

STUDENT INFORMATION

• anesthesiology and pain management • biochemistry •

cardiovascular and thoracic surgery • cell biology • clinical sciences • dermatology • developmental biology •

family and community medicine • immunology • internal medicine • microbiology • molecular biology •

molecular genetics • neurological surgery • neurology and neurotherapeutics • neuroscience • obstetrics

and gynecology • ophthalmology • orthopaedic surgery • otolaryngology - head and neck surgery • pathology

• pediatrics • pharmacology • physical medicine and rehabilitation • physiology • plastic surgery • psychiatry

• radiation oncology • radiology • surgery • urology



ADMISSION TO THE MEDICAL CURRICULUM

Admission to UT Southwestern Medical School is determined by an Admissions Committee appointed by the dean of the medical school. It is composed of faculty members from both basic science and clinical departments.

■ APPLICATION PROCEDURE

Applications for admission to the first-year class beginning in August of any year must be submitted between May 1 and Oct. 1 preceding the year of desired entrance. Application to any medical or dental school in The University of Texas System, Texas A&M University College of Medicine and Texas Tech University School of Medicine is made to the central application center. Application must be made via the website for the Texas Medical and Dental Schools Application Service at www.utsystem.edu/tmdsas.

■ ACADEMIC PREREQUISITES

Obtaining a baccalaureate degree is strongly recommended for applicants to UT Southwestern; however, applicants may be admitted after completing 90 semester hours (exclusive of physical education requirements).

For applicants attending non-U.S. colleges and universities, it is recommended that undergraduate course work be completed at or credited through a regionally accredited U.S. or Canadian college or university. At least 45 semester hours, including all prerequisites, should have a grade assigned by a U.S. college or university.

It is the responsibility of the applicant to complete all prerequisites prior to matriculating into medical school. Questions regarding prerequisites should be directed initially to the premedical adviser at the applicant's college or university and secondarily to the Texas Medical and Dental Schools Application Service. If necessary, clarification should be obtained from the Admissions Office, with which final acceptance of courses for prerequisite credit rests.

The required course work is as follows:

ENGLISH: One year of college English. A minimum of six semester credit hours is required

with a grade of C or better. English courses must be approved by the English department for fulfillment of the general education English requirement for the baccalaureate degree. Remedial, developmental and "English as a Second Language" courses are not accepted.

BIOLOGY: Two years as required for science majors. One year must include a formal laboratory experience. A minimum of 14 semester credit hours is required with grades of C or better. One semester in biochemistry, as offered for science majors, will be accepted toward fulfilling one-half year of this biology requirement. Courses for non-science majors and courses taught for health-career majors (nursing, pharmacy or health professions sciences) are not accepted.

PHYSICS: One year including laboratory as offered for science majors. A minimum of eight semester credit hours is required with grades of C or better. Any courses for non-science majors or health-career majors (nursing, pharmacy or health professions sciences) are not accepted.

CHEMISTRY: Two years including laboratory as offered for science majors. A minimum of 16 semester credit hours is required with grades of C or better, divided equally between inorganic and organic chemistry. It should include experience in the laboratory and familiarity with analytic and volumetric techniques. Any courses for non-science majors or health-career majors (nursing, pharmacy or health professions sciences) are not accepted.

MATHEMATICS: One-half year of college calculus or statistics. A minimum of three semester credit hours is required with a grade of C or better. The calculus course may be taught by the math or physics department. Business calculus and pre-calculus are not accepted. The statistics course must be math-based and preferably taught in the math department. Business statistics and statistics taught in social sciences or education departments are not accepted.

■ EVALUATION OF APPLICANTS

The Admissions Committee considers all of the

following in evaluating each applicant's acceptability:

- 1) Academic performance in college as reflected in the undergraduate grade-point average;
- 2) The rigor of the undergraduate curriculum;
- 3) Scores from the Medical College Admission Test;
- 4) Recommendation letters from the college premedical committee or faculty;
- 5) Extracurricular activities;
- 6) Research experience;
- 7) Socioeconomic background;
- 8) Any time spent in outside employment;
- 9) Personal integrity and compassion for others;
- 10) The ability to communicate in English;
- 11) Race and/or ethnicity;
- 12) Other personal qualities and individual factors, such as leadership, self-appraisal, determination, social/family support and maturity/coping capabilities;
- 13) The applicant's motivation for a career in medicine.

In addition, applicants are evaluated with regard to the mission of UT Southwestern Medical School, which emphasizes the importance of training primary-care physicians, educating doctors who will practice in medically

underserved areas of Texas, and preparing physician-scientists who seek careers in academic medicine and research.

A personal interview is required and is initiated by invitation from the Admissions Committee. The committee invites applicants to interview who have excellent academic qualifications or who demonstrate convincing evidence of commitment to an area of medicine emphasized in the mission of the medical school and who have academic backgrounds that indicate the potential for success in achieving the M.D. degree.

■ MEDICAL COLLEGE ADMISSION TEST

Each applicant must take the Medical College Admission Test prepared by the American College Testing Program, and the test scores must be available before the Admissions Committee will take action on the application. MCAT scores are valid for five application seasons immediately subsequent to the date taken. The MCAT must be taken in or before the year in which application is made. The test is offered multiple times between January and September each year at premedical college centers. The advantage of taking the test in the spring rests in the applicant's ability to retake it (if necessary) prior to the application deadline.

Registration for the MCAT can be accomplished at the website www.aamc.org.

■ ESSENTIAL FUNCTIONS

All individuals, including people with disabilities, who apply for admission to UT Southwestern Medical School must be able to perform specific essential functions. Essential functions are the basic activities that a student must be able to perform to complete the generalist medical school curriculum. No applicant who can perform the medical school's essential functions — either with or without reasonable accommodations — will be denied consideration for admission. A candidate for the M.D. degree at UT Southwestern must be able to perform these essential functions:

OBSERVATION: Candidates must be able to accurately observe demonstrations and patients



close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, etc.). Candidates also must possess functional use of the sense of vision and somatic sensation. Observation is enhanced by the functional use of the sense of smell.

COMMUNICATION: Candidates must be able to communicate orally and in writing with patients and members of the health care team. Candidates also must be able to read and comprehend written material.

PSYCHOMOTOR SKILLS: Candidates must have sufficient motor function to obtain data from patients using tactile, auditory and visual maneuvers. Candidates must be able to execute motor movements to provide the general care and emergency treatment reasonably required of physicians.

INTELLECTUAL AND COGNITIVE ABILITIES: Candidates must be able to measure, calculate, reason, analyze, synthesize, integrate and apply information. Problem solving, a clinical skill required of physicians, requires all these intellectual abilities. In addition, candidates must be able to comprehend 3-D relationships and to understand the spatial relationships of structures.

BEHAVIORAL AND SOCIAL ATTRIBUTES: Candidates must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that will be assessed during the admissions and education process.

ETHICAL STANDARDS: A candidate must

demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff and patients. Candidates must treat all patients equally without regard to ethnicity, race, gender, religion or any other attribute.

■ BACKGROUND CHECK

Based on the recommendation of the Association of American Medical Colleges and as authorized by the Board of Regents of the UT System, UT Southwestern Medical School will conduct a background check on all medical students prior to their initial enrollment and again if enrollment is interrupted (e.g. for leave of absence). Students are responsible for the costs of the criminal background check.

■ POLICY AGAINST DISCRIMINATION

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status or disability.

To ensure fair treatment of individual cases where discrimination is alleged and to maintain the integrity of the institution's academic system, grievances alleging discrimination should be resolved through use of the institution's internal procedures. Any grievances alleging discrimination should be resolved as promptly as possible. Students are encouraged to use this procedure, and they will not be penalized in any way for filing complaints involving discrimination with the institution. To the extent possible, the student's confidentiality will be protected.

The student who feels discriminated against should seek resolution of the grievance through an appointment with the appropriate department chair or an associate dean for student affairs. The resources of the Office of Equal Opportunity and Minority Affairs also are available to the student. If the student cannot resolve the grievance through these routes, the student should appeal

to the dean of the medical school within 10 calendar days after meeting with the appropriate department chair or associate dean. The dean will meet with the student and within five calendar days of this meeting will elect to 1) call for the appropriate faculty committee to investigate the grievance and make recommendations concerning the matter, 2) choose to investigate the matter personally, or 3) refer the matter to the Office of Equal Opportunity and Minority Affairs for investigation.

An investigation by a faculty committee or dean must be completed within 30 calendar days. An investigation conducted by the Office of Equal Opportunity and Minority Affairs will follow the timetables adopted by the Office of Equal Opportunity and Minority Affairs. If the decision rendered by the dean is unsatisfactory to the student, the student may appeal to the president, who will render the final decision.

■ RESIDENCY DEFINED

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, a prospective student is classified as a resident of Texas, a nonresident or a foreign student. By law, no more than 10 percent of the entering class may be nonresidents. It is the goal of UT Southwestern to accept only those students who are guaranteed to complete the full four years of the curriculum based on citizenship or permanent resident status. Therefore, only applicants who are permanent U.S. residents or U.S. citizens will be considered for interview and admission.

A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident. A citizen, a national or a permanent resident of the United States not eligible to be classified as a resident is classified as a nonresident. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as a domicile while in this country is classified as a foreign student. An individual classified as a nonresident may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while

continuing to be classified as a nonresident.

The student is responsible for registering under the proper residence classification. If there is any question about the student's right to classification as a resident of Texas, it is the student's obligation to consult the Office of the Registrar and have his or her status officially determined. The applicable statutory provisions are set forth in section 54, Texas Education Code. Rules and regulations and interpretations have been issued by the Texas Higher Education Coordinating Board for the effective and uniform administration of these provisions.

Students must file a Core Residency Questionnaire for classification as a resident. If the student's classification as a resident becomes inappropriate for any reason, the student must notify the proper administrative official at the medical center. Information and advice regarding residency status are available from the Office of the Registrar.

Students who fail to qualify as residents or who meet specific criteria may qualify for specific waivers or exemptions. Additionally, Texas residents under specific circumstances may qualify for various tuition reductions. For complete details on these waivers and exemptions, please refer to the website maintained by the Texas Higher Education Coordinating Board at <http://www.collegeforalltexas.com/apps/>.

■ ACTIVE MILITARY SERVICE

A student who withdraws from the medical school to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon request made within one year of being released from active military service. The student may be eligible for the same financial assistance provided before the student's withdrawal.

Students who are engaged in active military service will receive a temporary excused absence from attending classes, engaging in other academic activities, or examinations to participate in called military service. Students who are excused for these activities are expected to

complete assignments and examinations within a reasonable time frame as determined with the course director. Advance notification to the student's course directors of the anticipated absence for this purpose is expected.

Additionally, the student who must withdraw from curricula due to called military service may:

- 1) be refunded the tuition and fees paid by the student for the semester in which the student withdraws;
- 2) be granted an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
- 2) as determined by the instructor, receive an appropriate final grade or credit for all work that has been satisfactorily completed.

■ REQUIRED IMMUNIZATIONS

Upon entry, the following immunizations are required for all students enrolled in health-related courses that will involve direct patient contact in medical- or dental-care facilities or who come in contact with human or animal biological fluids or tissue. Students for whom these immunizations are not required are strongly urged to obtain these immunizations for their own protection.

Students enrolled at UT System institutions will assume the full cost of the immunizations.



TETANUS: proof of one dose of tetanus/diphtheria/acellular pertussis (Tdap) within 10 years.

MEASLES (RUBEOLA): proof of two doses of measles or MMR vaccine, or one dose of measles vaccine and one dose of MMR vaccine administered since Jan. 1, 1968, or a positive titer confirming immunity (must include a copy of the laboratory report);

MUMPS: proof of one dose of mumps or MMR vaccine administered on or after the first birthday, or a positive titer confirming immunity (must include a copy of the laboratory report);

RUBELLA: proof of one dose of rubella or MMR vaccine administered on or after the first birthday, or a positive titer confirming immunity (must include a copy of the laboratory report);

VARICELLA: proof of two doses of varicella vaccine after the first birthday or documentation of history of the disease, including the date, or a positive titer confirming immunity (must include a copy of the laboratory report);

HEPATITIS B: documentation of three doses of hepatitis B vaccine, or a positive titer confirming immunity (must include a copy of the laboratory report);

TUBERCULIN SKIN TEST (PPD): within six months of matriculation or, if history of a positive PPD reading exists, documentation of a chest X-ray within six months of enrollment (must send radiology report of chest X-ray).

■ BACTERIAL MENINGITIS

All new students to UT Southwestern, in conjunction with their initial registration, receive information approved by the Texas Department of Health related to bacterial meningitis. This information includes the symptoms of the disease; how it may be diagnosed and its possible consequences if untreated; how the disease is transmitted; how it may be prevented; and the relative risk of contracting the disease for students of higher education. The information also discusses the availability and effectiveness of vaccination against treatment for the disease and

sources of additional information. Students are requested to confirm their receipt of this information.

Students younger than 30 who will begin their enrollment at UT Southwestern after January 1, 2012, are required to provide a certificate signed by a health practitioner evidencing immunization for bacterial meningitis within the preceding five years. The immunization must be documented at least 10 days prior to the start of the term. All immunization records are maintained by Student Health Services.

■ AIDS, HIV AND HEPATITIS B VIRUS POLICY

UT Southwestern Medical Center recognizes AIDS, human immunodeficiency virus and hepatitis B virus as serious public-health threats and is committed to encouraging an informed and educated response to issues and questions concerning AIDS, HIV and HBV. In furtherance of its commitment, the university has a policy that provides guidance in complying with statutes concerning AIDS, HIV and HBV. This policy addresses administrative policies; residence life; health education; testing for HIV or HBV infection; confidentiality of information relating to people with AIDS or HIV or HBV infection; and patient care. It is applicable to students, faculty and employees of UT Southwestern Medical Center.

A complete copy of the Acquired Immune Deficiency Syndrome, Human Immunodeficiency Virus Infection and Hepatitis B Virus Policy is available in the dean's office of each school, school libraries and most UT Southwestern departments.

The UT System has published educational material about methods of transmission and prevention of HIV infection and about related state laws, which is available to every UT System employee and student. Copies of this material and the educational pamphlet on HIV infection developed by the state Department of Health are available through Student Health Services and will be made available to all students upon request by telephoning UT Southwestern at 214-648-3320.

■ TRANSFERS FROM OTHER MEDICAL SCHOOLS

If positions are available, transfer is permitted for students in good standing at a medical school accredited by the Liaison Committee on Medical Education. Transfer is most easily accommodated at the beginning of the third year. Transfer into the fourth year is not possible. Typically, the availability of positions in the third year will be known in the late spring of the second year, whereas positions in the second year are not known until midsummer of the first year.

Applications and information can be obtained from the Admissions Office. Applications for transfer will be considered by the Admissions Committee of the medical school. Special consideration is given to spouses of medical students, of full-time faculty or of house staff in training at Parkland Memorial Hospital or Children's Medical Center Dallas, or to M.D./Ph.D. candidates whose research mentor relocates to UT Southwestern.

■ ADVANCED STANDING

UT Southwestern does not have an advanced standing program. Admission can be granted only through the usual process to the first-year class. Upon admission, a student is permitted to petition individual departments if exemption from that course is desired. There is no formal process for this, and decisions are totally at the discretion of each department.

TUITION AND FEES

All fees are subject to change without prior publication [by legislative or regental action] and become effective when enacted. The Texas Legislature does not set the specific amount for any particular student fee. The following student fees are authorized by the state statute; however, the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

■ TUITION

Tuition for the 2011-2012 academic year for medical students who are Texas residents is

\$6,550 annually. Tuition for nonresidents is three times the resident tuition rate. Texas statutes also provide that a nonresident student is permitted to pay the same tuition and fees as a Texas resident if the student holds a competitive scholarship worth at least \$1,000 per year.

Students in doubt about their residency status for tuition purposes should consult the Residency Defined section in this chapter.

■ DESIGNATED TUITION

The designated tuition fee is \$8,660 per academic year. By statute, appropriate portions of all tuition income collected is set aside to provide financial assistance for enrolled students. The tuition set-aside funds are awarded annually by the Office of Student Financial Aid.

■ TUITION INSTALLMENT PAYMENTS

Students may elect to pay tuition and certain fees in installment payments (not applicable to the summer term). At the time of registration, students wishing to participate in the installment payment option will be required to sign a promissory note and a truth-in-lending form. These documents will specify the terms and conditions of the payment plan. Students will incur a \$25 charge when participating in the plan. A \$10 late fee will be charged for each payment not received by the due date.

The Office of Accounting will mail notices as reminders of payment due dates; however, students are obligated to pay on or before the due date regardless of the receipt of a reminder. A student who fails to provide full payment of tuition and fees, including late fees assessed, to the university when the payments are due is subject to one or more of the following actions at the university's option: 1) bar against admission at the institution; 2) withholding of grades, degree and official transcript; or 3) all penalties and actions authorized by law.

■ COMPUTER USAGE AND TECHNOLOGY FEES

UT Southwestern provides student computer resources in multiple locations. All medical students pay a computer usage fee of \$245 per academic term. Students should refer to the

Schedule of Fees of the specific academic year for detailed information. Please refer to the section on "Other Expenses" for information regarding computer purchase.

■ GRADUATION FEE

Graduation fees of \$120, payable at registration for the final semester, are required of all medical students who will receive a degree. Students who withdraw before graduation are entitled to a refund. No refund can be given for students who graduate in absentia.

■ HEALTH INSURANCE

With each term registration, all students are required to present documentation of a current health insurance plan. Information regarding the UT System-approved plan is included with registration materials. Students may purchase this plan directly from the vendor or provide documentation of alternate coverage. Per Regents' Rules and Regulations, Rule 50402, students holding non-immigrant visas are required to maintain approved comprehensive health insurance or coverage while enrolled at institutions of The University of Texas System. International students should consult the international affairs coordinator for more information regarding the requirements for them.

■ DISABILITY INSURANCE

Information on disability insurance is available through the Office of Student and Alumni Affairs.

■ INCIDENTAL FEES

Lost identification cards may be replaced for \$10, lost labcarrel keys for \$6.

The Library recovers the cost of some services, such as black and white photocopying and laser printing at 10 cents per page and color laser printing at \$1 per page. Charges for other cost-recovery-based services vary. Theses and other manuscripts can be archived for \$13 per volume. Dissertations can be published and archived for \$81 per volume with an optional copyright fee of \$45. Lost books are charged at replacement cost plus a nonrefundable \$15 processing fee. There is

no charge for literature searching or routine processing of interlibrary loan requests made by students; however, there is a fee for expedited interlibrary loan delivery..

■ LABORATORY FEE

Medical students are required to pay the following laboratory fees: first year, \$35; second year, \$32; third and fourth years each, \$26.

■ LATE REGISTRATION FEE

A late registration fee of \$220 is assessed to any student who has not registered on or before the first day of classes for the term.

■ MALPRACTICE INSURANCE FEE

All medical students are required to pay a malpractice insurance fee. The present charge for this coverage is \$25 per year and is nonrefundable.

■ MEDICAL SERVICES FEE

Students enrolled in the first-, second- and third-year curricula pay a medical services fee of \$225 per academic year. Students enrolled in the fourth-year curriculum pay a medical services fee of \$150. The medical services fee provides necessary supplementation for Student Health Services.

■ RETURNED CHECK FEE

A fee of \$15 will be charged on any check cashed by and returned to the university. If two or more checks are returned, check-cashing privileges will be suspended for one year.

■ STUDENT SERVICES FEE

Students enrolled in first-, second- and third-year curricula pay a student services fee of \$750 per academic year. Students enrolled in the fourth-year curriculum pay a student services fee of \$500 for the academic year. The student services fee is used to support Student Health Services, the Bryan Williams, M.D. Student Center and other student services.

OTHER EXPENSES

■ BOOKS AND EQUIPMENT

The cost of books and equipment essential for a medical student are estimated below. First- and second-year students must have a computer sufficient to utilize the computer-based curriculum. The cost of the computer is included in the books and equipment itemization listed below. Technical specifications are provided to each entering class.

A student should take this information into account in planning for financial support. Approximate costs are as follows:

First year	\$3,200, computer; \$2,520 books and supplies
Second year	\$1,115 books and supplies
Third year	\$3,485 books and supplies
Fourth year	\$766 books and supplies

■ CAMPUS PARKING

Limited parking facilities are available on campus. Any student wishing to park on campus is required to obtain a permit and pay an annual parking and car registration fee. The fee was \$105 for 2011-2012. Student parking is restricted to designated areas, and violations of the parking regulations may result in fines and/or loss of parking privileges.

Special parking is available to people with a permanent disability. Those who permanently require wheelchairs, crutches or leg braces should advise the Office of Parking Services. Every effort will be made to provide special parking for those whose need for crutches or wheelchairs is temporary; those individuals should take a physician's statement with a time estimate to the Office of Parking Services.

Anyone wishing to file a complaint or needing assistance about a parking assignment may contact the Office of Equal Opportunity.

Texas law requires motor vehicles not registered in this state to satisfy the state requirements for vehicle emission inspections. Owners of vehicles who reside in Texas who fail to register the vehicle in Texas or fail to display a current inspection certificate may violate Texas law.

■ MICROSCOPES

Rental microscopes are available for all first- and

second-year students at an annual charge of \$150. Students may choose to provide their own microscopes; if so, individual microscopes must meet the specifications set forth by the Department of Cell Biology.

■ **STUDENT HOUSING**

UT Southwestern Medical Park apartments consist of 282 one- and two-bedroom apartments for full-time medical, graduate and health professions students. All apartments are within a 24-hour security-controlled area. Apartment amenities include all appliances and full-size washer and dryer. Parklike surroundings include a large pool and gazebo, clubhouse, workout facility and study center. A shuttle bus connects apartments with the North and South Campus. More information is available at <http://www.utsouthwestern.edu/utsw/home/facultyadministration/auxiliaryservices/campushousing/index.html>

REFUNDS

All policies regarding the payment or refunding of tuition, fees and charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

A student who officially withdraws from school is entitled to a refund according to the schedule below:

Prior to the first class day	100%
The first five class days	80%
The second five class days	70%
The third five class days	50%
The fourth five class days	25%
No refunds thereafter.	

No refund will be made until the expiration of 12 days after the beginning of classes. A check covering all refunds due will be mailed to the address left with the Office of Accounting. No refund will be granted unless applied for within one year after official withdrawal.

A matriculation fee of \$15 will be deducted

from the refund to students who withdraw before the first class day.

■ **RETURN OF TITLE IV FUNDS**

A student attending UT Southwestern Medical Center who has received student financial aid and who officially withdraws, takes an approved leave of absence or is dismissed may be liable to return all or a portion of any aid received if the student's separation (withdrawal, leave or dismissal) occurs after a term has begun and before completion of the academic term. The Office of Student Financial Aid will utilize approved federal formulas to determine the amount of applicable financial aid as of the separation date. Financial aid funds that must be returned by the separating student will be designated to the appropriate financial aid program in accordance with federal regulations.

A student's separation date is the date the student begins the withdrawal process or officially notifies UT Southwestern of an intent to withdraw; or the student's last date of attendance at a documented, academically related activity.

If UT Southwestern is required to return any funds to one or more financial aid programs on the student's behalf as a result of the student's withdrawal, leave of absence or dismissal within a term, the student will be billed accordingly for all amounts returned on the student's behalf.

STUDENT FINANCIAL AID

UT Southwestern Medical Center makes student financial assistance available through a number of loan, scholarship and employment programs. Most of these programs (unless otherwise noted) are administered by the Office of Student Financial Aid, operating under policies established by the various agencies providing the funds..

UT Southwestern subscribes to the philosophy that financing education is primarily the responsibility of the student and the student's family; however, UT Southwestern seeks, within its means, to assist financially the qualified student whose family resources are insufficient to meet the full costs of education. No student



should allow the pressures of financial constraint to cause a postponement of educational plans without first consulting with the Office of Student Financial Aid. The office can provide the necessary applications, forms and advice concerning the rules and regulations of federal, state and institutional financial-aid programs available to students. Additionally, the office can provide counseling in debt management and can assist students in finding outside sources of aid for which they may qualify. Students are under significant pressure while preparing for classes or clinical rotations, and the Office of Student Financial Aid will attempt to alleviate additional financial burdens.

In order to be eligible for financial assistance, the student must first determine financial need by filing the Free Application for Federal Student Aid for the specific academic year. The FAFSA generally is available beginning Jan. 2 preceding the start of the academic year. For faster processing, the FAFSA is available at the website www.fafsa.ed.gov and accessible as a link from the UT Southwestern Student Financial Aid website. The FAFSA is also available in the traditional paper format from the Office of Student Financial Aid. Financial need is defined as the difference between the reasonable cost of education and the amount that the student and the student's family can reasonably be expected to provide.

Financial-aid awards usually are assigned for the full academic year. All awards are subject to revision if, at any time, the information used as a basis for making the original award changes.

Packets of application materials may be obtained from the Office of Student Financial Aid. Awards are made on a first-come, first-served basis. Application materials should be submitted as far in advance of enrollment as possible in order to be assured full consideration.

Students are eligible to receive financial aid throughout their education provided they continue to demonstrate financial need and are making satisfactory academic progress in their program of study. The continued receipt of financial aid is not automatic, however, and requires annual reapplication. Students should request a copy of the Satisfactory Academic Standards statement from the Office of Student Financial Aid. A student who wishes to reapply for financial assistance each year must submit the FAFSA in order to determine financial need as well as reasonable academic progress toward the degree program. Continuing UT Southwestern students may access their Renewal FAFSA at www.fafsa.ed.gov. This secured site is maintained by the U.S. Department of Education.

Students subject to selective service registration under federal law must file a statement that the student has either registered or

is exempt from registration before the student is eligible to receive financial assistance. This statement is included in the student's financial aid award notification.

■ TYPES OF ASSISTANCE

Student financial aid comprises three general categories: loans, grants or scholarships, and employment. The aid may be received from various sources: federal programs, state programs, private foundations and corporations, individual contributors, and institutional programs. Detailed information regarding the aid programs is available from the Office of Student Financial Aid. The Texas Higher Education Coordinating Board offers detailed information regarding student aid programs that are specific to residents of Texas on their website at <http://collegeforalltexans.com/>.

■ SCHOLARSHIPS, FELLOWSHIPS AND SPECIAL FUNDS

Information on availability of these funds can be obtained from the Office of Student Financial Aid.

Southwestern Medical Foundation has an active scholarship program to help deserving young men and women obtain their medical education. Student aid is available from scholarship memorial funds maintained by the foundation.

UT Southwestern awards scholarships and fellowships to students based upon a broad range of criteria that include financial need, academic performance, current and prior research, career interests, community service and significant contributions to social and academic concerns.

UT Southwestern will honor other expressed wishes of donors in awarding scholarships, including such considerations as career interests, residency status and year in school. Scholarships may be awarded on the basis of financial need or academic performance. There are instances when a combination of financial need and academic performance is used to select the recipient.

Scholarships awarded on the basis of financial need rely on the methodology developed by the U.S. Department of Education. This is the same methodology used to determine eligibility for other financial aid. Scholarships awarded on the

basis of academic performance rely on the assessment of a student's record in comparison to peers. Factors considered in the awarding of various competitive scholarships and fellowships include:

- 1) Academic performance as reflected in the grade-point average;
- 2) Performance on standardized tests (MCAT or GRE);
- 3) Recommendations from professors or mentors;
- 4) Scientific research activities;
- 5) Involvement in community and extracurricular activities;
- 6) Demonstrated leadership and personal integrity.

The Student Scholarship Committee is charged with determining the validity and appropriateness of criteria and making selections when criteria do not automatically identify the recipient.

■ LOANS

Loans are financial obligations that must be repaid. Interest and repayment terms vary among the different programs, and UT Southwestern follows a policy of offering the student the most favorable loan for which he or she qualifies if funds are available in the program. All financial-aid programs administered by UT Southwestern are subject to the conditions, limitations and requirements prescribed by the agency sponsoring the program.

UNSUBSIDIZED FEDERAL STAFFORD LOANS are available to students who do not qualify for a subsidized Federal Direct Loan or need additional aid beyond what can be provided by the subsidized Federal Direct Loan. The amount of the unsubsidized Federal Direct Loan will be based on a student's total aid budget minus any other aid that has been awarded. Unsubsidized loans accrue interest from the time the loan is fully disbursed. Principal and interest payments may be postponed until completion of a program of study or until the student ceases to be enrolled on at least a half-time basis.

EMERGENCY LOANS are available to students with short-term, unforeseen emergency expenses. These loans typically are interest-free if repaid by the due date. The maximum period a loan can be outstanding is six months.

■ TUITION EXEMPTIONS

Texas residents who are included among the following categories may be eligible for exemption from tuition and specific fees:

- 1) Honorably discharged veterans of military service who were residents of Texas at the time of their entry into military service;
- 2) Dependent children of armed forces, Texas National Guard or Texas Air National Guard personnel who were killed in action, died while in service, were missing in action or whose deaths were directly connected with military service;
- 3) Children of firefighters or peace officers who were disabled or killed in the line of duty;
- 4) Students raised in foster care or other residential care under the Department of Family and Protective Services.
- 5) Students who were adopted and who received adoption assistance from the Department of Family and Protective Services (Section 162.302, Texas Family Code).
- 6) Any dependent child of a member of the U.S. armed forces, who is a resident of Texas or entitled to pay resident tuition, while the member of the armed forces is deployed on active duty for the purpose of engaging in a combative military operation outside the United States.

Contact the Office of the Registrar for more information regarding the eligibility requirements and benefits available.

■ PAYMENT OF FEES FOR STUDENTS WITH DISABILITIES

The Department of Assistive and Rehabilitative Services offers assistance for tuition and non-refundable fees to students with disabilities classified as Texas residents, provided their vocational objectives have been approved by a DARS counselor. Other services also are available to assist students with disabilities in becoming employable. Students should call the DARS regional office in Arlington, Texas, at 817-467-8400 for more information.

■ OUTSIDE WORK

It is not expected that any medical student would have sufficient time to maintain outside employment due to the demands of the medical school curriculum. Students are strongly discouraged from depending on current earnings while they are in medical school.

ACADEMIC POLICIES

■ APPROPRIATE TREATMENT OF STUDENTS

The teacher-learner relationship must be based on a foundation of mutual respect. Respect, in this context, is reflected in honesty, professionalism and the prudent handling of the teacher's power over the student. Moreover, the teacher-learner relationship is defined and limited by the educational mission and learning objectives of the school. A teacher may be a faculty member, a resident, an intern, hospital staff or a fellow student.

Students who believe they have been mistreated through discrimination or sexual harassment have access to a process for registering a grievance that is fair and minimizes the possibility of retaliation. Some grievances may be resolved informally, while others may require a more formal process. The UT Southwestern Sexual Harassment and Sexual Misconduct Policy and the Nondiscrimination Policy apply to student allegations of sexual harassment and discrimination. Students asserting complaints of sexual harassment and discrimination should contact the UT Southwestern Office of Equal Opportunity and Minority Affairs. Students asserting other grievances of mistreatment should follow the procedure detailed in the Appropriate Treatment in Medicine policy, available in the Student Affairs Office.

■ PROFESSIONALISM

UT Southwestern Medical School is committed to developing future physicians who demonstrate professional behaviors and responsibilities. A set of principles and expected behaviors is presented to students upon matriculation to medical school in the form of the Medical Student Code of



Professional Conduct. All students sign the code, acknowledging understanding of their new role as medical professionals. Through the educational activities, ethical discussions and mentorship provided in the Academic Colleges, faculty mentors counsel, demonstrate and model techniques for understanding and managing complex human behavior and ethical issues that are a daily part of patient care. This mentorship, instruction and role modeling continues in the clinical years by the clinical faculty on the various clerkship rotations.

Behaviors related to professionalism are assessed early and monitored throughout the medical school curriculum, and a mechanism is in place to provide appropriate feedback and guidance to students who have difficulty. The goal is to address and prevent problematic behaviors through an appropriate remediation plan.

There are three Physicianship forms, which serve as a mechanism to identify and address students with problematic behavior: Physicianship Evaluation Form for First and Second Year, Physicianship Evaluation Form for Clinical Students, and the Institutional Physicianship Evaluation Form to address professional responsibility and behavior that falls outside of the curriculum but relates to a student's role as a

medical student. Students are expected to demonstrate achievement of this very important competency prior to receiving the Medical Doctor degree. If a student is unable to master these important skills or demonstrate appropriate remediation once addressed, the student is referred to the Student Promotions Committee for review. Potential outcomes include notation in the Medical Student Performance Evaluation and dismissal.

■ GRADES

To facilitate the transition to medical school, the courses taken and completed in the first semester of the first year are graded on a pass/fail basis. All other courses in the first three years are graded using a traditional letter-grade system. A grade of C or better is required to pass a course. Courses taken during the fourth year are graded on a pass/fail system. Grades are reported to the registrar as each course ends and are available to students immediately.

From the grades reported each year, a weighted grade average is calculated for each student. At the end of the first and second years, class standing is determined only to award scholarships that require the use of such information. Once awards have been made, the information is not retained. Class rank is not available during the first two years. At the end of the third year, a weighted grade average is calculated both for cumulative academic performance at Southwestern and for performance in the third year (the first clinical year) only. This information is available for use in the residency application process. The class rank is never recorded on the permanent record (transcript).

■ ACADEMIC COUNSELING

Student performance is a concern of students, faculty and administrators. All work collaboratively to provide each student with the opportunity to perform at his or her highest potential. Academic counseling services are available to all students.

Students experiencing academic difficulty are assisted primarily by the department in which the difficulty is occurring. Course directors make

contact with students when warranted by academic performance. Course directors use a variety of resources with students experiencing difficulties, including faculty tutors, teaching assistants and/or resources outside their department, such as the learning specialist in the Office of Medical Education. Additionally, students are responsible for seeking assistance when necessary.

The associate deans for student affairs are always available to students, course directors, faculty or the learning specialist for complex issues affecting a student's performance. If the situation warrants, this may lead to referral to a variety of resources including faculty, the Office of Medical Education's learning specialist or Student Mental Health Services. All students who fail a course are seen by one of the associate deans for student affairs to investigate any problems, as well as to inform them about the promotion process and their options.

■ CAREER COUNSELING

UT Southwestern has a broad and robust system for career and residency counseling that spans all four years of medical school and involves participation and support from the individual student's College Mentor, deans of student affairs, the clinical departments with specialty interest groups and designated departmental specialty advisers, and various workshops such as the Aging for All the Specialties Conference.

Prior to the start of the first year, students are provided online resources to complete self-assessments to determine their goals, strengths and values, and how these align with physicians in the various medical and surgical specialties. Information is provided each year in class meetings held by the associate deans for student affairs regarding chances to explore career opportunities including shadowing alumni in the community. At the end of the first year, medical students have the option of attending a workshop that provides a technique and resources for exploring and evaluating career options.

Most of the departments host specialty interest groups that provide skills workshops, panel discussions on their specialty, and advice

regarding senior electives and residency applications.

Students also may discuss options with either of the associate deans for student affairs.

Once senior students have selected a specialty, the associate deans for student affairs, with the assistance of the clinical departments, provide an assigned individual faculty adviser who works with the departmental adviser to provide personalized guidance and assistance with the residency application process.

■ GRADE GRIEVANCE PROCEDURE

In attempting to resolve any student grievance regarding grades or evaluations, it is first the obligation of the student to make a good-faith effort to resolve the matter with the faculty member involved. Further appeals should be directed to the course director and, if necessary, to the department chair. Primary responsibility for assigning grades and making evaluations rests with the course director acting for the chair of the relevant academic department.

Appeals within the department must be filed within 30 days of the distribution of final course grades. The judgment of the academic department is final unless compelling evidence suggests discrimination, differential treatment or mistake.

Subsequent appeal to the dean must be submitted in writing with supporting evidence within 10 business days of the notification of the decision by the department chair. The determination of the dean is final.

■ INCOMPLETE COURSE WORK

Subject to the approval of the associate deans for student affairs, a student may receive an I for a course not completed if the instructor so recommends. The incomplete work must be completed within an interval of time prescribed in each instance by the course director and/or the Student Promotions Committee. If course work is not satisfactorily completed within the time prescribed, a failing grade will be recorded.

■ COURSE WITHDRAWAL

Extraordinary circumstances may necessitate that a student withdraw from a course. In these

instances, subject to the approval of the associate deans for student affairs, a grade of **W** will be assigned.

■ PROMOTION, PROBATION AND DISMISSAL

When a student completes the course requirements of an academic session satisfactorily, he or she is promoted to the next year's class provided there are no reasons that make the procedure unwise.

When an academic deficiency (a grade of **D** or **F**) is incurred, the student is referred to the Student Promotions Committee, which is composed of representatives from each teaching department of the medical school. Its function is to review all important aspects of each student case referred to it and to make appropriate recommendations to the dean.

The Student Promotions Committee, working within established guidelines, will determine a remediation plan, which may include repeating the year's work or the specific courses in which deficiencies exist or removal of the deficiency by whatever means the committee may propose. Serious or multiple deficiencies may result in dismissal.

A student who is required to remediate course or clerkship deficiencies not requiring the repeat of an academic year shall be placed on "academic warning" and remain as such until all coursework is successfully remediated. Any failure during the period of academic warning will automatically prohibit the student from progressing to the next academic year and will result in an upgrade of action as determined by the Student Promotions Committee.

A student who is required to remediate course or clerkship deficiencies requiring the repeat of an academic year shall be placed on "academic probation" and remain as such until successful completion of the entire repeated academic year. Any failure on probation will result in upgrade of action contingent upon immediate review by the Student Promotions Committee. The committee and the academic departments concerned may require the student to retake courses previously completed with a passing grade.

satisfactorily completes courses previously taken, the transcript will record both grades. If the course was completed with a passing grade on both attempts, the final grade will be the average of the two recorded grades. If the grade from the first attempt was a **D** or **F** and the course was completed with a passing grade on the second attempt, the final grade will be a **C** (regardless of what grade was earned on the second attempt) and will count for 1.0 grade point (out of 4.0) for purposes of grade-average calculation.

■ APPEALING ACADEMIC DECISIONS

A student may appeal any academic action of the Student Promotions Committee by forwarding a written appeal to its chair requesting reconsideration. The appeal must be received by the Student Promotions Committee chair within 10 business days of the student's receipt of the notification of the Student Promotions Committee action.

The chair will review the written appeal and determine if the Student Promotions Committee has the discretion upon reconsideration to impose a lesser remedial action. If it is determined that the Student Promotions Committee can reconsider its previous decision, the Student Promotions Committee will review the written appeal and may meet with the student to discuss the student's grounds for appeal. To the extent schedules allow, the Student Promotions Committee will forward a written response to the student within 10 business days after receiving the appeal. If the student is not satisfied with the Student Promotions Committee's decision, the student may appeal to the dean by forwarding a written appeal to the dean within 10 business days after receipt of the Student Promotions Committee's decision.

If the Student Promotions Committee's chair determines that the Student Promotions Committee has no discretion to, or decides not to, impose a lesser remedial action, the chair shall refer the appeal to the dean for determination.

With either an appeal of the Student Promotions Committee's reconsidered decision or an appeal referred to the dean by the Student Promotions Committee's chair, the dean shall

have the discretion either to determine the appeal personally or to appoint an ad hoc committee to consider the appeal and to make a recommendation to the dean concerning the appeal's determination.

In instances where the dean will consider the appeal, the dean will review the written appeal and may meet with the student to discuss the student's grounds for appeal. To the extent schedules allow, the dean will forward a written response to the student within 10 business days after receiving the appeal.

In instances where the dean appoints an ad hoc committee, the committee will review the written appeal and may meet with the student to discuss the student's grounds for appeal. To the extent schedules allow, the ad hoc committee will forward a written recommendation to the dean within 10 business days after receiving the appeal. The dean will consider the ad hoc committee's written recommendation, either adopting, rejecting or modifying the ad hoc committee's recommendation and, to the extent schedules allow, forward a written response to the student within 10 business days after receiving the committee's recommendation.

In either case, the decision of the dean is final.

■ DISMISSAL AND WITHDRAWAL

The medical school (through action by the Student Promotions Committee and with the approval of the dean) may find it necessary to dismiss a student who has failed to maintain satisfactory scholastic performance, acceptable conduct or ethical standards. Extenuating circumstances may be considered in determining whether a student is advanced to a higher class, asked to repeat scholastic work or dismissed from school.

Any medical student wishing to withdraw from school should so notify an associate dean for student affairs in writing and follow prescribed procedures provided at that time.

■ LEAVE OF ABSENCE

A leave of absence not to exceed one year may be granted to a student upon request as long as the student is in good academic standing. Requests

for a leave of absence are made to an associate dean for student affairs. A leave of absence for more than one academic year or by a student who has academic deficiencies requires the approval of the Student Promotions Committee.

■ STUDENT ABSENCES

Students who wish to be excused from classes or other required activities for any reason, including observance of religious holy days or military service, must file a written request with the course directors of all applicable courses to be excused. The student will not be penalized for that absence and will be allowed to take the examination or complete the assignment from which the student is excused within a reasonable time after the absence. During the first- and second-year curricula, lecture attendance may not be required, but is always recommended; however, absence from examinations, clinical responsibilities or other required activities is excused only with the approval of the course director.

■ INCLEMENT WEATHER POLICY

UT Southwestern will remain open regardless of weather conditions. Students must use their own judgment with regard to personal safety; however, student responsibilities are not obviated by weather conditions. If a student reasonably believes traveling in such weather would be hazardous, the student will be expected to make up missed classwork.

■ STUDENT CONDUCT AND DISCIPLINE

Students at the university neither lose the rights nor escape the responsibilities of citizenship. All students are expected to obey and conduct themselves in accordance with the law, including all penal and civil statutes of the local, state and federal government, the Rules and Regulations of the UT System Board of Regents, and university regulations and administrative rules. Students may be disciplined by the university for violating these standards of conduct whether such conduct occurred on or off the campus or whether civil or criminal penalties also were imposed for such conduct.

Each student, by registering, is under the jurisdiction of the dean of UT Southwestern Medical School. The associate deans for student affairs have primary responsibility for student conduct and authority for the administration of student discipline.

In any disciplinary action resulting from infractions of school regulations, students are entitled to and will receive reasonable notice of the charges against them and will be afforded an opportunity for an impartial hearing in accordance with the *Rules and Regulations*, Series 50101, of the UT System Board of Regents. A copy of the regents' *Rules and Regulations* is available in the Office of the Dean.

■ GENERAL GRIEVANCE PROCEDURE

UT Southwestern Medical School has established multiple policies and procedures to address effectively allegations of student mistreatment, and to educate the academic community about acceptable standards of conduct in the teacher-learner relationship.

ADJUDICATION PROCESS FOR HANDLING CLAIMS OF MISTREATMENT: Students asserting complaints of sexual harassment or discrimination may contact the UT Southwestern Office of Equal Opportunity and Minority Affairs. Students asserting other grievances of mistreatment should follow the procedure detailed below.

- 1) Attempt Informal Resolution. Students who believe they have been mistreated are encouraged to resolve the situation informally. Speaking with the offender directly and in a timely manner often will reveal a misunderstanding and immediate resolution. Speaking with the offender's superior is an alternative method of resolving the situation informally. Grievances not resolved by either of these methods may be registered formally.
- 2) Adjudication of a Formal Grievance. The format of a formal grievance is a written documentation that is signed by the claimant. Formal grievances should be filed with either a course director or an associate dean for student

affairs within 30 days after the end of the course in which the incident of alleged mistreatment occurred. The person with whom the formal grievance is filed acts as a "grievance officer" (GO). The GO is responsible for maintaining confidentiality to the degree reasonably practicable under the circumstances. Students should be informed that retaliation for grievances is not tolerated. The GO reviews the case to decide whether further review is appropriate. If it is, the GO must forward the grievance to the accused and requires a written response within 10 working days. This response will be shared with the claimant for a response within another 10 working days. Following the receipt of all documents, the GO may gather more facts as necessary to make a judgment in the case. The judgment is provided in writing to the claimant and accused. Either party may appeal the judgment to an ad hoc "grievance committee" appointed by the dean, and ultimately to the dean. All appeals must be made within 10 working days of the written submission of the judgment. Should the GO believe that a grievance has been made maliciously or in bad faith, the GO should refer the matter to the Office of Student Affairs for further investigation. Upon investigation, a finding that a grievance has been made maliciously or in bad faith may subject the complainant to disciplinary proceedings pursuant to the Student Conduct and Discipline Policy. Copies of all formal grievances eventually are reviewed by and stored in the Office of Student Affairs to allow recognition of patterns of repeat offenses.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

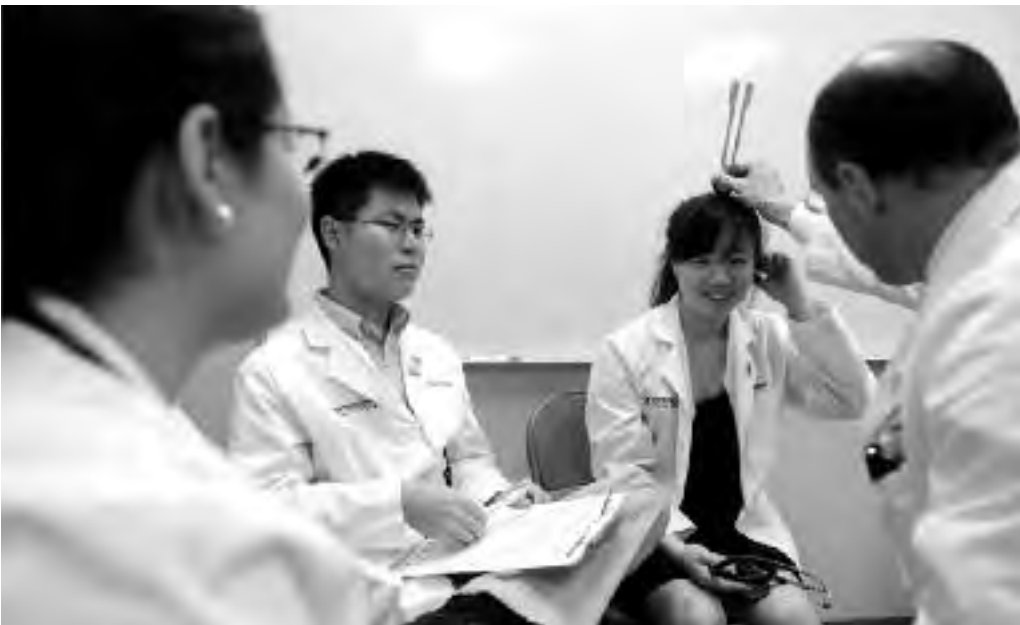
The Family Educational Rights and Privacy Act, 20 U.S.C., Section 1232g, and the Texas Public Information Act, Texas Government Code, Section 552.001 et seq., are, respectively, a federal and state law that govern the review and disclosure of student educational records. In accordance with these laws, the university has

adopted the following policy. Individuals are informed of their rights under these laws through this policy, which is included in the university's official policies and catalogs. This catalog will be made available for inspection through the dean's office, and the official policies are available in most administrative offices.

The university will not permit access to or the release of personally identifiable information contained in student educational records to any party without the written consent of the student, except as authorized by FERPA. FERPA's authorizations for release without consent include the following: 1) to appropriate university officials who require access to educational records in order to perform their legitimate educational duties; 2) to officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student be notified and receive a copy of the record, if desired; 3) to federal, state or local officials or agencies authorized by law; 4) in connection with a student's application for, or receipt of, financial aid; 5) to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release

personally identifiable data and that they destroy such data when it is no longer needed for the purpose it was obtained; 6) to the parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance; 7) in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena; 8) in an emergency situation if the information is necessary to protect the health or safety of the student or other people; or 9) to an alleged victim of any crime of violence or non-forcible sex offense, the results of the alleged perpetrator's disciplinary proceeding may be released.

The university will release information in student educational records to appropriate university officials as indicated in 1) above when such records are needed by administrators, faculty or staff in furtherance of the educational or business purposes of the student or university. A contractor, consultant, volunteer or other party to whom the university has outsourced institutional services or functions may be considered an appropriate university official



provided the outside party satisfies requirements as defined by FERPA.

A record of requests for disclosure and such disclosure of personally identifiable information from student educational records will be maintained by the Office of the Registrar for each student and also will be made available for inspection pursuant to this policy. If the university discovers that a third party who has received students' records from the university has released or failed to destroy such records in violation of this policy, it will prohibit that third party access to educational records for five years. Respective records no longer subject to audit nor presently under request for access may be purged according to regular schedules.

■ DIRECTORY INFORMATION

At its discretion, the university may release directory information, which shall include:

1) name, address, telephone number and e-mail address; 2) date and place of birth; 3) major field of study; 4) participation in officially recognized activities; 5) dates of attendance; 6) enrollment status; 7) most recent previous educational institution attended; 8) classification; 9) degrees and awards received; and 10) date of graduation.

Students have the right to withhold the disclosure of all directory information data through written notification to the Office of the Registrar. Students may designate their directory preferences at any time but are strongly encouraged to record their preference during registration. Changes will be effective within two working days after receipt of the request. The student's FERPA designation will remain in effect until suspended by a subsequent request even after the conclusion of the student's enrollment.

■ ACCESS TO FILE

Upon written request, the university shall provide a student with access to his or her educational records. The Office of the Registrar has been designated by the institution to coordinate the inspection and review procedures for student educational records, which include admissions files, academic files and financial files. Students wishing to review their educational

records must make written requests to the registrar listing the item or items of interest. Educational records covered by FERPA will be made available within 45 days of the request.

A list of educational records and names of officials responsible for the records shall be maintained at the indicated office. This list includes:

1) academic records from the Office of the Registrar, registrar; 2) student services records from the Office of Student and Alumni Affairs, vice president for student and alumni affairs; and 3) financial records from the Business Office, executive vice president for business affairs, or the Office of Student Financial Aid, director of student financial aid.

Educational records do not include:

1) financial records of the student's parents or guardians; 2) confidential letters of recommendation that were placed in the educational records of a student prior to Jan. 1, 1975; 3) records of instructional, administrative and educational personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker; 4) records of law-enforcement units; 5) employment records related exclusively to an individual's employment capacity; 6) medical and psychological records; 7) thesis or research papers; or 8) records that contain only information about an individual after the individual is no longer a student at the institution.

■ CHALLENGE TO RECORD

Students may challenge the accuracy of their educational records. Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the dean. If agreement is reached with respect to the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and he or she will be informed by the dean of the right to a hearing.

Student requests for a hearing must be made in writing to the dean. Within a reasonable period of time after receiving such requests, the dean will inform students of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more people of their choice, including attorneys, at the students' expense. The hearing officer who will adjudicate such challenges will be appointed by the dean.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The educational records will be corrected or amended in accordance with the decision of the hearing officer if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in the educational records, maintained as part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of FERPA may request, in writing, assistance from the president of the institution.

■ COPIES

Students may have copies of their educational records and this policy. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the university.

The Office of the Registrar does not charge for copies. There is no charge for transcripts. Students must make their requests in writing and allow at least 24 hours for compliance.

■ STUDENT WORKS

Copies of student theses and dissertations are required to be placed in the university library and in many departmental libraries. Once filed with campus libraries, these documents are subject to public access and review. Other student course works also may be subject to disclosure consistent with the requirements of FERPA.

■ COMPLAINTS

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920.

ORGANIZATIONS

■ STUDENT ORGANIZATIONS

A number of organizations offer medical students opportunities for association with individuals of shared interests or backgrounds. These organizations and many other special-interest groups sponsor a variety of social functions for members and provide numerous services of value to the medical school and community. A list of organizations is available from the Bryan Williams, M.D. Student Center or on the UT Southwestern website at www.utsouthwestern.edu/utsw/home/educ/studctr/index.html.

■ ALPHA OMEGA ALPHA

The Gamma Chapter of Texas of Alpha Omega Alpha, a national medical honor society, was installed at the medical school in 1950. Selected students in the upper portions of the senior class are eligible for election to membership. Selection is based upon a combination of criteria, including leadership, service, research, peer review and academic standing. Students in the top 10 percent of the class are eligible for consideration for Junior AOA, and students in the top 25 percent of the class are eligible for consideration for Senior AOA. Alpha Omega Alpha is an active organization providing peer counseling, mentoring and community service.

■ THE ALUMNI ASSOCIATION

The Alumni Association of The University of Texas Southwestern Medical School was organized April 27, 1953, at the Shamrock Hotel in Houston on the occasion of the 100th anniversary of the Texas Medical Association and the 10th anniversary of the medical school.

The objectives of the Alumni Association are the stimulation and maintenance of interest in the medical school.

THE HO DIN AWARD

On May 5, 1943, the trustees of Southwestern Medical Foundation authorized the establishment of an award to symbolize the fundamental concept on which the medical college was to be based. This award is the Ho Din, which signifies the spirit of human understanding and medical wisdom and is the highest honor bestowed upon a graduating medical student.

On request of the trustees of the foundation, the medical school faculty may recommend not more than two members of each graduating class who, in their opinion, most nearly exemplify the

personal attributes that define the Ho Din. The award is based on the recognition of personal qualities embodied in all great physicians.

The Ho Din is accompanied by a cash award from the foundation in memory of Dr. Edward H. Cary, who was a primary force in establishing the medical school.

MISCELLANEOUS INFORMATION

■ CAMPUS SECURITY

In accordance with the federal Student Right-to-Know and Campus Security Act, the university prepares an annual security report containing information about campus security policies and campus crime statistics. This information is available to all current students and employees via the UT Southwestern website (www.utsouthwestern.edu/police). Applicants for enrollment or employment may obtain a copy of the annual security report by writing to University Police, UT Southwestern Medical Center, 5323 Harry Hines Blvd., Dallas, TX 75390-9027.

To report a campus emergency, dial 911. To contact University Police for nonemergency matters, dial 214-648-8311.



■ GANG-FREE ZONES

Premises owned, rented or leased by The University of Texas Southwestern Medical Center, and areas within 1,000 feet of the 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.

■ HAZING

Hazing is prohibited by state law (Sections 37.151–157 and 51.936, Texas Education Code), by the regents' *Rules and Regulations*, Rule 50101, and by the *UT Southwestern Handbook of Operating Procedures*. The term "hazing" is defined broadly by statute to mean any intentional, knowing or reckless act occurring on or off the campus of an educational institution 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 any organization whose members are, or primarily include, students at an educational institution.

Hazing with or without the consent of the student is prohibited, and violators are subject to criminal prosecution and to student disciplinary action by the institution.

It is an offense not only to engage in hazing but also to encourage hazing, to recklessly permit hazing to occur, or to fail to report hazing that has occurred or is being planned. Any person reporting a specific incident involving a student to the dean or other appropriate official of the university is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report.

■ INFECTIOUS AND ENVIRONMENTAL HAZARDS POLICY

Contact with patients is an integral part of the medical education at UT Southwestern. Contact with patients may entail exposure to hazards. Such hazards include exposure to patients with contagious diseases that can be transmitted to

students and other health care providers by way of airborne droplets or needle-puncture wounds involving infected body fluids. Examples of these diseases include tuberculosis, hepatitis B and AIDS.

Although the risk of contracting serious illness from these hazards is very small, UT Southwestern seeks to reduce incidents of students' exposure to infectious diseases and environmental hazards. For example, students are required to obtain the hepatitis B vaccine prior to enrollment and receive a skin test for tuberculosis intermittently during their enrollment. Students receive training in proper blood-drawing techniques and patient-isolation policies prior to the intense clinical exposure in the third and fourth years of medical school.

Students also receive a communication from Student Health Services outlining the proper course of action should a hazardous exposure occur. In addition, physicians are available to advise students and answer any questions through Student Health Services. The school reserves the right to restrict patient contact by a student believed to pose a risk to the health of patients.

Should a hazardous exposure occur, the medical school will cover the costs of initial testing and any medically indicated prophylactic treatment not covered by insurance. The individual student will be responsible for all remaining costs that may result from the hazardous exposure. Students are strongly urged to obtain their own comprehensive health insurance in case an unexpected illness or injury occurs.

Information on disability insurance is available through the Office of the Registrar.

■ INSTITUTIONAL COMPLETION OR GRADUATION RATES

In accordance with the federal Student Right-to-Know and Campus Security Act, the university produces a report of the completion or graduation rates of certificate- or degree-seeking, full-time students entering the university and distributes this report by campus mail. It is

readily available to all students. Any prospective student may, upon request, obtain a copy of the graduation report prior to enrolling or entering into any financial obligation by writing to the Office of the Registrar, UT Southwestern Medical Center, 5323 Harry Hines Blvd., Dallas, TX 75390-9096.

■ COPYRIGHT AND FILE SHARING

Unauthorized distribution of copyrighted material may subject students to disciplinary action and civil and criminal penalties. Information concerning the legal consequences of such violations may be found in Copyright Law of the United States of America and Related Laws Contained in Title 17 of the U.S. Code, Circular 92 (<http://www.copyright.gov/title17/92chap5.html#504>). The University's policies on copyrighted materials can be found in Chapter 2, Section 2.4 of the Handbook of Operating Procedures at http://www.utsouthwestern.edu:8080/utsw/cit_192819/8/35/461464Chapter2GeneralAdm.pdf. The University's policies on use of UT Southwestern networks (including file sharing) and disciplinary actions for violations of these policies may be found in Information Resources Policy No. 200-30 (Network Security Management, <http://inside.utsouthwestern.edu/irwebfiles/200-30.pdf>) and Policy No. 200-05 (Information Security Disciplinary Actions, http://www8.utsouthwestern.edu:8080/utsw/cit_192819/31/61/554852pol_200_05.pdf).

■ INTELLECTUAL PROPERTY POLICY

The *Intellectual Property Policy* of the UT System covers inventions, discoveries, trade secrets, technology and computer software developed by students employed by the university or who use university facilities. The university handles all legal and business matters involving protection and commercialization of the intellectual property. After costs are deducted, income from intellectual property is split 50-50 between UT Southwestern and the responsible student or students.

Copies of the complete *Intellectual Property Policy* and disclosure forms can be obtained from the Office of the Vice President for Technology Development.

■ INTERNET GUIDELINES

These guidelines apply to all students communicating electronically on the university's Campus-Wide Area Network and other Internet-based resources, regardless of the location on campus or remote servers.

- 1) The Internet may not be used for commercial purposes.
- 2) The Internet may not be used solely for personal purposes. (Personal use is acceptable only if such use is incidental to the performance of the user's responsibilities, i.e., student course work and any duties to the university.)
- 3) Each student must act professionally in every respect when creating or using university resources for electronic communication.

■ TOBACCO RESTRICTIONS

Smoking and the use of tobacco are prohibited on the campus of UT Southwestern Medical Center.

■ SOLICITATION POLICY

In accordance with regents' *Rules and Regulations*, Series 80103, , solicitation by registered organizations is permitted only under certain circumstances. Strict guidelines are enforced, and interested people or organizations should contact the Office of Student and Alumni Affairs for approval. The medical center's campus facilities are not open for general public use.

■ STUDENT TRAVEL

Students who will travel more than 25 miles from the UT Southwestern campus to activities organized, sponsored and funded by the institution are subject to restrictions detailed in the UT Southwestern student travel policy. These restrictions include the required use of seat belts by all motor vehicle passengers, the prohibition of any alcohol or illegal substances, passenger limitations, licensing and training of all vehicle operators, proof of insurance and vehicle inspection, and the legal operation of motor vehicles. Reimbursement for travel from UT Southwestern funds, including student

organization funds, is subject to UT Southwestern policies and procedures pertaining to the documentation of reimbursable expenses. Copies of these policies are available from the Office of Student and Alumni Affairs.

No registered student organization may require its members to travel at any time. Should a student organization sponsor optional travel for its members, all travel arrangements and related costs must be approved by the vice president for student and alumni affairs no less than 48 hours prior to departure.

■ USE OF UNIVERSITY NAME

The university seal, logo and the names *UT Southwestern Medical Center*, *The University of Texas Southwestern Medical Center*, *Southwestern Medical Center* and *Southwestern Medical School* are registered trademarks of The University of Texas System.

The seal and other registered trademarks may be used on commercial products only if licensed by the UT System, which restricts authorized use to products that will preserve the reputation of component institutions represented by the trademarks. UT System regulations on the commercial use of trademarks are stated in its Intellectual Property Policy. Students should consult the university's Office of the Vice President for Legal Affairs for information on permission for use.

The seal and other registered trademarks may not be used in business names and/or logos. They may be used in a few other instances only with prior written consent of the president. Requests should be sent to the Office of the Vice President for Legal Affairs.