab	\$20.00
CLS 5506	Clinical Chemistry I	Lab	\$25.00
CLS 6307	Molecular Diagnostics	Lab	\$30.00
CLS 6405	Advanced Micro & Mycology	Lab	\$30.00
CLS 6417	Hematology/Coagulation II	Lab	\$20.00
MSHP 5501	Advanced Practice - Education	Course	\$35.00
MSHP 5502	Advanced Practice - Management	Course	\$35.00
MSHP 5503	Advanced Practice - Research	Course	\$35.00
MSHP 5504	Advanced Practice - Clinical Practice	Course	\$35.00

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Amount</b>
OCCT 5114	Patient Care Skills	Lab	\$15.00
OCCT 5121	Fieldwork Practicum I	Course	\$6.00
OCCT 5212	Domain: Context & Environment	Lab	\$15.00
OCCT 5220	Domain: Human Occupation	Lab	\$15.00
OCCT 5221	Human Performance	Lab	\$15.00
OCCT 5222	Musculoskeletal Lab	Lab	\$15.00
OCCT 5315	Use of Self and Groups	Lab	\$15.00
OCCT 5325	Applied Anatomy & Kinesiology	Lab	\$15.00
OCCT 6121	Fieldwork Practicum II	Course	\$2.00
OCCT 6216	Foundations of Research II	Lab	\$15.00
OCCT 6219	Child Practice Lab	Lab	\$15.00
OCCT 6226	Neurological Lab	Lab	\$15.00
OCCT 6307	Experience of Practice	Lab	\$15.00
OCCT 6310	Psychosocial Practice	Lab	\$15.00
OCCT 6313	Foundations of Research I	Lab	\$15.00
OCCT 6318	Learning and Cognition	Lab	\$15.00
PHAS 5313	Clinical Skills	Course	\$42.00
PHAS 5503	Human Anatomy for Primary Care Professionals	Course	\$265.00
PHAS 6315	Patient Assessment I	Course	\$100.00
PHAS 6407	Medicine I	Lab	\$3.00
PHAS 5210	Skills Practice	Course	\$42.00
PHYT 6222	Lifespan Development	Course	\$4.00
PHYT 6228	Differential Diagnosis	Course	\$225.00
PHYT 6228	Differential Diagnosis in PT	Lab	\$15.00
PHYT 6262	Diagnosis & Mgmt of Integumentary Dysfunction	Lab	\$10.00
PHYT 6263	Advanced Orthotics & Prosthetics	Lab	\$10.00
PHYT 6314	Movement Science I	Course	\$5.00
PHYT 6315	Movement Science I	Course	\$5.00
PHYT 6342	Functional Training techniques in PT	Course	\$10.00
PHYT 6343	Exercise and Manual Techniques in PT	Course	\$10.00
PHYT 6344	Physical Agents & Pain Management in PT	Course	\$10.00
PHYT 6463	Dx & Mgmt Card/Pul Dys	Course	\$10.00
PHYT 6464	Dx & Mgmt NM Dys I	Course	\$10.00
PHYT 6465	Dx & Mgmt MS Spine Dys	Course	\$10.00
PHYT 6466	Dx & Mgmt MS Extr Dys	Course	\$10.00
PHYT 6368	Dx & Mgmt Dev Dys	Course	\$6.00
PHYT 6418	Human Anatomy/Rehab	Course	\$265.00
PHYT 6441	Clinical Examination in PT	Lab	\$30.00
PHYT 6467	Diagnosis & Mgmt of Neuromuscular Dysfunction II	Lab	\$20.00

Course ID	Course Name	Type	Amount
PHYT 6481	Clin Ed I	Course	\$25.00
PHYT 6683	Clin Ed III	Course	\$20.00
RESC 3116	Therapeutics Lab	Course	\$120.00
RESC 3125	Physiologic Monitoring Lab	Lab	\$10.00
RESC 3133	Pulmonary Functions Lab	Lab	\$15.00
RESC 4367	Adult Critical Care Clinical III	Course	\$35.00
RESC 4444	Adult Critical Care Clinical I	Course	\$50.00

## Incidental Fees for the 2012-2014 Academic Years

### School of Nursing

Assessment Tests (BSNG students) .....2012-2012 \$219.56 per semester  
 2013-2014 \$271.89 per semester

*To defray the actual costs of exam (Generic students only)*

Assessment Tests – BSNGAT Students.....2012-2013 \$225.27 per semester  
 2013-2014 \$278.96 per semester

*To defray the actual costs of exam (Accelerated students only)*

Educational Support Software – All SON Students .....2012-2013 \$18.54 per semester  
 2013-2014 19.10 per semester

*Purpose: Smart Thinking & Turn it in*

Distance Education.....\$53/credit hour

*To defray the cost of delivering distance education courses. Charged to all students enrolled in distance education.*

Materials Fee .....2012-2013 \$10.82/credit hour  
 2013-2014 \$11.14/credit hour

*To defray costs and preparation of professional education materials*

SON Admissions Deposit.....\$200

One time fee starting Summer 2014. Applies to tuition once enrolled. Non-refundable.

### Course Fees by Course ID & Type 2012-13

Course ID	Course Name	Type	Resident Amount	Non-Resident Amount
NURS 3229	Nursing: Information and Technology	Course	\$33.60	
NURS 3229	Nursing: Information and Technology	Lab	\$30.00	
NURS 3290	Nursing: Information and Technology	Course	\$31.50	
NURS 3290	Nursing: Information and Technology	Lab	\$30.00	
NURS 3314	Pharmacology	Course	\$31.50	
NURS 3340	Health Assessment	Course	\$34.88	
NURS 3340	Health Assessment	Lab	\$30.00	
NURS 3345	Nursing: Concepts of Pathophysiology	Course	\$31.50	
NURS 3345	Nursing: Concepts of Pathophysiology	Lab	\$30.00	
NURS 3440	Health Assessment	Lab	\$30.00	
NURS 3511	Nursing: Psycho Dimensions of Care	Course	\$31.50	
NURS 3511	Psychosocial Dimensions	Lab	\$30.00	

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
NURS 3511	Psychosocial Dimensions of Care	Placement Support	\$10.00	
NURS 3511	Psychosocial Dimensions of Care	Site Visit	\$54.38	
NURS 3531	Mother & Family	Course	\$30.78	
NURS 3531	Mother & Family	Lab	\$30.00	
NURS 3531	Mother & Family	Site Visit	\$54.38	
NURS 3532	Child & Family	Course	\$30.78	
NURS 3532	Child & Family	Lab	\$30.00	
NURS 3532	Child & Family	Site Visit	\$54.38	
NURS 3615	Clinical Practice I	Course	\$5.13	
NURS 3615	Clinical Practice I (formerly NURS 3515)	Lab	\$30.00	
NURS 3615	Clinical Practice I	Site Visit	\$71.82	
NURS 3631	Nursing: Essential Care Adult I	Course	\$51.30	
NURS 3631	Adult I	Lab	\$30.00	
NURS 3631	Adult Nursing I	Placement Support	\$10.00	
NURS 3631	Adult Nursing I	Site Visit	\$54.38	
NURS 3632	Adult Nursing 2	Course	\$51.30	
NURS 3632	Nursing: The Adult (formerly NURS 3510)	Lab	\$30.00	
NURS 3632	Adult Nursing 2	Placement Support	\$10.00	
NURS 3632	Adult Nursing 2	Site Visit	\$4.38	
NURS 3715	Adult Nursing I	Course	\$51.30	
NURS 3715	Adult Nursing I	Lab	\$30.00	
NURS 3715	Adult Nursing I	Placement Support	\$10.00	
NURS 3715	Adult Nursing I	Site Visit	\$54.38	
NURS 4101	Integ Core NRSG Concepts	Course	\$30.78	
NURS 4237	Transition to Professional Role	Course	\$30.78	
NURS 4312	Nursing: Leadership and Practice	Course	\$31.50	
NURS 4340	Transition to Professional Role	Lab	\$30.00	
NURS 4340	Professional Nursing Role & Preceptorship	Placement Support	\$10.00	
NURS 4340	Professional Nursing Role & Preceptorship	Site Visit		\$54.38
NURS 4430	Professional Nursing Role & Preceptorship	Lab		\$30.00
NURS 4430	Professional Nursing Role & Preceptorship	Placement Support	\$10.00	
NURS 4430	Professional Nursing Role & Preceptorship	Site Visit		\$55.65
NURS 4450	Care Mgmt: Persons w/Chronic Disease	Lab	\$30.00	
NURS 4502	Community Health	Course	\$30.78	
NURS 4502	Community Health	Lab	\$30.00	
NURS 4502	Community Health	Site Visit	\$54.38	

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
NURS 4503	Adult Nursing 3	Course	\$49.25	
NURS 4503	Adult Nursing II	Lab	\$30.00	
NURS 4503	Adult Nursing 3	Placement Support	\$10.00	
NURS 4503	Adult Nursing 3	Site Visit	\$54.38	
NURS 4531	Mother & Family	Course	\$30.78	
NURS 4531	Mother & Family	Lab	\$30.00	
NURS 4531	Mother & Family	Placement Support	\$10.00	
NURS 4531	Mother & Family	Site Visit	\$54.38	
NURS 4532	Child & Family	Course	\$30.78	
NURS 4532	Child & Family	Lab	\$30.00	
NURS 4532	Child & Family	Placement Support	\$10.00	
NURS 4532	Child & Family	Site Visit	\$54.38	
NURS 4591	Professional Role (formerly NURS 4703)	Lab	\$30.00	
GNRS/GDNP 6088	Elective	Course	\$30.00	
GNRS/GDNP 6210	Foundations of DNP Practice	Course	\$30.00	
GNRS/GDNP 6301	Foundations of DNP Role	Course	\$72.52	
GNRS/GDNP 6327	Advanced Nursing Leadership Practice	Course	\$30.00	
GNRS/GDNP 6337	Informatics in Transformation of Healthcare	Course	\$30.00	
GNRS/GDNP 6359	The Economics of Healthcare	Course	\$30.00	
GNRS/GDNP 6362	Practice Mgmt Improvement	Course	\$30.00	
GNRS/GDNP 6120	DNP Seminar	Course	\$30.00	
GNRS/GDNP 6325	Health Care Policy	Course	\$30.00	
GNRS/GDNP 6335	Translational Methods for Practice Inquiry	Course	\$30.00	
GNRS 5027	ACNP IV: Adult	Course	\$23.83	
GNRS 5027	ACNP IV: Adult	Site Visit	\$164.72	
GNRS 5080	Clinical Role Practicum	Course	\$23.83	
GNRS 5080	Clinical Role Practicum GNP, WHCNP and FNP	Site Visit	\$164.72	
GNRS 5121	CNL: Clinical Practicum I	Site Visit	\$166.95	
GNRS 5122	CNL: Clinical Practicum II	Site Visit	\$166.95	
GNRS 5123	CNL: Clinical Practicum III	Site Visit	\$166.95	
GNRS 5307	Advanced Health Assessment	Course	\$259.00	
GNRS 5320	Educator Practicum	Course	\$44.55	
GNRS 5320	Educator Practicum	Site Visit	\$164.72	
GNRS 5327	Leadership 1	Course	\$164.72	

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
GNRS 5329	HC Econ	Course	\$33.15	
GNRS 5330	Leadership of HC Knowledge	Course	\$33.15	
GNRS 5331	Quality Patient Care	Course	\$33.15	
GNRS 5332	Capstone: Leading Change	Course	\$219.63	
GNRS 5357	CNL: Immersion II	Site Visit	\$166.95	
GNRS 5321	CNL: Immersion I	Site Visit	\$166.95	
GNRS 5347	Leader as Communicator	Course	\$263.14	
GNRS 5351	Behavioral and Mental Health in Practice	Course	\$72.52	
GNRS 5351	Behavioral & Mental Health in Practice	Lab	\$30.00	
GNRS 5414	AGNP Concepts V: Practicum	Site Visit	\$164.72	
GNRS 5422	NNP Health Assessment	Course	\$259.00	
GNRS 5434	NNP IV	Course	\$23.83	
GNRS 5434	NNP IV	Site Visit	\$166.95	\$800.00
GNRS 5509	WHCNP: The older woman	Site Visit	\$50.00	
GNRS 5511	WHCNP: WH	Lab	\$25.00	
GNRS 5511	NM/WHCNP: Mgmt of Women's Health	Site Visit	\$50.00	
GNRS 5512	NM/WHCNP: Antepartum Mgmt	Site Visit	\$50.00	
GNRS 5521	FNP Practicum	Course	\$154.50	
GNRS 5521	FNP Practicum	Lab	\$30.00	
GNRS 5521	FNP Practicum	Site Visit	\$166.95	
GNRS 5537	Nurse Practitioner Practice I (Gero NP)	Course	\$76.66	
GNRS 5537	Nurse Practitioner Practice I (Gero NP)	Site Visit	\$164.72	
GNRS 5538	Nurse Practitioner Practice II (Gero NP)	Course	\$77.70	
GNRS 5538	Nurse Practitioner Practice II (Gero NP)	Site Visit	\$164.72	
GNRS 5554	AGNP IV: Clinical Roll Practicum	Course	\$154.50	
GNRS 5554	AGNP IV: Clinical Roll Practicum	Site Visit	\$166.95	
GNRS 5569	Primary Care Concepts III	Course	\$77.70	
GNRS 5569	Primary Care Concepts III	Site Visit	\$164.72	
GNRS 5604	Nurse Midwifery: Intrapartum and Postpartum Management	Lab	\$20.00	
GNRS 5613	AGNP Concepts II - Chronic	Course	\$76.87	
GNRS 5613	AGNP Concepts II - Chronic	Site Visit	\$164.72	
GNRS 5631	NNP I	Course	\$155.40	
GNRS 5631	NNP I	Lab	\$30.00	
GNRS 5631	NNP I	Site Visit	\$164.72	\$800.00
GNRS 5632	NNP II	Course	\$72.52	
GNRS 5632	NNP II	Lab	\$30.00	
GNRS 5632	NNP II	Site Visit	\$164.72	\$800.00
GNRS 5633	NNP III	Course	\$72.52	
GNRS 5633	NNP III	Lab	\$30.00	
GNRS 5633	NNP III	Site Visit	\$164.72	\$800.00

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
GNRS 5635	AGNP Concepts II - Common Acute Problems	Course	\$76.87	
GNRS 5635	AGNP Concepts II - Common Acute Problems	Site Visit	\$164.72	
GNRS 5668	FNP Chronic Illness Across the Lifespan	Lab	\$30.00	
GNRS 5668	FNP Chronic Illness Across the Lifespan	Site Visit	\$166.95	
GNRS 5669	FNP Adult/Women's Health	Course	\$154.50	
GNRS 5669	FNP Adult/Women's Health	Lab	\$30.00	
GNRS 5669	FNP Adult/Women's Health	Site Visit	\$166.95	
GNRS 5670	FNP Primary Care: Children and Comprehensive Prenatal Care	Course	\$154.50	
GNRS 5670	FNP Primary Care: Children and Comprehensive Prenatal Care	Lab	\$30.00	
GNRS 5670	FNP Primary Care: Children and Comprehensive Prenatal Care	Site Visit	\$166.95	
GNRS 6012	Scholarly Practice Project Seminar I	Course	\$72.52	
GNRS 6013	DNP Practicum	Site Visit	\$164.72	
GNRS 6022	Scholarly Practice Project Seminar II	Course	\$72.52	
GNRS 6032	Scholarly Practice Project Seminar III	Course	\$72.52	
GNRS 6302	Population Health	Course	\$72.52	
GNRS 6303	Evidence Based Practice: Design and Analysis	Course	\$72.52	

### Course Fees by Course ID & Type 2013-14

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
NURS 3229	Nursing: Information and Technology	Course	\$34.61	
NURS 3229	Nursing: Information and Technology	Lab	\$30.00	
NURS 3290	Nursing: Information and Technology	Course	\$32.45	
NURS 3290	Nursing: Information and Technology	Lab	\$30.00	
NURS 3314	Pharmacology	Course	\$32.45	
NURS 3340	Health Assessment	Course	\$35.79	
NURS 3340	Health Assessment	Lab	\$30.00	
NURS 3345	Nursing: Concepts of Pathophysiology	Course	\$32.45	
NURS 3345	Nursing: Concepts of Pathophysiology	Lab	\$30.00	
NURS 3440	Health Assessment	Lab	\$30.00	
NURS 3511	Nursing: Psycho Dim of Care	Course	\$32.45	
NURS 3511	Psychosocial Dimensions	Lab	\$30.00	
NURS 3511	Psychosocial Dimensions of Care	Placement Support	\$10.00	
NURS 3511	Psychosocial Dimensions of Care	Site Visit	\$55.79	
NURS 3531	Mother & Family	Course	\$32.45	
NURS 3531	Mother & Family	Lab	\$30.00	



<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
NURS 3531	Mother & Family	Site Visit	\$55.79	
NURS 3531	Mother & Family	Placement		
		Support	\$10.00	
NURS 3532	Child & Family	Course	\$31.58	
NURS 3532	Child & Family	Lab	\$30.00	
NURS 3532	Child & Family	Site Visit	\$55.79	
NURS 3615	Clinical Practice I	Course	\$5.26	
NURS 3615	Clinical Practice I (formerly NURS 3515)	Lab	\$30.00	
NURS 3615	Clinical Practice I	Site Visit	\$73.69	
NURS 3631	Nursing: Essential Care Adult I	Course	\$52.63	
NURS 3631	Adult I	Lab	\$30.00	
NURS 3631	Adult Nursing I	Placement		
		Support	\$10.00	
NURS 3631	Adult Nursing I	Site Visit	\$55.79	
NURS 3632	Adult Nursing 2	Course	\$52.63	
NURS 3632	Nursing: The Adult (formerly NURS 3510)	Lab	\$30.00	
NURS 3632	Adult Nursing 2	Placement		
		Support	\$10.00	
NURS 3632	Adult Nursing 2	Site Visit	\$55.79	
NURS 3715	Adult Nursing I	Course	\$52.63	
NURS 3715	Adult Nursing I	Lab	\$30.00	
NURS 3715	Adult Nursing I	Placement		
		Support	\$10.00	
NURS 3715	Adult Nursing I	Site Visit	\$55.79	
NURS 4101	Integ Core NRSNG Concepts	Course	\$31.58	
NURS 4237	Transition to Professional Role	Course	\$31.58	
NURS 4312	Nursing: Leadership and Practice	Course	\$32.45	
NURS 4340	Transition to Professional Role	Lab	\$30.00	
NURS 4340	Professional Nursing Role & Preceptorship	Placement		
		Support	\$10.00	
NURS 4340	Professional Nursing Role & Preceptorship	Site Visit	\$55.79	
NURS 4430	Professional Nursing Role & Preceptorship	Lab	\$30.00	
NURS 4430	Professional Nursing Role & Preceptorship	Placement		
		Support	\$10.00	
NURS 4430	Professional Nursing Role & Preceptorship	Site Visit	\$55.79	
NURS 4450	Care Mgmt: Persons w/Chronic Disease	Lab	\$30.00	
NURS 4502	Community Health	Course	\$31.58	
NURS 4502	Community Health	Lab	\$30.00	
NURS 4502	Community Health	Site Visit	\$55.79	
NURS 4503	Adult Nursing 3	Course	\$50.53	
NURS 4503	Adult Nursing II	Lab	\$30.00	

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
NURS 4503	Adult Nursing 3	Placement Support	\$10.00	
NURS 4503	Adult Nursing 3	Site Visit	\$55.79	
NURS 4531	Mother & Family	Course	\$31.58	
NURS 4531	Mother & Family	Lab	\$30.00	
NURS 4531	Mother & Family	Placement Support	\$10.00	
NURS 4531	Mother & Family	Site Visit	\$55.79	
NURS 4532	Child & Family	Course	\$31.58	
NURS 4532	Child & Family	Lab	\$30.00	
NURS 4532	Child & Family	Placement Support	\$10.00	
NURS 4532	Child & Family	Site Visit	\$55.79	
GNRS/GDNP 6088	Elective	Course	\$30.90	
GNRS/GDNP 6210	Foundations of DNP Practice	Course	\$30.90	
GNRS/GDNP 6301	Foundations of DNP Role	Course	\$75.13	
GNRS/GDNP 6327	Advanced Nursing Leadership Practice	Course	\$30.90	
GNRS/GDNP 6337	Informatics in Transformation of Healthcare	Course	\$30.90	
GNRS/GDNP 6359	The Economics of Healthcare	Course	\$30.90	
GNRS/GDNP 6362	Practice Mgmt Improvement	Course	\$30.90	
GNRS/GDNP 6120	DNP Seminar	Course	\$30.90	
GNRS/GDNP 6325	Health Care Policy	Course	\$30.90	
GNRS/GDNP 6335	Translational Methods for Practice Inquiry	Course	\$30.90	
GNRS 5027	ACNP IV: Adult	Course	\$24.69	
GNRS 5027	ACNP IV: Adult	Site Visit	\$170.65	
GNRS 5080	Clinical Role Practicum	Course	\$24.69	
GNRS 5080	Clinical Role Practicum GNP, WHCNP and FNP	Site Visit	\$170.65	
GNRS 5121	CNL: Clinical Practicum I	Site Visit	\$175.30	
GNRS 5122	CNL: Clinical Practicum II	Site Visit	\$175.30	
GNRS 5123	CNL: Clinical Practicum III	Site Visit	\$175.30	
GNRS 5307	Advanced Health Assessment	Course	\$268.32	
GNRS 5320	Educator Practicum	Course	\$46.15	
GNRS 5320	Educator Practicum	Site Visit	\$170.65	
GNRS 5321	CNL Immersion I	Site Visit	\$175.30	
GNRS 5327	Leadership 1	Course	\$170.65	
GNRS 5329	HC Econ	Course	\$34.35	
GNRS 5330	Leadership of HC Knowledge	Course	\$34.35	
GNRS 5331	Quality Patient Care	Course	\$34.35	

<b>Course ID</b>	<b>Course Name</b>	<b>Type</b>	<b>Resident Amount</b>	<b>Non-Resident Amount</b>
GNRS 5332	Capstone: Leading Change	Course	\$227.54	
GNRS 5337	CNL: Immersion I	Site Visit	\$175.30	
GNRS 5347	Leader as Communicator	Course	\$272.62	
GNRS 5351	Behavioral and Mental Health in Practice	Course	\$75.13	
GNRS 5351	Behavioral & Mental Health in Practice	Lab	\$30.00	
GNRS 5357	CNL Immersion II	Site Visit	\$175.30	
GNRS 5414	AGNP Concepts V: Practicum	Site Visit	\$170.65	
GNRS 5422	NNP Health Assessment	Course	\$268.32	
GNRS 5434	NNP IV	Course	\$24.69	
GNRS 5434	NNP IV	Site Visit	\$175.30	\$800.00
GNRS 5509	WHCNP: The older woman	Site Visit	\$50.00	
GNRS 5511	WHCNP: WH	Lab	\$25.00	
GNRS 5511	NM/WHCNP: Mgmt of Women's Health	Site Visit	\$50.00	
GNRS 5512	NM/WHCNP: Antepartum Mgmt	Site Visit	\$50.00	
GNRS 5521	FNP Practicum	Course	\$159.14	
GNRS 5521	FNP Practicum	Lab	\$30.00	
GNRS 5521	FNP Practicum	Site Visit	\$175.30	
GNRS 5537	Nurse Practitioner Practice I (Gero NP)	Course	\$79.42	
GNRS 5537	Nurse Practitioner Practice I (Gero NP)	Site Visit	\$170.65	
GNRS 5538	Nurse Practitioner Practice II (Gero NP)	Course	\$80.50	
GNRS 5538	Nurse Practitioner Practice II (Gero NP)	Site Visit	\$170.65	
GNRS 5554	AGNP IV: Clinical Roll Practicum	Course	\$159.14	
GNRS 5554	AGNP IV: Clinical Roll Practicum	Site Visit	\$175.30	
GNRS 5569	Primary Care Concepts III	Course	\$80.50	
GNRS 5569	Primary Care Concepts III	Site Visit	\$170.65	
GNRS 5604	Nurse Midwifery: Intrapartum and Postpartum Management	Lab	\$20.00	
GNRS 5613	AGNP Concepts II - Chronic	Course	\$79.64	
GNRS 5613	AGNP Concepts II - Chronic	Site Visit	\$170.65	
GNRS 5631	NNP I	Course	\$160.99	
GNRS 5631	NNP I	Lab	\$30.00	
GNRS 5631	NNP I	Site Visit	\$170.65	\$800.00
GNRS 5632	NNP II	Course	\$75.13	
GNRS 5632	NNP II	Lab	\$30.00	
GNRS 5632	NNP II	Site Visit	\$170.65	\$800.00
GNRS 5633	NNP III	Course	\$75.13	
GNRS 5633	NNP III	Lab	\$30.00	
GNRS 5633	NNP III	Site Visit	\$170.65	\$800.00
GNRS 5635	AGNP Concepts II - Common Acute Problems	Course	\$79.64	

Course ID	Course Name	Type	Resident Amount	Non-Resident Amount
GNRS 5635	AGNP Concepts II - Common Acute Problems	Site Visit	\$170.65	
GNRS 5668	FNP Chronic Illness Across the Lifespan	Lab	\$30.00	
GNRS 5668	FNP Chronic Illness Across the Lifespan	Site Visit	\$175.30	
GNRS 5669	FNP Adult/Women's Health	Course	\$159.14	
GNRS 5669	FNP Adult/Women's Health	Lab	\$30.00	
GNRS 5669	FNP Adult/Women's Health	Site Visit	\$175.30	
GNRS 5670	FNP Primary Care: Children and Comprehensive Prenatal Care	Course	\$159.14	
GNRS 5670	FNP Primary Care: Children and Comprehensive Prenatal Care	Lab	\$30.00	
GNRS 5670	FNP Primary Care: Children and Comprehensive Prenatal Care	Site Visit	\$175.30	
GNRS 6012	Scholarly Practice Project Seminar I	Course	\$75.13	
GNRS 6013	DNP Practicum	Site Visit	\$170.65	
GNRS 6022	Scholarly Practice Project Seminar II	Course	\$75.13	
GNRS 6032	Scholarly Practice Project Seminar III	Course	\$75.13	
GNRS 6301	Foundations for the DNP Role	Course	\$75.13	
GNRS 6302	Population Health	Course	\$75.13	
GNRS 6303	Evidence Based Practice: Design and Analysis	Course	\$75.13	

## Incidental Fees for the 2012-2014 Academic Years

### School of Medicine

#### Pager Fees

SOM Year 3 and 4 students.....\$126/yr

*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. ....*

Gross Anatomy–Radiology.....\$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

Urine Drug Screen – Year 3 students .....\$55

## Incidental Fees for the 2012-2014 Academic Years

### Graduate School of Biomedical Sciences

Distance Education .....\$53/credit hour

*To defray the cost of delivering distance education courses. Charged to all students enrolled in distance education*

## PH.D. Nursing Students

PH.D. Nursing Students – Material Fee (per SCH).....	2012-2013 \$11/SCH
	2013-2014 \$11.14/SCH
GNRS 6357 – Nursing Science I .....	\$30
GNRS 6358 – Nursing Science II.....	\$30
PH.D. Course Delivery Fee.....	\$66/SCH

## 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 <https://mystar.utmb.edu/>. 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.

### Installment Payment Option

For schools other than the School of Medicine, for the fall and spring semester, payment of one-third of the tuition and fees is due in advance of the beginning of the semester, one-third is due prior to the start of the sixth class week, and the final one-third 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://mystar.utmb.edu/>. 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://www.utmb.edu/enrollmentservices/tuitionandfees.asp>.

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.

### **Tuition Rebate**

Resident students entering a baccalaureate degree program on or after September 1, 1997 may be eligible for a tuition rebate of up to \$1,000 if the student:

1. is awarded a baccalaureate degree; and
2. has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination.

For more information contact Enrollment Services at [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu).

### **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 Health Professions, 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

## **MILITARY WITHDRAWAL AND REFUND POLICY**

Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall:(1) refund the tuition and fees paid by the student for the semester in which the student withdraws;(2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material.

## **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 or <http://www.collegeforalltexas.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718>.

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. (Exceptions are veterans who have re-enlisted and are stationed outside of Texas and spouses of active duty personnel stationed outside of Texas)
2. Declared Texas as their home of record at the time of entering service or entered service in the state of Texas
3. Has served for a minimum of 181 days of net active military duty excluding training time.
4. Was honorably discharged or separation of or discharge under honorable conditions (except those who were discharged because they were over the age of 38 or because of a personal request).
5. Not in default on any student loan made or guaranteed by the state of Texas.

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 proof of eligibility or ineligibility of GIBILL/Montgomery benefits 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 military status relating to their discharge and residency at time of entry (DD214), and evidence of entitlement to the exemption, other documents for residency as needed. 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.

Additional information and Hazelwood applications may be found at the State of Texas Hazelwood information site: <http://www.collegeforalltexas.com/apps/financialaid/tofa2.cfm?ID=500>

## ***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.

## **Registered Nurses in Postgraduate Nursing Degrees**

Registered nurses who are authorized to practice professional nursing in Texas may be permitted to pay resident tuition and fees without regard to the length of time the registered nurse has resided in Texas if they meet the criteria and intend to teach in a program in Texas designed to prepare students for licensure as registered nurses. 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.

## **FINANCIAL AID**

The Office of Enrollment Services manages all financial aid programs at UTMB. Students may call (409) 772-1215 to discuss financial aid with a counselor, or visit the office for assistance. Walk-in hours are 8:00 a.m.–5:00 p.m. Monday- Friday. During these times, a counselor is available to meet with you to discuss your needs. Counselors are also available to answer your questions by emailing [Enrollment.Services@utmb.edu](mailto:Enrollment.Services@utmb.edu). 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.

Students applying for financial assistance must be enrolled in a degree-seeking or certificate-awarding program of study, must be enrolled at least half-time (half-time for undergraduate students is six hours; half-time for graduate students is five hours), and be making satisfactory progress towards completion of their program of study. Undergraduate students who are enrolled less than half-time may still qualify for assistance under the Federal Pell Grant program. Students who are receiving financial assistance and withdraw or take an approved leave of absence before completing at least sixty percent (60 %) of the term must contact the Office of Enrollment Services to determine if any of the financial aid funds they have received for the term must be repaid as a result of the Return to Title IV calculation.

## **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 financial aid 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. Enrollment Services calculates the cost of attendance based on costs for required tuition, fees, books and supplies (these items are considered as the educational component of the student budget) plus a reasonable amount of funding to cover living expenses. The budget can be adjusted to consider additional expenses such as child care, dependent care, or medical/dental expenses not covered by insurance. These expenses are reviewed on an individual basis and students with these types of expenses should contact Enrollment Services to discuss funding options.

In order to receive need-based 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 and use the IRS Data Retrieval tool when doing so. Students who wish to be considered for these funds must also submit the UTMB Institutional Scholarship and Grant Verification Worksheet with appropriate signatures. Students who cannot secure parents information should contact Enrollment Services to discuss options that may be available in lieu of parent's information. 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 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 or an alternative 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 Subsidized 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 Federal PELL Grant only.
- 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). Medical students must secure clearance from the Associate Dean of Student Affairs before being placed in a FWS position. International students are not eligible to receive Federal Work Study. All Federal Work Study students must meet all UTMB employment screening including security clearance and drug screening. Available work-study jobs and applications are on the UTMB Human Resources website.
- 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.
- 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. The UTMB institutional code for the FAFSA is 013976. 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:

- Graduate School of Biomedical Sciences (GSBS)
- School of Health Professions (SHP)
- School of Medicine (SOM)
- School of Nursing (SON)

### ***Grant Programs***

Federal PELL Grant Program (SHP and SON undergraduates)

Federal Supplemental Educational Opportunity Grant (SHP and SON undergraduates)

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

Texas Grant (SHP and SON undergraduates)

UTMB Designated Tuition Grant (SHP, GSBS, SOM, SON)

### ***Scholarship Programs***

Available scholarships can be found at <http://www.utmb.edu/enrollmentservices/scholarships.asp>. Once a student has been accepted for admission, an application can be accessed and completed via mySTAR.

### ***Employment Programs***

The Federal Work-Study Program is administered by the Office of Enrollment Services. If you are receiving Federal Work-Study, you will receive an email with Enrollment Services regarding the process for securing a job.

### ***Loan Programs***

- Primary Care Loan (SOM)
- Loans for Disadvantaged Students (SOM)
- Federal Direct Loan Program (SHP, 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 (SHP, GSBS, SOM, SON)
- Institutional Loans (Long-Term)—published list at [http://www.utmb.edu/enrollmentservices/financialaid\\_loans.asp](http://www.utmb.edu/enrollmentservices/financialaid_loans.asp)
- Institutional Loans (Short-Term)—published list at [http://www.utmb.edu/enrollmentservices/financialaid\\_emergencyloans.asp](http://www.utmb.edu/enrollmentservices/financialaid_emergencyloans.asp)

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 or director 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.



# UTMB Student Rights and Responsibilities

This statement was developed by the Honor Pledge Committee and endorsed by the Student Government Association and Faculty Senate. It was written to succinctly list some pertinent responsibilities and rights that are covered in many institutional student policies. This statement includes expectations that address the educational environment and promote campus collegiality. This statement does not replace existing policies governing conduct and discipline or change the consequences.

Students have the right to:

- Campus facilities that promote successful student outcomes in learning and testing experiences
- A campus environment where academic integrity can thrive
- A timely appeal process
- A presumption of innocence if accused of wrongdoing
- A timely grading process
- Confidentiality in the hearing process
- Respectful treatment from faculty, staff and fellow students
- Participate in the constructive evaluation of faculty and curriculum
- A campus environment that is safe and where both physical and intellectual property rights are respected.

Students will:

- Refrain from all forms of cheating including misappropriation in their own work
- Neither facilitate nor tolerate academic dishonesty
- Uphold university standards of behavior that do not violate the Regents' *Rules and Regulations*, institutional rules, or federal, state, or local laws whether such conduct takes place on or off campus.
- Uphold the highest standard of confidentiality with respect to information about patients, clients, or research subjects
- Eschew the use of pressure, threat, abuse, bribery or other practices in order to gain undue advantage
- Be courteous and considerate to faculty and classmates in the classroom by refraining from conversation and other distractions (e.g. cell phones, tardiness).
- Be respectful
- Report violations of the Honor Pledge, UTMB Conduct and Discipline Rules or Professionalism Charter in order to improve the educational, patient care and work environment
- Be receptive to constructive criticism and dialogue about their professional development
- Assume responsibility and initiative for their learning.

## 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 and 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.

## COPYRIGHTED MATERIAL

The unauthorized distribution of copyrighted material may subject a student to civil and criminal penalties. Information describing the penalties for violations, information about the institution's policies on peer-to-peer file sharing, and information regarding disciplinary actions that may be pursued can be found at the UTMB Student Disciplinary Policy at can be found in IHOP Policy 7.1.3, Student Conduct and Discipline, available at: [http://www.utmb.edu/policies\\_and\\_procedures/IHOP/Student/IHOP%20-%2007.01.03%20-%20Student%20Conduct%20and%20Discipline.pdf](http://www.utmb.edu/policies_and_procedures/IHOP/Student/IHOP%20-%2007.01.03%20-%20Student%20Conduct%20and%20Discipline.pdf).

## 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 the 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 Rule when conducted in accordance with the approved rules and regulations of the U. T. System or any of the 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 the institutions or any program or activity that is conducted by or is authorized by the U. T. System or any of the 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:
  - 2.1 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 U.T. System Chancellor or the president of an institution or his or her delegate for the direction of such activity.
  - 2.2 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. The University of Texas System *Rules and Regulations* of the Board of Regents Rule: 80103 Page 2 of 13. .
  - 2.3 Publications. The sale or offer for sale by the U. T. System or a subcontractor, under an approved written agreement, of any publication of the U. T. System or any of the institutions or of any book or other printed material to be used in the regular academic work of an institution.
  - 2.4 Services. Any offering of services and related products by a third party or by U. T. System and/or one or more of the institutions on behalf of a third party (a "Third Party Service Offering") established and

maintained primarily for the convenience of students, faculty, staff, or patients. Such Third Party Service Offering must be established and maintained pursuant to a written agreement between the third party and the affected U. T. System entity or entities and such written agreement:

- (a) clearly sets for the nature and scope of the solicitation activities that the third party is permitted to undertake on U. T. System property and is construed to prohibit any solicitation activities not specifically enumerated in such written agreement;
- (b) is of specified duration with defined renewal procedures and periods; and
- (c) includes appropriate provisions to protect the privacy of students, faculty, staff, and patients and requires compliance with Section 2 above.

A president who has exercised delegated authority to authorize a Third Party Service Offering that allows campus credit card marketing activities shall comply with all requirements of Chapter 761 of the *Texas Business and Commerce Code* and shall assure that a session on credit card and debt education, as well as protecting personal information from identity theft, is included in all orientation programs for new students.

- 2.5 Sale of Items at Events. The sale or offer for sale by the U. T. System or any of the institutions or a subcontractor, under an approved written agreement, of food, drink, souvenirs, novelty items, and programs at athletic contests or other programs or events sponsored or authorized by the U. T. System or any of the institutions.
- 2.6 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 Section 2.9 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.
- 2.7 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.

- 2.8 Admission Fees. The collection of admission fees for the exhibition of movies or for other programs that are sponsored or presented by the U. T. System or any of the institutions or, if permitted by and scheduled in accordance with the approved rules and regulations of the institution, by the students' association or by a registered student, faculty, or staff organization.
- 2.9 501(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 the 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.
- 2.10 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.
- 2.11 Event Sponsors. Under the terms of an approved written agreement, the acknowledgement of a sponsor of an intercollegiate athletics department or athletic event of an institution may be displayed on the official web page of such athletics department and, at the option of the sponsor, a textual hypertext link and/or a graphic hypertext link to the Web page of the sponsor may also be displayed. Such agreement may also provide for an acknowledgement of the sponsor to be announced over a public address system, displayed on a scoreboard or electronic message center, or displayed by other means at locations designated for that purpose in athletic facilities pursuant to an approved policy of the institution. The content of such acknowledgement and any use of the name, logos, symbols, or marks of an institution by the sponsor must be according to established formats approved by the Trademark Licensing Director or, if nonstandard, have the prior written approval of the Trademark Licensing Director. See also The University of Texas System Administration Policy UTS122, *Guidelines for Web Site Solicitations*.

- 2.12 Electronic Message Centers. Advertising displayed on an outdoor electronic marquee or message center owned and operated by the U. T. System or any of the institutions.
- 2.13 Athletic Tournaments. Advertising and merchandise displayed at an athletic tournament that is sanctioned by the official national or international organization for such athletic competitions, provided that, such advertising and merchandise is required to be displayed under the terms of one or more contractual agreements between such organization and one or more sponsors and such contracts were in effect prior to the date that an institution was selected as the site for the tournament.
- 2.14 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.
- 2.15 Computer Hardware and Software. The display and demonstration by manufacturers and distributors of personal computer hardware and software suitable for use by students and faculty in the academic programs of an institution and the presentation of information and demonstrations related to remote networks for personal computers by entities that provide access to such networks. Such activities may be conducted once each academic year upon invitation by the president of the institution or his or her delegate and must be limited to the time and place designated by and under guidelines specified and controlled by the institution. A manufacturer or distributor of personal computer hardware or software or an entity that provides access to remote networks for personal computers may not make sales or take orders.
- 2.16 Benefit Plan Information. The distribution or presentation to officers and employees of the U. T. System or any of the institutions of material related to health benefit plans, life insurance, tax sheltered annuities, retirement plans or programs, or other benefits that are available to such officers and employees through employee benefit plans or programs offered by or approved by the U. T. System or any of the institutions. Such material may be distributed or presented only at the Office of Human Resources of the U. T. System or any of the institutions, at the benefits office of a health profession practice plan of a health institution, or at meetings scheduled for that purpose pursuant to guidelines established by the U. T. System Office of Human Resources. Those companies that are currently authorized Optional Retirement Program vendors may, at the invitation of the U. T. System or any of the institutions, be permitted to engage in on-campus group seminars for the purpose of providing education, product marketing, and participant enrollment, subject to such rules and limitations as the U. T. System may deem necessary and appropriate. Currently authorized Optional Retirement Program vendors may advertise such on-campus meetings throughout the institution, subject to prior approval by the institution. The term “currently authorized Optional Retirement Program vendor” means a company that has a current contractual agreement with the U. T. System to provide Optional Retirement Program products to officers and employees of the U. T.

System or any of the institutions but does not include those companies with grandfathered Optional Retirement Program participation or vendors of Tax Sheltered Annuity products or services.

- 2.17 Employee Discount Programs. The distribution or presentation to employees of the U. T. System and any of the institutions of material related to products and services offered by companies that provide employee discount programs, merchandise membership programs, credit union and banking programs, or other benefits that are available to such officers and employees through discount plans or programs approved by the U. T. System or any of the institutions. Such material may be distributed or presented by the Office of Human Resources of the U. T. System or any of the institutions, with the approval of the institution's president, and placed on institution web pages for the purpose of providing education, product and service information, and participant enrollment, in accordance with guidelines promulgated by the Executive Vice Chancellor for Business Affairs.
- 2.18 Employees. Solicitation by the officers or employees of the U. T. System or any of the institutions acting in the course and scope of their authority.
- 2.19 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 the 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.
- 2.20 Commonly Used Services.
  - (a) Delegation. The display and distribution of printed material from tables or booths by providers of services that are commonly utilized by students, faculty, and staff of the U. T. System or any of the institutions, such as financial institutions, long distance telephone carriers, utilities, housing locators, printers and duplicators, tutors, or employment agencies. The Board delegates to the Chancellor or president the authority to designate no more than two one-day periods each academic year for the



activities authorized under this provision and will determine their time and place as well as the number of providers who participate. The activities of a provider must be conducted in compliance with State law, Section 1 above, and other U. T. System or institutional guidelines. A provider may not make sales of or take orders for services. The U. T. System or any of the institutions shall charge an appropriate fee for the privilege of conducting such activities. Any provider who violates State law, the Regents' *Rules and Regulations*, or the applicable guidelines of the institution in the course of activities permitted under this provision, shall not be permitted to participate in such activities for a period of one (1) year from the date of the violation.

- (b) **Restrictions on Credit Card Marketing.** An individual who has exercised delegated authority under (a) above to allow campus credit card marketing activities shall comply with all requirements of Chapter 761 of the *Texas Business and Commerce Code* and shall assure that a session on credit card and debt education, as well as protecting personal information from identity theft, is included in all orientation programs for new students.

2.21 **Athletic Events, Professional Entertainment Touring Events, or Cultural or Historical Festivals or Exhibitions.**

- (a) **Delegation.** A president may designate a reasonable number of areas in a reasonable proximity to the exterior of a facility used for intercollegiate athletic events, professional entertainment touring events, or occasional cultural or historical festivals or exhibitions, and may authorize such areas to be used for the display of motor-propelled vehicles and for the location of booths, tables, or kiosks to be used for the display of merchandise, the distribution of free samples of merchandise, and the display and distribution of printed material related to merchandise, products, or services. Such activities may be authorized only on the day before and the day or days of an intercollegiate athletic event, a professional entertainment touring event, a cultural or historical festival or exhibition, or an event that is related to athletics that takes place in the facility. The president may designate a reasonable number of areas inside a facility to be used for intercollegiate athletic events, professional entertainment touring events, or cultural or historical festivals or exhibitions for such activities if the safety officer of the institution approves the designation and use of the area. All persons engaged in or associated with such displays and distributions must conduct those activities in compliance with State law, the Regents' *Rules and Regulations*, and with other guidelines specified by the institution. Such persons may not make sales of or take orders for such vehicles, merchandise, products, or services. The institution shall charge an appropriate fee for the privilege of using such areas. Persons or entities that violate State law, the Regents' *Rules and Regulations*, or the applicable guidelines of the institution while using designated areas under this provision shall not be permitted to engage in activities under this provision for a period of one (1) year from the date of the violation.

- (b) Restrictions on Credit Card Marketing. An individual who has exercised delegated authority under (a) above to allow campus credit card marketing activities shall comply with all requirements of Chapter 761 of the *Texas Business and Commerce Code* and shall assure that a session on credit card and debt education, as well as protecting personal information from identity theft, is included in all orientation programs for new students.
- 2.22 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 request 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 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.
- 2.23 Support of a Candidate or Proposition. The request to support or to vote for or against a candidate for an elective position or office or for or against a proposition on a ballot for a public election held pursuant to federal, State, or local laws when such request is made by a registered student, faculty, or staff organization, or by a student, faculty member, or staff member. Persons or organizations must conduct such activities in compliance with Section 2 above; with the time, place, and manner regulations of the institution; with the provisions of federal, State, or local laws governing such election; and may not use any equipment, supplies, or services of an institution. 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 duties for an institution. No registered student, faculty, or staff organization that receives State funds from any source may engage in such activities.
- 2.24 Web Page Link. The placement on an institution web page (as defined below) of textual and graphic information and a hypertext link to the web site of a person or commercial entity for which the U. T. System or any of the institutions may receive revenue or avoid costs as a result of the permitted solicitation ("Web Site Solicitation"). Web Site Solicitations shall be placed on institution web pages in accordance with guidelines promulgated by the Executive Vice Chancellor for Business Affairs. An institution web page is a page created or maintained by or on behalf of an institution or an office, department, or division of an institution, and located within an institution's information technology environment.

- 2.25 Roommate Advertisements. Subject to the institution's reasonable and nondiscriminatory rules concerning time, place, and manner of posting, students, faculty, and staff may post advertisements for roommates, subleases, and sales of used goods that the seller has personally owned and used.
- 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 the 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 Rule 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 U.T. System policy, 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 Administration Policy UTS157, *Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles*.

- 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 any applicable U. T. System policy.
- 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 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 any U. T. System policy.
- 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 any U. T. System policy.
- 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 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, 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 the institutions, may reserve and use buildings, grounds, and facilities owned or controlled by the U. T. System or any of the institutions in compliance with reasonable and nondiscriminatory time, place, and manner provisions of the approved regulations of the U. T. System or any of the 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 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 the 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 the 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 the 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 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, and with directives issued by administrative officials of the U. T. System or U. T. System institution in the course of their authorized duties; and to observe standards of conduct appropriate for an academic institution.
- Sec. 2 Institutional Rules. Each U. T. System institution shall adopt rules and regulations concerning student conduct and discipline. Such rules shall be in accordance with a model policy developed by the Office of General Counsel that complies with State and federal law, Regents' Rules, and U. T. System policies. Institutional rules shall become effective upon review and approval by the Executive Vice Chancellor for Health Affairs or the Executive Vice Chancellor for Academic Affairs, as appropriate, and by the Vice Chancellor and General Counsel. Each student is deemed to have notice of the provisions of the Regents' *Rules and Regulations* and institutional policies.

## 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.

#### 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) Senior Associate Dean for Student Affairs - Graduate School of Biomedical Sciences
- (c) Director of Admissions & Student Affairs, - School of Nursing
- (d) Associate Dean for Academic and Student Affairs – School of Health Professions

**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** - an employee who has any type of faculty appointment, is paid a salary or received any benefits from UTMB, regardless of the source of funds or assignment during the year.

**Student** - a person currently enrolled at UTMB, or who is accepted for admission or readmission to UTMB, or who has been enrolled at 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 or when regularly scheduled classes are suspended due to emergent situations.

**Day** – a calendar day except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergent situations.

## 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 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 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.

## 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;
- 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, Regents' *Rules and Regulations*).

- the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the UT System or component institution
- 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 IHOP 3.2.4, Sexual Harassment and Misconduct)
- sexual assault as defined by state criminal codes (See IHOP 7.1.12, 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
- any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic on campus is subject to discipline. If a student is found responsible for illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction assessed 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, harassing or inappropriate emails, text messaged or 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, with the exception of Title IX violations. The Title IX Coordinator shall be responsible for the investigation and adjudication of such cases. 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 the investigation and or to discuss the allegations. The written request may be mailed to the address in the registrar's records, emailed to the student at the email address on record with the University or may be hand delivered to a student. Subsequently, a written request for the student to appear at a certain place and time at least three weekdays after the date of the letter, if the request is sent regular mail, or at least two weekdays after the date of the request if the request is sent by email or hand delivered. Searches of student-occupied premises or of a student's personal possessions shall be only as authorized by law. The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the registrar, or the failure to read mail or email shall not be good cause for the failure to respond to a summons.

### **Interim Disciplinary Action**

The Student Affairs Officer may take immediate interim disciplinary action when such action is in the best interest of the institution, this includes but is not limited to 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. Hearings in these cases should be held within ten (10) working days after the interim disciplinary action was taken; however, at the discretion of the Student Affairs Officer, the ten(10) day period may be extended for a period not to exceed an additional 10 days.

### **Withholding Transcripts, Grades, Degrees**

Notwithstanding the above, the Student Affairs Officer may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the University of Texas System or UTMB that would reasonably allow the imposition of such penalty. The Student Affairs Officer may take such action pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the Student

Affairs Officer has provided the student an opportunity to provide a preliminary response to the allegations and in the opinion of the Student Affairs officer, the best interests of the University of Texas System or UTMB would be served by this action.

## 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 ten (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
- 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
- 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, and agrees to the sanctions the Student Affairs Officer assesses, the student may execute a written waiver of the hearing procedures. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.

In any case where the accused student elects not to dispute the facts upon which the charges are based, but does not agree with the sanctions assessed by the Student Affairs Officer, the student may execute a written waiver of the hearing procedures specified "Hearing Decision" section of this policy yet retain the right to appeal the decision of the Student Affairs Officer only on the issue of penalty. The appeal regarding the penalty will be to the president of UTMB.

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.

### **Contested Cases**

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 members. 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 three (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 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 finding of responsibility, 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 whether the accused student is responsible for the violations as charged.

## **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 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, the 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 fourteen (14) days of the conclusion of the hearing. Additionally, both the

accuser and the accused shall be informed of the outcome in writing of any campus disciplinary proceedings brought which alleges a sexual assault. 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**

The appealing party must submit a written appeal stating the specific reasons for the appeal and any argument to the president of UTMB with a copy to the other party. The appeal must be stamped as received by the President's Office no later than (14) days after the appealing party has been notified of the sanction assessed by the Student Affairs Officer or the decision of the Hearing Panel. 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 fourteen (14) day period of the appeal. The non-appealing party may submit a response to the appeal which must be received by the President's Office no later than 5 days after receipt of the appeal with a copy to the other party. The appeal must be in writing and specifically state the reason for the appeal and what action by the President is sought.

The Student Affairs Officer will submit the record from the hearing to the president as soon as it is available to the Student Affairs Officer. At the discretion of the president, both parties may present oral arguments in an appeal from the decision of the Hearing Panel.

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 thirty (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 bar 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 sanction 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 by the Student Affairs Officer. It shall be treated as confidential, and shall not be accessible by anyone other than the Dean or university officials with legitimate educational interests 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 Human Resources Office of Employee Relations or sending the employee to Employee Relations 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 allegation(s) is required to contact Employee Relations or send the complainant to Employee Relations. 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, classroom, or outside work setting while on official UTMB business.
- B. **Sexual Harassment.** Sexual harassment, includes unwelcome sexual advances, requests for sexual favors, 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;
  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;
- 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, a conflict of interest 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. No employee shall have a romantic or sexual relationship with another employee or student that may result in a breach of his or her professional obligations or if such relationship creates a conflict of interest.

Complaints concerning consensual relationships by non-participating individuals will be treated as third-party sexual harassment or sexual misconduct complaints and be reported to Employee Relations or to the Student Equal Opportunity Officer.

### **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 any member of UTMB management. The following are recommended resources for reporting violations of this policy:

**Employees:**

- Human Resources Office of Employee Relations
- the academic or administrative official responsible for the department
- the immediate supervisor of the alleged harasser, if the alleged harasser is an employee;

**Correctional Managed Care (CMC)**

- UTMB CMC employees are to report the incident to their assigned Regional Human Resources Representative and/or to the supervisors

**Students**

- The Title IX Coordinator, 2.118 Jamail Student Center, 409-772-2112, or TitleIX@utmb.edu

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 (3) working days to the Title IX Coordinator.

**Filing a Complaint of Sexual Harassment and/or Sexual Misconduct**

Employees may file a complaint of sexual harassment or sexual misconduct with the Human Resources Office of Employee Relations.

Students may file a complaint with the Title IX Coordinator, 2.118 Jamail Student Center, 409-772-2112, or TitleIX@utmb.edu

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 Employee Relations or the Title IX Coordinator, 2.118 Jamail Student Center, 409-772-2112, or TitleIX@utmb.edu.

The investigation may include, but is not limited to, interviews with witnesses and discussions with the involved parties. After the investigation is completed Human Resources or the Title IX Coordinator will issue findings and, if necessary, recommend 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 Office of Human Resources Department, or with the Title IX Coordinator if the complaint involves a student.

The results of the Office of Human Resources investigation will be communicated to the department head and the entity leader when an employee is the complainant.

**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 year.

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.

During orientation students are referred to the University catalog in which the sexual harassment policy is indexed under conduct and discipline. Students are also required to complete a training program as part of institutional training every year.

**IHOP POLICY 7.1.12**

# STUDENT SEXUAL ASSAULT POLICY

## Policy

UTMB will not tolerate sexual assault in any form. 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 Title IX Coordinator or their designee 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 on 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 request assistance with changing academic and/or living arrangements following an alleged sexual assault if such arrangements are reasonably available.

The University also has an obligation to respond to student-on-student sexual harassment that occurred off school grounds, including activities that are outside the university educational program. When a student files a complaint with the university, processes must be initiated to address the complaint. If there is an allegation that other students are taunting or harassing the complainant, then the university will make efforts to prevent further sexual harassment or retaliation by either the perpetrator or associates of the perpetrator.

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. On-campus disciplinary action in cases of alleged sexual assault shall follow the procedures outlined in UTMB IHOP Policy 7.1.3 Student Conduct and Discipline Policy.

Additionally, both accuser and accused are entitled to certain rights: the same rights listed in the Notice Section UTMB IHOP Policy Student Conduct and Discipline; and to be informed in writing of the outcome of any campus disciplinary proceedings regarding allegations of sexual assault.

### References

20 U.S.C. § 1092(f)(8)

US Department of Education OCR April 4, 2011 Dear Colleague Letter  
re: Sexual Violence

IHOP 3.2.4 Sexual Harassment and Misconduct

IHOP 7.1.3 Student Conduct and Discipline Policy

## IHOP POLICY 7.1.13

### OTHER NON-ACADEMIC CONCERNS POLICY

Student grievances that reflect other non-academic 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 of the respective UTMB school. If the decision rendered by the Dean of the respective UTMB school is unsatisfactory to the student, the student may appeal to the president in writing within ten (10) business days. The president shall render a final decision.

## **IHOP POLICY 7.1.14**

### **STUDENT NONACADEMIC GRIEVANCE PROCEDURES**

#### **Policy**

Policies and grievance procedures exist for discrimination (Policy 3.2.1), sexual harassment (Policy 3.2.4), sexual assault (Policy 7.1.12) and other non-academic 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 Academic and Student Affairs - School of Health Professions
- Senior Associate Dean for Student Affairs - School of Medicine
- Director of Admissions & Student Affairs - School of Nursing

In cases of sexual assault, students are advised to contact University Police at 2-111 (on campus) or 772-1111 (from off campus).

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 3 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 dean's designee will meet with the student usually within three (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 Student Equal Opportunity and Diversity Officer.

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.

#### **Student Office of Equal Opportunity**

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 Title IX Coordinator within 5 working days from the action or condition giving rise to the complaint. After consulting with the student, the Title IX Coordinator shall consult with the relevant Student Affairs Officer concerning the matter, and the Student Affairs Officer shall have the opportunity to initiate an inquiry, allowing every opportunity for the complaint to be channeled back through the traditional grievance procedure. The Student Equal Opportunity and Diversity Officer 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.

## IHOP POLICY 7.1.1

### STUDENTS WITH DISABILITIES

#### 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.

#### Definitions

**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.

**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, expressing ideas in writing, or solving mathematical problems.

**Essential Functions:** Basic activities (cognitive, psychomotor, and affective) that a student must be able to complete within each professional program of the various schools. 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.

**Reasonable Accommodations:** Any adjustment or modification that allows the qualified individual with a disability equal access to participation as a student in the various programs of the schools at the UTMB. Any reasonable accommodation should not cause undue hardship, financial or otherwise, to the academic/educational programs, schools, or the institution as a whole.

**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.

**The American Disabilities (ADA) Panel:** The ADA Panel reviews disability documentation for the University provided by the student to verify a disability and the appropriateness of any particular accommodation.

**Coordinator of Services for Students with Disabilities (CSSD):** The Vice President for Student Services of UTMB or his/her designee will serve as the CSSD.

**Essential Functions Committee (EFC):** The EFC works closely with the ADA Coordinator and the CSSD with respect to the institution’s overall compliance with the ADA.

**Institutional ADA Coordinator (IADAC):** The IADAC is appointed by the Director of Employee Relations and coordinates the ADA Panel for the UTMB Enterprise.

**School ADA Liaison (SAL):** The SAL is the administrative official responsible for student affairs or his/her designee in each school will also be the School ADA Liaison.

## Policy

It is the policy of the University to fully comply with the Rehabilitation Act, the ADA, and the ADA. 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. 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.

**Note:** Although it is impossible to list all disabilities, the same nondiscriminatory 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 impairment 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 USC 12111). Normal pregnancy and handedness are also excluded as disabilities under the ADA.

## Recruitment Materials

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.

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 Coordinator of Services for Students with Disabilities, Jamail Student Center Suite 2.100 or at ext. 21996. This information will be confidential; only those individuals responsible for assuring reasonable accommodations will be given this information.*

## School Handbook and Bulletins

The school handbooks and bulletins of each UTMB School should contain the following:

*UTMB is committed to equal opportunity for students with disabilities. Each 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 is available upon request. 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, Lee Hage Jamail Student Center Suite 2.100 or at ext. 21996. This information will be confidential; only those individuals responsible for assuring reasonable accommodations will be given this information.*



In addition, school handbooks should contain:

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

## Essential Functions

The faculty of the schools of Health Professions, Medicine, Nursing and Graduate School of Biomedical Science 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.

- A) *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.
- B) *Communication*: Students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written material.
- C) *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
- G) *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.

### **Admission: 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 reasonable accommodations. The specific essential functions for each program are clearly stated in the school bulletin, described during orientation, and as a link on the website.

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 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 School ADA Liaison.

The School ADA Liaison 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.

### **Responsibilities Student**

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 reasonable 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 School ADA Liaison 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 School ADA Liaison 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 ADA Coordinator 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, 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 have already enrolled in an educational program at UTMB and who discover the presence of a disability after enrollment are both eligible and accountable for the provisions

within this policy. Students who become aware of the presence of a disability requiring accommodation should contact the School ADA Liaison, CSSD and/ or IADAC. Students who are diagnosed with a disability after matriculation, or students with a disability will follow the relevant procedures enumerated above and then:

1. review and adhere to the institutional policy on students with disabilities the School ADA Liaison 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
2. inform the course (academic or clinical) instructor/director, if needed, (through the School ADA Liaison) 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 School ADA Liaison 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 ADA Liaison to investigate and respond where appropriate.

## Faculty

Faculty are responsible for implementing approved accommodations as described in the official letter sent by the SAL to the student, program director, and faculty advisor. Such accommodations may include the provision of auxiliary aids, extra time for completion of tests, and other services. No class review session or event should be scheduled in any location that limits appropriate physical and programmatic access.

The School ADA Liaison 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 School ADA Liaison or Institutional ADA Coordinator (IADAC).

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

1. review the policy each year pertaining to students with disabilities
2. 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
3. discuss with the School ADA Liaison any concerns/questions related to the student's ability or to the approved accommodations

## Management of Core Process Responsibilities

*Institutional ADA Coordinator (IADAC):* The Director of Employee Relations will appoint an individual to serve as Institutional ADA Coordinator for UTMB. This individual will report to the Director of Employee Relations. This individual will:

1. monitor all student accommodation activity for employees, faculty, and students
2. communicate changes in law or institutional policy to the School ADA Liaisons 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
3. 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 *Coordinator of Services for Students with Disabilities (CSSD):* 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:

1. work with the ADA Coordinator and School ADA Liaisons on requests for accommodations
2. review annually the performance of each school at UTMB and, jointly with the ADA Coordinator, 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 employee relations
3. provide information related to the process and policy,
4. consult with the office of legal affairs and the office of employee relations relative to issues of policy and law
5. work with the Institutional ADA Coordinator to provide education about the requirements of the Institutional ADA to faculty, staff, students and administration
6. notify the Schools on an annual basis regarding yearly ADA training issues

*Essential Functions Committee:* The office of employee relations will appoint an Essential Functions Committee (EFC). The EFC will work closely with the ADA Coordinator and the CSSD with respect to the institution's overall compliance with the ADA. The Director of Employee Relations 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 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 their findings and recommendations to the director of employee relations and the CSSD.

*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:

1. serve on the EFC
2. serve as contact person relative to students with disabilities in their specific school
3. develop special accommodations when necessary and approved
4. serve as faculty liaison
5. advise the CSSD and ADAC when problems (real and perceived) exist relative to issues pertaining to students with disabilities in the respective school
6. 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
7. coordinate an annual training session for course/clerkship directors pertaining to students with disabilities
8. 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
9. 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 employee relations department will include but is not limited to:

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

*The ADA Panel:* 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:

1. 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
2. review the professional's curriculum vitae to determine whether the professional has appropriate credentials to assess the described disability
3. verify that the documentation from the professional who assessed the student specifies the disability, described how it was assessed, and suggests accommodations which meet the needs of the student and can be reasonably accommodated by the institution
4. respond to questions regarding assessment of disabilities and appropriateness of recommendations from the student with disabilities
5. provide a written decision (to be sent by the SAL) either approving or denying the request for accommodation.
6. 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 employee relations will have the authority to make the final decision regarding whether to invoke this option
7. 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
8. 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
9. the third opinion/assessment will be the prevailing opinion/assessment of whether or not the student has a qualifying disability
10. maintain confidentiality about the student except as needed in privileged circumstances.
11. if the student is considered to have a valid or qualifying disability, the School ADA Liaison will consult with the Panel and the faculty of the academic program in question to determine that the accommodation(s) sought is reasonable
12. if the panel cannot reach agreement about the accommodation, the director of legal affairs, director of employee relations and diversity, and the chair of the academic executive council or their representative will make the final determination.

## Grievance

A student with a qualified disability under the Americans with Disabilities Act of 1990 (ADA), revised 2008, and receiving Section 504 accommodations from the School of Medicine, the School of Nursing, the Graduate School, and/or the School of Health Professions, must first contact the School ADA Liaison (SAL) once they believe they have been: denied reasonable and appropriate accommodations in the classroom environment and/or

1. discriminated against within the academic environment on the basis of disability and/or
2. retaliated against due to an academic accommodation.

After the student consults with the appropriate SAL, the SAL will discuss the issue with the faculty or staff member involved. If the student, SAL, and faculty and/or staff member are unable to resolve the conflict, the student has the option to file a written complaint.

The written complaint must include detailed and specific occurrences and dates of said complaint with any additional information to be included, such as e-mails, or graded items. The students will also state what steps he/she has taken to resolve the situation prior to this appeal letter. In addition, the student will state how he/she would like the conflict to be resolved.

The appeals letter is addressed to the ADA Appeals Committee. The members include the Student ADA Liaison (SAL), the Associate Vice President, University Student Services, who serves as the Coordinator of Services for Students with Disabilities (CSD), and the Institutional ADA Coordinator (IADAC). Once the student's letter is received by the ADA Appeals Committee (SAL, CSD, and IADAC), and a release for information is signed by the student giving the ADA Appeals Committee permission to discuss his/her case and disability, the ADA Appeals Committee schedules a meeting.

Prior to the meeting, the SAL, CSD, or IADAC may contact the student for further information as needed on a case-case basis. When deemed necessary, the committee may also consult with UTMB's Legal Affairs personnel for further guidance and support.

The ADA Appeals Committee will meet to discuss the student's written complaint, investigate concerns, and work toward resolution. This meeting insures the best interest of the student and follows the prescriptive ADA laws which states that each qualified student with a disability receives reasonable and appropriate accommodation in the academic environment. Once the ADA Appeals Committee reaches a decision, the student will receive a written response with stated recommendations from the committee members. Once the ADA Appeals Committee's letter is received by the student, the ADA appeal process is complete. If no resolution is possible or if the decision rendered is unsatisfactory to the student, the student may appeal to the Dean of the respective UTMB school. If the decision rendered by the Dean of the respective UTMB school is unsatisfactory to the student, the student may appeal to the president in writing within ten (10) business days. The president shall render a final decision.

## Accommodations

Students needing information about the physical accessibility of the facilities on the campus should contact the ADA Coordinator. Educational or programmatic accommodations are individually determined to fit the specific needs of a student with a disability. The School ADA Liaison within each school, the CSSD, and the institution's ADA Coordinator 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 SAC, CSSD and ADAC cannot reach an agreement, the Director of Legal Affairs, Director of employee relations and the Chair of the Academic Executive Committee or their representative 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.

## **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 website. The Student Affairs Dean of each school, the Associate Vice President for Student Services, the Students' Ombudsman and the Student Equal Opportunity Officer 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 3.2.1) should be filed with the Student Equal Opportunity Officer.

*Sexual Harassment.* Written allegations of violations of the Sexual Harassment and Misconduct Policy ( IHOP Policy 3.2.4) should be filed with the Student Equal Opportunity Officer.

*Sexual Assault.* In cases of Sexual Assault (UTMB IHOP Policy 7.1.12), campus or local police should be notified immediately. The Student Affairs Dean and Counselors in Student Health and Counseling are available for support.

*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. The ADA Coordinator is responsible for all ADA records and reporting.

*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.

### **Student Absence for Active Military Service**

Under Texas Education Code §51.911, and based on §4.9 of the Coordinating Board Rules, Excused Absence for a Person Called to Active Military Service are administered as follows.

- (a) Upon notice from a student required to participate in active military service, an institution shall excuse a student from attending classes or engaging in other required activities, including examinations.
- (b) A student shall not be penalized for an absence which is excused under this subsection and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.
- (c) Each institution shall adopt a policy under this subsection which includes:
  - (1) the retention of a student's course work completed during the portion of the course prior to the student being called to active military service;
  - (2) the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;
  - (3) a definition of a reasonable time after the absence for the completion of assignments and examinations;
  - (4) procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and
  - (5) an institutional dispute resolution process regarding the policy.
- (d) The maximum period for which a student may be excused under this section shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.
- (e) Institutions are directed to develop and publish policies and procedures to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.

## **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-Time***<sup>5</sup>

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.

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<sup>5</sup>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.

## 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 Health Professions 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, spring, or summer terms in order to be classified as full-time. A graduate student enrolled for less than 9 semester credit hours for a full term 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 Student Affairs Dean or 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 more .....	Full-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.

## COMMENCEMENT

Each UTMB school holds annual commencement exercises for the purpose of recognizing those students who have completed all degree and/or certificate requirements. The School of Nursing, the School of Medicine, and the Graduate School of Biomedical Sciences conduct commencement exercises following the completion of the academic year in the spring of each year. The School of Health Professions conducts commencement exercises following the summer session of the year. All graduating students are expected to attend.

Students who complete their degree programs at a time other than at the close of the period preceding commencement for their school (see “*Degree/Certificate Date*” section of this catalog) will be invited to attend and to participate in the next commencement exercises.

## COURSE NUMBERING

Each course consists of a prefix which represents the discipline (e.g., PHYT for Physical Therapy, NURS for Nursing, NEUR for Neuroscience), and a four-digit number.

In the School of Nursing, the Graduate School of Biomedical Sciences, and the School of Health Professions, the following numbering system is used:

First Digit .....	Level of course
	3 = Junior, 4 = Senior, 5 and 6 = Graduate
Second Digit.....	Credit for course in semester hours of credit
	0 = variable course credit
Third and Fourth Digits .....	Distinguish one course from another within the discipline

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Example:	PATH	6	4	35
Discipline	Level	Credit	To distinguish course	
(Pathology) (6 = graduate)		(4 semester hrs.)		

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In the School of Medicine, the following numbering system is used:

First Digit .....	Level of course
	1 = First Year, 2 = Second Year, 3 = Third Year, 4 = Fourth Year
Second, Third, and Fourth Digits.....	Distinguish one course from another within the discipline

## DEGREE REQUIREMENTS

### Undergraduate Degree Requirements

Faculty of the undergraduate schools have established general degree requirements that must be met by all degree-seeking students. These general degree requirements follow. In addition to these standards, individual programs have additional and specific requirements. Refer to the individual school bulletins for specific degree-program requirements.

Each degree-seeking student is responsible for knowing the degree requirements appropriate to his or her particular degree program and completing those requirements in order to be awarded the degree.

In order to receive a baccalaureate degree from UTMB, the following requirements must be satisfied. Individual schools and programs may have additional requirements.

- 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 minimum overall GPA of 2.0 is required for graduation.

- 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 Health Professions and 30 semester credit hours in the School of Nursing must be taken in residence in the appropriate UTMB school.
- A minimum of twenty-five percent of the credit hours for the undergraduate degree must be completed at UTMB.
- 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.
- 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 section on Core Curriculum Policy lists core curriculum requirements and courses that may be used to satisfy them. 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.
- 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. Students must complete a minimum of fifty percent (50%) of the coursework required in their program at UTMB
- Masters and doctoral programs require a minimum of thirty (30) semester credit hours
- 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 Health Professions, 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	–
W*	–	3	–
Totals	13	27	

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

\*Not included in GPA

\*\*The D grade is not utilized in the GSBS

An unsatisfactory grade (U) in a course graded on a satisfactory/unsatisfactory scale counts as an F in the calculation of the 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:

*summa cum laude* ..... Highest Honors

*magna cum laude*..... High Honors

*cum laude*..... Honors



## **School of Medicine**

Graduation with degree honors is computed as follows:

*summa cum laude* ..... Highest Honors

*magna cum laude*..... High Honors

*cum laude*..... Honors

## **School of Health Professions**

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

*summa cum laude* ..... Highest Honors

*magna cum laude*..... High Honors

*cum laude*..... Honors

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.

## **LIMITATIONS ON NUMBER OF COURSES THAT MAY BE DROPPED UNDER CERTAIN CIRCUMSTANCES**

TEC 51.907 limits the number of courses that a student may drop a maximum of six (6) courses without receiving a grade or incurring an academic penalty. Additional information on this state-mandated requirement may be obtained from Enrollment Services.

## **SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY**

Academic progress will be monitored at the end of each payment period (term) and students must be maintaining satisfactory academic progress as outlined below in order to qualify for financial aid for the next payment period (term).

If a student fails to make SAP at the end of a term, they will be on **“Financial Aid Warning”** for the next term. During this time, the student can receive aid. After that, if the student fails to make SAP, they will not be eligible for further aid but can appeal. If the appeal is approved, the student will be on **“Financial Aid Probation”** and can receive aid for one term. At the end of that term, the student must be making SAP. During the probationary term, the institution may impose conditions for student’s continued eligibility to receive aid.

Students not meeting SAP will be notified via their campus email address of their status and if an appeal is in order, they will be told the process for the appeal.

If a student is not eligible to receive aid because they are not maintaining SAP, they may appeal that decision to the Financial Aid Officer. The student’s appeal must be in writing (email is acceptable) and must include why they failed to make SAP and what has changed that will allow them to make SAP at the next evaluation. The FAO will consult with the Student Affairs Dean of the school in which the student attends to make a determination regarding the appeal. If the appeal is approved, the student must be able to make SAP by the end of the next term OR the student will be placed on an academic plan that will ensure that they are able to meet SAP standards by a specific point in time.

## **Graduate School of Biomedical Sciences**

*GPA:* Students must pass (grade or “C” or better or “S”) at least 5 semester credit hours in any given term. Only grades earned at UTMB are included. Grades of “I” and “WP” are not included.

*Maximum Time Frame:* Students must complete their program in no more than one academic year beyond the normal length of the program. For example, if the program normally takes 6 terms (2 full academic years) to complete, the student would be eligible to receive aid for up to 9 terms (3 full academic years). In addition, students must be progressing at a *pace* which will enable them to complete the program in the allotted timeframe. Pace is calculated by dividing the normal length of the program by the permissible length (for instance 6 terms divided by 9 terms gives you 67%). If the student earns 67% of the credits attempted per term, the student should complete the program within the maximum time frame. Time limits for specific degrees can be found in the Graduate School Bulletin.

## **School of Nursing**

*GPA:* Students must pass (grade or “C” or better for undergraduate students and “B” or better for graduate students; or “S”) at least 3 semester credit hours in any given term *and* have no course failures (grade of “D”, “F”, or “U”). Only grades earned at UTMB are included. Grades of “I” and “W” are not included.

*Maximum Time Frame:* Students must complete their program in no more than one academic year beyond the normal length of the program. For example, if the program normally takes 6 terms (2 full academic years) to complete, the student would be eligible to receive aid for up to 9 terms (3 full academic years). In addition, students must be progressing at a pace which will enable them to complete the program in the allotted timeframe. Pace is calculated by dividing the normal length of the program by the permissible length (for instance 6 terms divided by 9 terms gives you 67%). If the student earns 67% of the credits attempted per term, the student should complete the program within the maximum time frame.

## **School of Health Professions**

*GPA:* Students must pass (grade or “C” or better or “P”) in all courses in any given term *and* maintain at least at 2.0 GPA for undergraduates and at least 3.0 for masters and doctoral students. Only grades earned at UTMB are included. Grades of “I” and “WP” are not included.

*Maximum Time Frame:* Students must complete their program in no more than one academic year beyond the normal length of the program. For example, if the program normally takes 6 terms (2 full academic years) to complete, the student would be eligible to receive aid for up to 9

terms (3 full academic years). In addition, students must be progressing at a pace which will enable them to complete the program in the allotted timeframe. Pace is calculated by dividing the normal length of the program by the permissible length (for instance 6 terms divided by 9 terms gives you 67%). If the student earns 67% of the credits attempted per term, the student should complete the program within the maximum time frame.

### **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 or by MySTAR; 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.

### **CREDIT FOR EXPERIENTIAL LEARNING**

The School of Nursing and the School of Health Professions award credit for Experiential Learning in certain circumstances. See the individual school bulletins for information.

## **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.

### **Graduate and Professional Level, General Policy**

The Graduate School of Biomedical Sciences generally permits a maximum of six (6) Semester Credit hours of transfer work. However, under exceptional circumstances, with the approval of the dean additional credits may be accepted.

The School of Health Professions does not generally permit transfer credit for graduate level courses. However, under exceptional circumstances, with the approval of the dean transfer credit may be accepted.

The School of Nursing permits a maximum twelve (12) semester credit hours of transfer credit.

The School of Medicine does not award transfer credit. Under exceptional circumstances a student may be admitted to the School of Medicine after successful completion of medical courses comparable to the UTMB Basic Science Core curriculum at an LCME accredited institution and receiving a passing score on the USMLE Step 1 exam.

### **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 .. 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

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. The recent renovation has increased the size of the facility to over 49,000 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
- 2 racquetball courts
- Expansive strength training area featuring Cybex and Hammer Strength machines along with specific free weights for the serious lifter or bodybuilder
- 2,000 square foot aerobic/multipurpose room with hardwood floor and complete audio system
- Cardiovascular equipment including treadmills, upright and recumbent stationary bikes and stairclimbers
- Men and Ladies locker/dressing room with individual steam rooms
- Multi-purpose areas for group and specialized training
- Health Promotion/Wellness Program

Outdoor facilities include:

- Two softball fields
- Seven tennis courts, (3 lighted)
- 4/10 of a mile walking/jogging track
- Volleyball court

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 families (spouse and children) living in the same household for a yearly fee of \$210. Lockers are also available for an additional fee.

Hours:

5:30 a.m. to 9 p.m. – Monday through Friday

7:30 a.m. to 7 p.m. – Weekends & Holidays

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

For membership information, please call or write:

UTMB Alumni Field House  
215 Holiday Drive  
Galveston, Texas 77555-1103  
(409) 772-1304

## BOOKSTORE

The UTMB Bookstore was established in 1959. 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 many years, this rebate has represented a 20% cash refund to customers. **STUDENTS SHOULD RETAIN CASH REGISTER RECEIPTS FOR REBATE PURPOSES.** Sale and previously discounted items are not eligible for a rebate. Only valid cash register receipts will be accepted for the rebate. For more information, call or write:

UTMB Bookstore  
Moody Medical Library, Room 1.106  
Galveston, Texas 77555-0667  
(409) 772-1939

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. A complete listing of the International Standard Book number and retail price information for all required and recommended textbooks and supplemental materials is available through the UTMB Bookstore website at: <http://www.utmb.edu/ehs/cbooks2.htm>.

## **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.

## **THE LEE HAGE JAMAIL STUDENT CENTER AND ASHBEL SMITH STUDY/ RECREATIONAL SPACE**

The 19,000-square-foot student center, as well as the student study and recreational space on the ground floor of The Ashbel Smith Building (also referred to as Old Red) provides 24-hour access to accommodate the work and study schedules of UTMB's 2,000-plus students. Students may enter the buildings after hours using electronic ID badges. These spaces provide many useful amenities such as a cafeteria, meeting and conference rooms, and special event space. The ground floor of Ashbel Smith includes a game room with a pool table, foosball and ping-pong tables and TVs, as well as group and general study areas and internet connected computers for student use.

Located on the second floor of the Lee Hage Jamail Student Center are the Office of Student Life, the Office of Associate Vice President for Student Services, the Title IX Coordinator and the Americans with Disabilities Act (ADA) Officer as well as three student conference rooms. These spaces are governed by a student advisory board that makes recommendations to the Office 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 is housed in a five-story building and centrally located on the UTMB campus. It is the oldest medical library in Texas and one of the largest medical research libraries in the Southwest. Collections include 216,159 print volumes, and 29,427 current electronic and print 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 services
- Photocopy and document delivery services
- Computer and audiovisual learning resources
- Classes and consultations on information management
- Historical and rare book collections
- Online Student Testing Center

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

## **LIVING ACCOMMODATIONS**

### **Dormitories and Apartments**

All students should make arrangements for living accommodations immediately upon acceptance to the university. On-campus housing is generally available to single students. To assist married students, an off-campus listing is available.

Dormitory rooms accommodate one student per room in a two person suite, sharing the same bathroom. They are air conditioned, furnished, and include two built-in study desks and a refrigerator in each room.

Those students owning a vehicle and residing in the dormitories should register their vehicle with the Dormitory Office. Once the vehicle has been properly registered, a Dormitory Parking hangtag is available at no cost for assigned parking near the dormitories. Students are cautioned that the hangtags are only valid in the designated dormitory parking areas. A new state law requires that all incoming students, including transfer students, who reside in campus housing, provide proof of the bacterial meningitis vaccine prior to check in.

Dormitories 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 their own phone. Free cable television and internet service are also provided.

### ***Current Semester Approximate Rates***

<b>Semester</b>	<b>Dormitories-Private</b>
Fall	\$1730
Spring	\$1730
Summer	\$1200

For more information and reservations, call or write:

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

### **Ferry Road Apartments**

The Ferry Road Apartments are located at 710, 810 and 910 Ferry Road. Unfurnished efficiency apartments (\$300), 2 bedroom apartments (\$710) and 3 bedroom apartments (\$815) all include paid utilities. Bus service is free to the UTMB campus with a UTMB badge. For more information, please call (409) 750-9792.

## **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, which 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, coke machines, and a TV room complete with cable and stuffed couches. Members also enjoy free use of our washers and dryers. However, the emphasis is on education and, in this respect, Phi Rho offers lots of sympathetic upperclass persons 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 call or write:

Phi Rho Sigma Fraternity  
House Manager  
421 Mechanic Street  
Galveston, Texas 77550  
(409) 772-1939

## **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 over 100 members. We are proud of our house, located at 301 Post Office Street, which is the newest on campus and within easy walking distance of the campus and beach. The house is primarily composed of freshmen and sophomores. It is functional for study and also has a pool for water volleyball and a backyard basketball court. AKK's activities are primarily social, but we also participate in service functions such as blood drives and emphasize participation in the UTMB intramural program. We welcome everyone to come by anytime.

For more information, call or write:

Alpha Kappa Kappa Fraternity  
House Manager  
301 Post Office  
Galveston, Texas 77550  
(409) 772-1939

## **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, 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, call or write:

Phi Beta Pi Fraternity  
House Manager  
401 Mechanic Street  
Galveston, Texas 77550  
(409) 772-1939

## 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. There is a 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 is provided per tenant. For more information, contact Brenda McLaren at (409) 772-8673.

## MEALS

Cafeteria service is available at John Sealy Annex and Joe's (grill, hot selection, sandwich bar, and salads) in the Jamail Student Center 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

<i>Shuttle</i>	<i>Free</i>	
Surface Lots	\$20.00	Per Month
Parking Garages	\$31.25	Per Month
G4 Roof Top	\$160.00	Per Year
Student Parking Permit	\$70.00	Per Year
Late Fee	\$16.00	
Re-connect Fee	\$16.00	

All full-time UTMB students may purchase a Student Parking permit for \$70, which is valid from September 1 through August 31 of each year. These permits may be purchased from the Parking Office located in room 2.206 of the Administration Building, (409) 772-1581. These permits are 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 70 spaces at the Field House lot located on Ferry Road and Mechanic next to the tennis courts and approximately 42 student spaces have been added to the parking lot at the corner of 14th and Market Street. These spaces are located on the south, east, west, and north sides of the lot and are clearly marked in black on the car stops. To avoid a parking citation when parking in this lot, please park only in the spaces identified as “Student Parking Only.”

There are two rows in the center of the lot; the south row is for students. Student permits will also be valid for use in PCP lot, located at 6th & Harborside.

There are seven spaces in the rear of the former Child Care building accessible through the alley between 12th and 13th St.

The north side of U-lot, located at 13th & The Strand, has approximately 40 student parking 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.

Please complete the Student Parking Permit Application if you are interested in obtaining the student parking on a first-come, first-served basis and return it along with your \$70.00 fee for the fiscal year no later than two weeks prior to the beginning of the fall semester to:

UTMB Parking Facilities  
301 University Blvd.  
Administration Bldg. 2.206  
Galveston TX 77555-0118

During the week you are on campus to begin class, please come to the Parking Facilities office in the Administration Bldg., Rm.2.206, to pick up your student parking permit. If you are attending any other semester other than the Fall semester, which begins the fiscal year, and need parking, please contact the Parking Office at (409) 772-1581 for the prorated parking fee.

### **UTMB Parking Lots and Garages**

Students are also eligible to lease spaces in the surface lots and garages. Surface lots lease for \$20 per month, and garages lease for \$31.25 per month.

Rooftop parking in Garage 4 is available for full-time students for a cost of \$160 per year; however, this parking cannot be used in conjunction with a regular student permit. You must be placed on a waiting list. If you are interested in putting your name on the waiting list, please complete the Student Parking G4 Rooftop waiting list application and return it to the address above. Waiting lists exist for all other parking areas, as well.

### **Dormitory and UTMB Apartment Parking**

Students owning a vehicle and residing in the University dormitories and apartments should register their vehicle with the Dorm Office. Once the vehicle has been properly registered, a dormitory parking hangtag will be issued at no charge. Students are cautioned that the dorm hangtags are only valid in the designated dormitory parking areas. The same policy is applicable for the other housing facilities on campus.

### **Night and Weekend Parking**

Night parking permits for Garages 1, 2, 3, 4, and 6 are available for a one-time \$16 charge. There are specific, designated times for this access:

Monday–Friday: 4 p.m. until 5 a.m.

Weekends and holidays: 24 hours.

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

Time restrictions and applicable fees for misuse are listed under “Employee” section for Garage After Hours and Weekend/UTMB Holiday Parking

### **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 Office at (409) 772-1581. Permanent or temporary disabled students must register their vehicle(s) with the Parking Office in the Administration Building, room 2.206.

## **CAMPUS SECURITY**

Students may obtain information regarding UTMB campus safety, including fire safety, missing student notification, campus evacuation and other immediate emergency and threat response information in UTMB IHOP Policy 8.2.2 Campus Security Reporting, available online at: [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Search\\_Results/PNP\\_005003](http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP_005003). Additionally, please note premises owned, rented or leased by UTMB, and areas within 1,000 feet of such premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years of age or older. See Texas Penal Code, Section 71.028.

## University Student Services

University Student Services mission is to support all UTMB students in their academic, professional, and personal goals from admission to graduation. University Student Services nurtures students' altruistic goals of community service and promotes student involvement and leadership in the community through intentional programs, comprehensive services and relevant educational programs. The programs and activities must enhance students overall educational experience and promote the concept that student educational experience is comprised of both the formal curriculum and co-curriculum experiences. The departments are Student Life, Student Health and Counseling, Enrollment Services, Student Disability Services, and Office of Title IX Compliance. Student Services also coordinates New Student Orientation, Honor Pledge activities, and the Student Satisfaction Survey. Student Learning is at the center of our mission and student support programs at UTMB have identified student learning outcomes in support of the educational mission of UTMB. They include: knowledge acquisition, integration and application; humanitarianism; civic involvement; professionalism; interpersonal and intrapersonal skills; leadership skills; and academic persistence. The Office of the Associate Vice President for University Services provides oversight and assessment of student services. Students are encouraged to visit and share concerns and compliments related to every aspect of student life at UTMB. The office is located on the second floor of the Lee Hage Jamail Student Center.

### ASSESSMENT AND EVALUATION OF SERVICES

Each spring, student input is solicited in an annual survey of student services and general campus related items. The survey is a web-based survey that solicits input on a wide variety of issues and programs. Students rank services and provide written comments that contribute useful information in efforts to improve the quality of services and relevant programs. The data is then provided to Student Government Officers who use this data as they meet with campus administrators. The campus department heads also receive the data and provide feedback about the concerns to Student leaders. Responses and enhancements are also communicated to students via department websites.

### OFFICE OF STUDENT LIFE

The Office of Student Life supports the academic mission of the university by collaborating with students and the UTMB community to implement interdisciplinary activities. Programs are designed to enhance experiences and learning outcomes in civic engagement, humanitarianism, professionalism, leadership and inter/intrapersonal skills. These outcomes are addressed through activities categorized as: orientation and transition, leadership and personal development, service and diversity awareness, intramurals and wellness, and interdisciplinary socials.

In support of a cohesive campus community, Student Life coordinates the annual Welcome Weekend for new students. It is a unique tradition to induct students into the UTMB world of friends, colleagues and faculty. A committee of administration and students from all four schools works together for nine months to host Welcome Weekend, making it a substantial leadership development project as well.

Leadership development is integral to enhancing a student's experience here at UTMB. Student Life mentors student leaders in the Student Government Association (see below) and the 75+ student organizations. Also, the Student Life Activity and Events Committee helps Student Life ensure that a student's time spent here at UTMB is a positive experience.

Service is a core value at UTMB, and our students have many opportunities to live this value from the very beginning. In addition to curricular programs, many of the student organizations have service as their primary mission or a significant component in their activities.

Good examples include: SGA sponsors a toy drive in the fall and multiple student organizations host blood drives throughout the year. Among its other functions, the office serves

as a distribution center for communications to and among students. They manage the conference rooms' schedules for the Jamail Student Center, manage the student study and recreational space on the ground floor of the Ashbel Smith Building, provide free fax and notary public services for students, and check out recreational equipment. They sponsor a number of enjoyable activities that provides for a vibrant learning environment that promotes leadership and activism.

In addition to the Student Satisfaction Survey, Student Life administers a self-assessment to all students in leadership positions. The focus of this tool is to determine the level to which their growth and development has been influenced by their involvement in leadership activities. This is then followed by a set of focus groups to help determine ways in which Student Life could better meet student needs and support their development.

## **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 a crucial element of student life. They promote and reinforce teamwork, personal accomplishment, mutual respect and integrity, fair competition, and a balanced life. Intramural activities are open to all students and include flag football, soccer, tennis and dodge ball in the fall semester, basketball, volleyball and tennis in the spring semester, and softball in the summer. In the spring all intramural participants from the past year are provided with an online survey to evaluate the program, their experience with the activities, and provide suggestions for improvement. Results are shared with the Student Government Association and results are used to determine any necessary or desired changes for the upcoming year.

## **STUDENT GOVERNMENT ASSOCIATION**

Each student has different needs and expectations as they begin here at UTMB. The Student Government Association works to meet some of those needs, solve identified problems, and alleviate some of the anxieties by providing co-curricular activities for students. SGA is dedicated to improving the students' academic, social, and cultural environments. Each student contributes indirectly to these aims by payment of the student services fee (during registration), a percentage of which goes to SGA. Students participate directly by taking advantage of the services offered and by getting involved in SGA itself. Dissemination of information about activities is through the senators, by e-mail notices and through announcements posted on bulletin boards throughout the campus.

An Executive Council is elected from the student body and the Student Senate consists of representatives from all four schools and all four medical school classes. This body controls all funds and determines the policies of SGA. It is important that responsible individuals are elected to this body as they represent the students and are instrumental in making decisions that will affect the student body.

A leadership retreat is held in the fall after the final representatives are elected from the new students, This gives the entire group a chance to get to know each other, work together, improve their leadership skills, and set common goals for improving the experiences of all students here at UTMB.

The SGA Senate meets the first and third Tuesday of every month, at noon, in the Senate Room 2.132, Jamail Student Center. The meetings are open to the student body and anyone interested is welcome to attend. The SGA Budget Committee meets once a week (at advertised times) to review funding proposals from students or student organizations.

Each spring the SGA and Student Life provide an annual Student Satisfaction Survey to assess the overall satisfaction and needs of students. It is an online survey and the results help direct the Senate's goals and objectives for the upcoming year. The results are also shared with University administrators to continually improve the student services.

## STUDENT ORGANIZATIONS

Each fall the student leaders in approximately seventy student groups attend an Organization Orientation. This seminar covers risk management issues as well as. Student leaders are provided with a Registered Student Organization Handbook which covers UT System, UTMB, Student Life and Student Government Association (SGA) policies; the process for receiving event and educational travel funds through the SGA; and a number of leadership resources including the stages of group development, how to run a meeting, parliamentary procedures, goal setting, and the Social Change Model of Leadership, plus much more.

A number of these student organizations continue UTMB's tradition of service, activism and cultural awareness by organizing remarkable programs that enrich the campus, Galveston community, and the lives of our students. Registered UTMB student organizations include a variety of University-wide as well as school-specific interests. Information regarding currently registered student organizations and a pdf version of the Registered Student Organization Handbook is available in the Office of Student Life and on our website at [www.utmb.edu/studentlife/studentorganizations](http://www.utmb.edu/studentlife/studentorganizations).

Organizations by interest categories are as follows:

### Honorary Societies

- Gold Humanism
- Lambda Tau (Clinical Laboratory Sciences)
- Pi Theta Epsilon, Nu Chapter (Occupational Therapy)

### Special Interest (Interdisciplinary)

- American Association of Physicians of Indian Origin
- Chinese Student and Scholars Association
- Gay Straight Alliance
- Latino Medical Student Association
- Military Medical Student Association
- Netters Knitters
- Pan African Student Society
- Que Quiere Decir (Spanish Club)
- Right to Life Advocates
- Running Club
- Soccer Association at UTMB
- Songs for Seniors
- Syncope (acapella group)
- Table Tennis Club
- TEDx Galveston
- Ultimate Frisbee Organization

### Service (Interdisciplinary)

- American Red Cross Student Association
- The Butterfly Project
- Frontera de Salud
- Global Water Brigades
- Hospice and Palliative Care Organization
- Student Caring Clowns
- St. Vincent's House Free Clinic
- Students Together for Service

## **Religious Organizations**

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

## **School of Nursing**

Student Nurses Association at UTMB

## **School of Medicine**

Alliance in Internal Medicine  
American Medical Association  
American Medical Student Association  
American Medical Women's Association  
American Physicians Scientist Association  
Anesthesia Club  
Austin Students Activity Council  
Dermatology Interest Group at UTMB  
Emergency Medicine Interest Group  
Family Medicine Interest Group  
Honor Education Council  
MD/PhD Student Organization  
Obstetrics and Gynecology Student Society  
Ophthalmology Student Society  
Otolaryngology Student Association  
Pathology Association for Students  
Pediatric Student Association  
Plastic and Reconstruction Surgery Interest Group  
Public Health Organization  
Radiology Interest Group  
Scribes Council  
Sports Medicine Initiative  
Student Interest Group in Neurology  
Student National Medical Association  
Student Orthopedic Surgery Journal Club  
Student Psychiatry Organization  
Student Surgical Society  
Students for Integrative Medicine  
Students Improving Global Health Together  
Wilderness Medicine Society  
Women Surgeons Association Student Group

## **Medical Fraternities**

Phi Beta Pi  
Phi Chi  
Phi Rho Sigma



## **School of Health Professions**

Physicians Assistant Class of 2013  
Physicians Assistant Class of 2015  
Physical Therapy Class of 2014  
Physical Therapy Class of 2015  
Respiratory Therapy Student Association  
Student Occupational Therapy Association  
Student Organization for Clinical Laboratory Science

## **Graduate School of Biomedical Sciences**

American Physician Scientist Association  
Biological Chemistry Student Organization  
Committee for Career Development  
Graduate Student Organization  
MD/PhD Student Organization  
Muscle Biology of Exercise & Nutrition  
Pharmacology & Toxicology Student Organization  
Population Health Science Graduate Student Organization  
Public Health Organization  
Rehabilitation Student Organization  
Society for Cell Biology  
Students for Bioethics and Humanities

## **STUDENT PUBLICATION**

*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 funded through student services fees. The Student Government Association secretary serves as the student editor, working with the Student Life staff. SGA representatives from each of the four schools make up the Executive Task Force, and secretaries or historians of UTMB student clubs are considered part of 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.

## **OMBUDSMAN**

The ombudsman service is a non-threatening neutral third party available to listen to student’s concerns related to the University and is a source of information regarding institutional services, processes and policies. The ombudsman assists students with concerns that may not have been handled to their satisfaction and are seeking an appeal. The ombudsman will help students: clarify their issues, identify the process, and determine their options for resolving issues. Students are invited to contact the ombudsman through University Student Services at (409) 747-9055. Students are provided information about the services at Orientation and are reminded at least annually by an email broadcast sent to all students. Students have other avenues to resolve complaints; they can go to their student affairs dean, faculty advisors, department heads and the Equal Opportunity Officer. Students are encouraged to address their concern to the party directly; if they are not satisfied with the decision they then can take the concern to the next level. In non-academic complaints the President of the University is the final level of appeal. With academic complaints the Dean is the final level of appeal after utilizing the academic appeal process; see the individual school bulletins for more information. The Ombudsman keeps a confidential record of submitted student concerns and outcomes. The Ombudsman is required in some cases to notify

the Title IX coordinator (e.g. sexual harassment) in order to protect the student or campus. The Ombudsman provides a report with aggregate data to campus officials in order to identify trends, issues and support.

In November 2004, a web-based system for reporting professionalism concerns was introduced on campus. The “Professionalism Button” (a link on the university homepage) provides an on-line mechanism for students to submit their concerns or complaints quickly and anonymously 24 hours a day and seven days a week. The submitted professional concern note is emailed directly to the student Ombudsman anonymously. The email does not provide the student’s email address. The return address is [www@utmb.edu](mailto:www@utmb.edu). Students can, however, elect to provide contact information. This is useful in the case that the Ombudsman would need more information regarding the situation. Students can access information about the student Ombudsman and student academic and conduct policies by going to the website at <http://intranet.utmb.edu/studentervices/uss/ombudsman.html>

## **STUDENT HEALTH AND COUNSELING**

Student Health and Counseling provides primary care, confidential counseling and psychiatric services for enrolled students with an emphasis on wellness and prevention. Student Health and Counseling utilizes a multidisciplinary team approach to providing care. Students from all participating schools have the opportunity to play an integral part in planning efforts and the operation of Student Health and Counseling through participation on the Student Health Governance Committee. Through payment of the Medical Services fee and Student Services fee, students are eligible to use Student Health and Counseling. Student Health and Counseling 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 Access Center at (409) 772-2222. There is no charge for professional services at Student Health and Counseling. 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.

UT System contracts with Blue Cross Blue Shield (BCBS) Insurance to offer a low cost student injury and sickness insurance policy for all UT students. Enrollment for BCBS is completed online at [www.ahpcare.com/utmb](http://www.ahpcare.com/utmb). More information on health insurance is available through the office of Student Health and Counseling and on their web site. Health services offered include but are not limited to: physicals, well woman exams and family planning; screening for and provision of required immunizations and TB skin testing; evaluation and treatment of minor illnesses and injuries; assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases; and health and wellness education. Travel immunizations are also available for a fee.

Exposures to blood and body fluids should be evaluated for the need to initiate chemoprophylaxis within two hours of the exposure. Students should notify their faculty supervisor and report immediately to Student Health or after hours to the UTMB emergency department for evaluation. Students off campus at the time of an exposure can call Student Health or after hours the Access Center for assistance.

Counseling and psychiatric services provided include: individual, couple, family, and group therapy; psychological assessment; psychiatric consultation and medication management; crisis intervention; and substance abuse assessment, counseling and education. Counselors see students for both short and long term counseling based on the needs of the individual student. Alcohol and substance abuse screening, counseling, and treatment referrals are available through Student Health and Counseling.

Student Health and Counseling maintains all student medical and counseling records in compliance with UTMB policies and procedures related to use, disclosure and confidentiality of personal health information. The exception to this policy is the release of student immunization records. Students may access their immunization records online and this information may be shared with the schools as necessary for participation in educational programs.

The services provided through Student Health and Counseling are evaluated on a regular basis. The Student Health Governance Committee and Student Government Association are asked for feedback on services provided on a regular basis. This information and information from the annual SGA survey are used to evaluate services provided in Student Health and Counseling.

## **OFFICE OF ENROLLMENT SERVICES**

Enrollment Services provides Registrar and Financial Aid services to students in a One-Stop-Shop environment. The staff members have a strong commitment to service to our students.

Enrollment Services uses the information and the comments from the annual Student Government Survey and take action based on the input to improve our services. We post the issues and the actions we have taken on our website to inform our students.

Students are always welcome talk directly with the Executive Director of Enrollment Services and University Registrar.

Enrollment Services provides services on-line for students, using UTMB MySTAR. These services include admissions, registration, certification of enrollment and financial aid processing, as well as viewing class schedules, grades, and transcript 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.

The University of Texas Medical Branch complies with the Family Education Rights and Privacy Act (FERPA), state statutes, including the Texas Open Records Act, and all other federal, state, system and university policies with respect to the security of student records. The University of Texas Medical Branch Policy on Release of Student Academic Data is printed on the inside cover of this publication. Enrollment Services in conjunction with Information Services is responsible for the security, confidentiality, and integrity of its academic records. Files are stored in a secured room that is alarmed and has fire protection. The files are only accessible to university officials as needed to conduct business, but are always in the control of Enrollment Services. The files are maintained following generally accepted guidelines as prescribed by the profession.

As a measure to provide confidentiality and security of social security numbers, we use the Student ID number instead of the social security number as the primary key to access student records.

An applicant or a student may appeal any decision by Enrollment Services to the University Registrar for resolution.

## **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). The FAFSA is available at any college or university, or online at [www.fafsa.ed.gov](http://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

Students may appeal any decision regarding Financial Aid to the University Financial Aid Officer.

### **Student Disabilities Services**

It is UTMB's policy to fully comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment Act of 2008 (P.L. 110-325). UTMB makes every attempt to provide a reasonable accommodation for a qualified student with a disability. Applicants with disabilities are evaluated on a case-by-case basis in accordance with the ability to perform essential functions of the specific school program to which the applicant is seeking entrance. All students 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.

As stated in the Americans with Disabilities Act (ADA) Amendments Act of 2008 (PL 110-325) and Section 504 of the Rehabilitation Act of 1973, a person with a disability is defined as having a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or regarded as having such an impairment.

The UTMB Student ADA Coordinator can be contacted by phone, 409-747-4818, or by fax, 409-747-4819. The office is located in the L.H. Jamail Student Center, Room 2.126. Further information about Student Disabilities Services can be found at <http://www.utmb.edu/student-services/disabilities.asp>

# 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 the educational experience at UTMB. The program of the Institute aims to contribute to the education of self-aware, self-critical health practitioners by introducing perspectives from selected humanities disciplines into their professional education. With their clinical colleagues, program faculty are rethinking the bases on which health care 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 of medicine, religion and medicine, art and medicine, medical jurisprudence, health policy, and the social sciences.

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 medical student's fourth year, an array of humanities elective courses is available, ranging from history of medicine and consent in medicine to major medical novels. Medical students may elect medical humanities as an area of scholarly concentration and receive a certificate upon graduation.

Institute faculty collaborate 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 regularly. Also, the Institute, in collaboration with UTMB hospitals, provides an ethics consultation service to physicians and nurses at the university. A research ethics consultation service is offered in collaboration with the Institute for Translational Sciences.

The graduate program in medical humanities offers graduate work for students pursuing a Ph.D. in the interdisciplinary medical humanities, the only such degree program in the U.S. 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. Its 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.

Sponsorship of the journal *Literature and Medicine* resides in the institute. Areas of special interest represented in recent publications and research by Institute faculty include traumatic brain injury; the future of bioethics; the ethics of visual research in the social sciences; ethical issues in health disparities; women and organ transplantation; narrative ethics; narrative approaches to understanding trauma and catastrophe; community bioethics dialogue; professionalism and professional identity formation; ethical issues in translational science; social, ethical, and political implications of implanted microchips; religious diversity and health; and support for interdisciplinary teams and mentorship in scientific research.

The Institute's status as a national and international leader in the medical and health care humanities was recognized by the American Society for Bioethics and Humanities with its Cornerstone Award in 2012.

## **INSTITUTE FOR TRANSLATIONAL SCIENCES (ITS)**

The Institute is the academic home of a five-year, \$24 million Clinical Translational Sciences Award (CTSA) from the National Institutes of Health/National Center for Research Resources. Through its CTSA award, the institute seeks to facilitate translational research as a rigorous discipline, develop translational research training programs at all levels in the graduate continuum, effectively conduct and bridge step 1 translational research to steps 2 and 3, and interface productively with the national CTSA consortium. In particular, this CTSA helps UTMB build teams of researchers with diverse skills who can work effectively toward positive health outcomes. These teams also serve as exemplary learning environments for the next generation of translational investigators. UTMB's General Clinical Research Center (GCRC) resides within the CTSA and is part of a national network of centers with a primary mission to provide a research infrastructure for clinical investigators who receive grant support from other NIH components or from other Federal agencies. The GCRC has more than 45 consecutive years of funding.

## Faculty Listings

Faculty listings for each school are included in the respective school bulletin

## Helpful Websites and Phone Numbers

Alumni Field House.....	<a href="http://www.utmb.edu/auxiliaryenterprises/AlumniFieldHouse/">http://www.utmb.edu/auxiliaryenterprises/AlumniFieldHouse/</a>
Alumni Relations.....	<a href="http://alumni.utmb.edu/contact/staff">http://alumni.utmb.edu/contact/staff</a>
Bookstore.....	<a href="http://www.utmb.edu/auxiliaryenterprises/Bookstore/#ad-image-0">http://www.utmb.edu/auxiliaryenterprises/Bookstore/#ad-image-0</a>
Department of Pastoral Care .....	<a href="http://blog.utmb.edu/pastoralcare/">http://blog.utmb.edu/pastoralcare/</a>
Dormitories.....	<a href="http://www.utmb.edu/auxiliaryenterprises/Housing/">http://www.utmb.edu/auxiliaryenterprises/Housing/</a>
Enrollment Services .....	<a href="http://www.utmb.edu/enrollmentservices/">http://www.utmb.edu/enrollmentservices/</a>
Equal Opportunity & Diversity .....	<a href="http://hr.utmb.edu/diversity/">http://hr.utmb.edu/diversity/</a>
Moody Medical Library.....	<a href="http://ar.utmb.edu/ar/library/tabid/155/default.aspx">http://ar.utmb.edu/ar/library/tabid/155/default.aspx</a>
Ombudsman .....	<a href="http://www.utmb.edu/ombudsman/">http://www.utmb.edu/ombudsman/</a>
Parking.....	<a href="http://www.utmb.edu/auxiliaryenterprises/ParkingFacilities/">http://www.utmb.edu/auxiliaryenterprises/ParkingFacilities/</a>
President's Office.....	<a href="http://www.utmb.edu/president/">http://www.utmb.edu/president/</a>
Student Wellness.....	<a href="http://www.utmb.edu/studenthealth/">http://www.utmb.edu/studenthealth/</a>
Student Life .....	<a href="http://www.utmb.edu/studentlife/">http://www.utmb.edu/studentlife/</a>
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.  
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