

STUDENT INFORMATION

• clinical nutrition • emergency medicine

education • health care sciences • physical therapy • physician assistant

studies • prosthetics-orthotics • radiation therapy • rehabilitation counseling



DEGREE AND CERTIFICATE PROGRAMS

The UT Southwestern School of Health Professions offers prospective students Programs leading to Doctor of Physical Therapy, Master of Clinical Nutrition, Master of Physician Assistant Studies, Master of Prosthetics-Orthotics, Master of Rehabilitation Counseling, or post-baccalaureate certificate of Radiation Therapy:

PROGRAM	DEGREE OR CERTIFICATE
Clinical Nutrition	M.C.N.
Emergency Medicine Education	Certificate (El Centro)
Physical Therapy	D.P.T.
Physician Assistant Studies	M.P.A.S.
Prosthetics-Orthotics	M.P.O.
Radiation Therapy	Post-B.S. Certificate
Rehabilitation Counseling	M.R.C.

Descriptions of the Programs are given elsewhere in this catalog. Each Program is under the jurisdiction of the appropriate UT Southwestern School of Health Professions Department Chair or Program Director. Subject to approval of the Dean, each Program has the responsibility to select applicants for admission, to evaluate the academic progress of students, to recommend which students will be regarded as candidates for degrees or certificates, and to administer all other aspects of the Program..

Each health professions Program welcomes inquiries about the academic Program, including information about admissions or employment opportunities.

The School of Health Professions building also houses the Dallas Regional Campus of the School of Public Health, a component of the UT Health Sciences Center at Houston. The public health school offers a Doctor of Philosophy in Epidemiology, a Doctor of Philosophy and a Doctor of Public Health in Behavioral Sciences, a Master of Public Health (generalist and in Epidemiology and Behavioral Sciences), a Master of Sciences in Epidemiology and in Behavioral Sciences, and a graduate certificate in General Public Health.

For more detailed information regarding Programs of the UT Southwestern School of

Health Professions, call or write:

Clinical Nutrition
214-648-1520; e-mail, CN.sshp@utsouthwestern.edu; ZIP code: 75390-9052

Emergency Medicine Education
214-648-3131; ZIP code: 75390-8890
utsouthwestern.edu

Physical Therapy
214-648-1550; e-mail, PT.sshp@utsouthwestern.edu; ZIP code: 75390-8876

Physician Assistant Studies
214-648-1700; e-mail, PA.sshp@utsouthwestern.edu; ZIP code: 75390-9090

Prosthetics-Orthotics
214-648-1580; e-mail, PO.sshp@utsouthwestern.edu; ZIP code: 75390-9091

Radiation Therapy
214-648-1512; e-mail, radtherapy.sshp@utsouthwestern.edu; ZIP code: 75390-9082

Rehabilitation Counseling
214-648-1740; e-mail, RC.sshp@utsouthwestern.edu; ZIP code: 75390-9088

Office of the Dean
214-648-1500; e-mail, recruit@utsouthwestern.edu; ZIP code: 75390-9082

Correspondence should be addressed to the individual program at UT Southwestern School of Health Professions, UT Southwestern Medical Center, 5323 Harry Hines Blvd., Dallas, TX (ZIP codes above).

ACADEMIC CALENDAR

The academic year of UT Southwestern School of Health Professions is divided into three terms. Students are registered each academic session. Of necessity, the calendar varies in detail from year to year. Classes for the fall term usually begin in mid-to-late August and end before Christmas. The spring term begins in early-to-mid

January and ends in early-to-mid May. The summer term begins in mid-to-late May and ends in early-to-mid August.

ADMISSIONS

Information regarding admissions and online application is available on the UT Southwestern website at <http://www.utsouthwestern.edu/about-us/administrative-offices/admissions.html>. Application via the web is required. Application procedures and deadlines are detailed on the application website.

■ APPLICATION PROCEDURE

Submission of materials must follow the procedure outlined by the Admissions Office and must include the following:

- 1) Application. Supply all applicable information requested on the application. Online application is required.
- 2) Filing fee. A filing fee as specified on the application is required at the time of application.
- 3) Recommendation correspondence. For most Programs, three recommendations from among the following people are required: undergraduate adviser, instructor in a major course, and employment or volunteer experience supervisor. These letters should be sent directly to the Admissions Office by the author.
- 4) Transcripts. An applicant must arrange for official transcripts to be sent directly to the Admissions Office from each college/university attended, even if transfer credit is shown at the most recent school attended. As additional course work is completed, updated transcripts also must be sent.

■ DEADLINES

Since deadlines for completed applications vary from Program to Program, applicants should determine the necessary dates from the Admissions Office or the Program Director. Application well in advance of such deadlines is strongly advised. If Program requirements include a personal interview, the student should plan to

respond to the scheduled interview as soon in the admissions process as possible.

Written notification of acceptance or rejection will be sent by the Chair or Program Director.

■ STUDENT RESPONSIBILITY

It is the student's responsibility to understand degree requirements and to enroll in courses necessary for the desired degree Program.

Applicants should be aware of prerequisite courses and conditions, which may change from time to time. Current information may be obtained from UT Southwestern's website, www.utsouthwestern.edu/healthprofessions.

Students also are responsible for knowing the school's regulations and policies regarding the standard of work and conduct required for continued enrollment in a Program. A student who needs additional information should consult the Program office.

To obtain a complete list of requirements for a particular degree or certificate, the student should combine the general requirements detailed in this section with any special requirements listed under the appropriate Program.

■ DRUG TESTING

Based on recommendations of the Association of American Medical Colleges and as authorized by the Board of Regents of the UT System, UT Southwestern School of Health Professions requires a background check on all applicants prior to their enrollment whose educational requirements will include patient contact, clinical assignment, or access to controlled substances. Prior to their matriculation, students who are subject to the background check will receive information necessary for completing the background check.

■ BACKGROUND CHECK

UT Southwestern is committed to ensuring that all students perform the clinical duties associated with their education and training in a safe, productive, and effective manner. Students who engage in illicit drug use may present a safety hazard to themselves, others, and the public. In accordance with this institutional commitment, and to satisfy the requirements established by

affiliated clinical training sites and the Dallas-Fort Worth Hospital Council, all students must submit to a drug screen within 30 days prior to beginning a clinical training program or returning from a break in enrollment. Verification of satisfactory results must be received by the Office of Student & Alumni Affairs prior to the student's first day in the clinical training program. Students must obtain the required drug screen from the third-party vendor designated by UT Southwestern. Drug screens and results from other sources will not be accepted. Failure to timely submit a drug screen or to provide a negative result in accordance with this policy may result in delayed enrollment, revocation of acceptance, or disciplinary action, up to and including dismissal. Students who receive a positive drug screen may also be subject to additional action under other UT Southwestern policies.

■ ACTIVE MILITARY SERVICE

A student who withdraws from the 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.

ENTRANCE REQUIREMENTS

■ GRADUATE ADMISSIONS

UT Southwestern School of Health Professions offers graduate admission to the Doctor of Physical Therapy and the Master of Clinical Nutrition, Physician Assistant Studies, Prosthetics-Orthotics, and Rehabilitation Counseling Programs. (See appropriate catalog section.).

The basic requirement for admission is a bachelor's degree or its equivalent from an accredited institution in the United States or proof of equivalent training at a foreign university. The applicant must have maintained satisfactory grades, especially in appropriate courses, in upper division work (junior and senior level) and in any graduate work already completed. The applicant must submit the general

test score on the Graduate Record Examination. Admission is competitive. Application must be approved by the academic Program and by the admissions committee in the intended major area of study.

■ EVALUATION OF APPLICANTS

UT Southwestern School Health Professions does not use race or ethnicity in making admission determinations. The criteria are not intended to replace prerequisites or state requirements or to negate legitimate qualifications for specific health professions. Admission decisions may be based upon any combination of the following considerations:

- 1) Texas residency;
- 2) Scores on entrance examinations;
- 3) Prior college level academic performance (overall grade point average, science grade point average, etc.);
- 4) Special and unique talents and accomplishments: artistic, scientific, intellectual, manual and/or computer skills; leadership (health related or community); participation in extracurricular activities;



- 5) Experience: work history (health related or nonhealth related), special honors, community service, research;
- 6) Measures of motivation: letters of recommendation, grade improvements and trends, applicant essay (e.g., "Please discuss how your experience and environment have shaped your intellectual and personal development and your interest in health professions.");
- 7) Demographic and geographic information: rural or inner city home address or ZIP code, rural or inner city high school, magnet high school (health related or nonhealth related);
- 8) Social and economic background: first in family to attend high school or college, parents' occupations, parents' educational attainment;
- 9) Communication skills: writing samples, portfolio of work, interview (individual or small group), multilingual.

For all Programs other than Physical Therapy and Physician Assistant Studies, data on race and ethnicity will be collected by the Admissions Office for statistical purposes only and will not be used in admission decisions. Each department will have recruitment and admission policies that are consistent with these guidelines. The admission process may include input from alumni, practitioners and current students; however, final admission decisions are made by a panel of the faculty. As authorized by the Board of Regents, and subject to the approval of the UT System, UT Southwestern School of Health Professions has added race and ethnicity to the broad range of criteria considered for student admission to the graduate degree Programs in Physical Therapy and Physician Assistant Studies.

■ ADMISSION STATUS

Students may be accepted to UT Southwestern School of Health Professions in one of the following categories:

REGULAR STUDENT: The applicant has fully satisfied the requirements for admission to a degree Program.

CONDITIONALLY ACCEPTED STUDENT: Some degree Programs accept applicants who have not fully satisfied the requirements for admission to a degree Program. Any student so admitted will agree, at the time of admission, to a specific, written plan for the removal of deficiencies. The plan must include the course name(s), the number of deficient credit hours and a time phased schedule for completion of the course(s). The plan also will include notification that, if the terms are not met, the student will not be allowed to enroll further at UT Southwestern. All such plans for conditionally accepted students must be approved by the Dean or Associate Dean before being transmitted to the student for signature.

SPECIAL STUDENT (not seeking a degree or certificate): Admission as a special student is possible under certain circumstances. Special students must have approval of the appropriate Program Director and the Dean or Associate Dean to register under this status. To be accepted as a special student, an applicant must provide documentation of successful completion of, or exemption from, the Texas TASP examination to the Office of the Registrar for approval. The applicant also must submit one or more of the following: 1) official transcript(s), 2) certified copies of diplomas and 3) official grade reports from accredited institutions.

Without approval of the Dean or Associate Dean, a special student cannot enroll for more than six semester hours in a given semester or for more than a total of 12 semester hours. Applicants seeking special student status must meet the same requirements as regular students, including necessary immunizations.

CERTIFICATE STUDENT: The applicant may be admitted to a certificate Program by meeting the admission requirements of that particular Program. A certificate Program student who subsequently desires to pursue a degree must make a formal application for admission. Such admission is not assured.

NON-UT SOUTHWESTERN STUDENT: UT Southwestern's capacity to accommodate students from other institutions who wish to take courses

or undertake an elective rotation is extremely limited.

UT Southwestern cannot reserve classroom or clinical positions in advance for any students other than those enrolled in UT Southwestern's degree or certificate Programs. The burden placed on UT Southwestern's faculty to provide adequate supervision to UT Southwestern students and the demands placed upon the limited number of supervised clinical placement sites leave scant room for students from other institutions.

In the unlikely event that UT Southwestern has excess capacity on its clinical teaching services for well trained elective students from other accredited schools, UT Southwestern will consider applications from those students on a department by department "exception" basis. All such exceptions are subject to review and approval by the Dean or Dean's designee, and the student must apply for "special student" admission to UT Southwestern School of Health Professions.

■ CREDIT TRANSFER FOR ADMISSION

Transferred grades are accepted as they appear on the student's transcript. Grades from other institutions are not averaged with work done at this school. Only credit earned in an accredited institution will be accepted for transfer. Institutional accreditation must be recognized by the American Council on Education/Commission on Recognition of Postsecondary Accreditation. All such credit must be reflected on submitted transcripts.

The Admissions Office will make the initial evaluation of a student's transcripts. This process will be followed by an individual evaluation conducted by the program director or department chair. A committee on admissions has been established to evaluate credits of transfer students if special problems arise. Established UT System procedures for evaluating transcripts will be followed for foreign students applying to UT Southwestern School of Health Professions.

Where an official transcript shows that a course has been repeated, both grades will be used in calculating the grade-point average.

The grade of D in any previous college course is accepted to fulfill UT Southwestern School of

Health Professions basic prerequisites, but the student must present a minimum overall grade-point average of 2.0 on a 4.0 system to be considered for admission. Individual programs may set a higher average or not permit the grade of D for prerequisite courses, so the student should check the program description. Upon petition, the Admissions Committee may approve conditional admission for an applicant who falls below this level, with the concurrence of the department chair or program director.

College Level Examination Program, Advanced Placement or ACT-PEP scores may be accepted in lieu of specific courses to fulfill, in part, the basic requirements for admission. Only subject examinations will be considered, and a score at or above the 50th percentile is required.

In the event of transfer disputes or problems, resolution will be determined in accordance with Section 61.826 of the *Texas Education Code*.

■ ACADEMIC FRESH START

An applicant who is a Texas resident may seek to enter this institution's Programs pursuant to the "academic fresh start" statute, Section 51.931 of the Texas Education Code. If the applicant informs the Admissions Office in writing of the election by submitting the Academic Fresh Start Acknowledgment Form prior to the specified application deadline, UT Southwestern will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the term in which the applicant seeks to enroll.

An applicant who has earned a baccalaureate degree under the "academic fresh start" statute and applies to this institution's graduate Programs will be evaluated only on the grade-point average of the course work completed for that baccalaureate degree and on the other criteria stated in the section Evaluation of Applicants..

■ ACADEMIC COMMON MARKET

UT Southwestern participates in the Academic Common Market (ACM), a cooperative tuition-reduction agreement among 16 Southern Region Education Board states allowing residents in participating states to pursue academic degree

Programs that are not available in their home state. Once admitted to an applicable UT Southwestern graduate-level Program of study, eligible students should contact the Texas Academic Common Market Coordinator at 512-427-6225 to request an ACM application packet.

■ INTERNATIONAL APPLICANTS

In addition to meeting the general requirements for admission described above, all applicants whose native language is not English are required to take the Test of English as a Foreign Language. A minimum score of 100 is recommended. Test scores must be sent directly from the TOEFL Information Center to the Office of the Registrar, UT Southwestern. (Photocopies will be used for review only and are not accepted as official.)

TOEFL is computer-based. The test is offered at Sylvan Technology Centers, specified universities, and Educational Testing Service field offices.

Transcripts of records from foreign universities must be evaluated with subject, grade, and grade-point average breakdowns. It is preferred that the applicant provide the transcript(s) with this information translated into English to facilitate review. Translation service is available from

Educational Credential Evaluators for a fee. For applications and fee information, contact ECE, P.O. Box 514070, Milwaukee, WI 53202-3470, 414-289-3400, or visit the website at www.ece.org. ECE evaluations should be sent directly to the Office of the Registrar. ECE requires at least one month to prepare an evaluation after all documentation is complete.

Before the Office of International Affairs at UT Southwestern Medical Center can issue a Certificate of Eligibility for Nonimmigrant F-1 Student Status (U.S. Department of Homeland Security, Citizenship and Immigration Services, Form I-20 A-B), evidence of financial support while in the United States must be demonstrated. The minimum amount of financial support for the 2013-2014 academic year for a single student is \$16,090 plus the costs of tuition and fees. This amount is subject to change each year. In addition, proof of funding in the amount of \$2,000 for each dependent is required. There are two ways to demonstrate proof of financial support:

- 1) If the student is awarded a stipend, a letter from the Dean indicating the amount of the stipend is sufficient; or 2) in the case of those



students who will receive partial or no funding from UT Southwestern, a financial statement must be provided guaranteeing adequate funds as stated above for educational, living, and other expenses while in the United States. Form I-20 A-B must be presented to U.S. consular officials when applying for a visa. It is the responsibility of the nonregistered alien to inform the Medical Center's Office of International Affairs accurately of his or her visa status and to advise that office of any changes. Further information may be obtained by writing to the Office of International Affairs.

■ MEDICAL INSURANCE REQUIREMENTS

All UT Southwestern Medical Center students are required to have medical insurance. Some students who will be employees of UT Southwestern on at least a half-time basis will receive coverage under the UT System Employee Health Plan. Other students may purchase medical insurance approved by the UT System or provide proof of coverage by medical insurance obtained through other sources. International students holding nonimmigrant visas may require supplemental coverage (typically evacuation and repatriation insurance) to meet the minimum requirements. Information on the UT System-approved Student Medical Insurance Plan is available from the Office of Student and Alumni Affairs.

■ 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. Residency for admission and tuition purposes at a public college or university in Texas is different from residency for voting or taxing purposes.

To qualify as a Texas resident, an individual generally must reside in Texas for one year and establish a domicile in Texas prior to enrollment. An applicant or student who is claimed as a dependent on a parent's most recent federal tax return will be classified based on the parent's

qualifications for residency. An individual also may be classified as a Texas resident if the individual:

- 1) Graduated from a public or private high school or received the equivalent of a high school diploma in Texas;
- 2) Resided in Texas for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma; and
- 3) Continuously resided in Texas for one year prior to the census data of the academic term in which the person is enrolled. (Section 54.052, Texas Education Code)

International students eligible to establish legal domicile in Texas also may qualify for Texas resident status.

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 Admissions Office and have his or her status officially determined. The applicable statutory provisions are set forth in Sections 54.052 et seq., 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. Information on residency determination is available in the Admissions Office.

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. If an applicant or student is classified as a nonresident and wishes to be reclassified as a resident, he or she must submit the Core Residency Questionnaire.

An individual classified as a nonresident may qualify, under certain exceptions specified in the rules, for resident tuition rates and other charges while continuing to be classified as a nonresident.

For more information, visit the Office of Student Financial Aid and/or the website at <http://www.collegeforalltexans.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718>.

■ ESSENTIAL FUNCTIONS

All individuals, including people with disabilities, who apply for admission to UT Southwestern School of Health Professions 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 Program's curriculum.

A description of the essential functions is listed in each Program's section. Each School of Health Professions student must be able to:

- 1) Attend scheduled classes and laboratory sessions and be present for examination and testing;
- 2) Travel to practicum sites and have mobility within and around the sites;
- 3) Assimilate information presented via lecture, handouts, videos, discussions, computer and/or other educational modalities;
- 4) Complete assignments such as written assignments, oral presentations, class participation, examinations and computer based activities;
- 5) Apply the assimilated information to appropriate clinical situations;
- 6) Communicate effectively with patients/clients, their families, faculty and other professionals using oral, telephonic, written and computer modalities in private and group settings; and
- 7) Make effective use of learning resources at UT Southwestern and affiliated facilities.

A specific academic Program may require additional essential functions to accommodate unique aspects of that Program, and such requirements may be subject to change. No applicant who can perform the school's and the Program's essential functions – either with or without reasonable accommodation – will be denied consideration for admissions.

■ 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 will 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 22 are required to provide a health practitioner-signed certificate showing 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.

REGISTRATION

Registration dates are listed on the academic calendar, which is available through the Office of the Registrar at <http://www.utsouthwestern.edu/about-us/administrative-offices/registrar.html>. Most newly admitted and continuing students will have the opportunity to preregister by mail and are urged to do so in order to save time and to reduce confusion on registration day. Before classes start, a registration information packet will be sent from the Office of the Registrar to each eligible student with appropriate instructions. Careful attention to the complete procedure will eliminate the need for long delays before attending class.

Registration after the indicated deadline is not permitted. Under exceptional circumstances, a Department Chair or Program Director may petition the Registrar to waive this restriction. Upon its recommendation and with the concurrence of the course instructor, the Dean or Associate Dean may approve such a request.



A student may register as an auditor for a given course with approval of the instructor. Audit registration must be accomplished on the designated registration day. No academic credit will be granted.

Prior to matriculation, each student must submit official documentation of immunizations required by the Texas Department of Health and the UT System (see Required Immunization in this section).

STUDENTS WITH DISABILITIES

Title III of the Americans With Disabilities Act has elements that apply to the relationship between a student with a disability and educational institutions. Students must be able to perform the essential functions (see Entrance Requirements and Program specific essential functions). A student who has been accepted for admission to UT Southwestern School of Health Professions and who has a disability requiring special accommodations may submit a Request for Accommodation, in accordance with the Policy on Students With Disabilities (available from the Office of the Registrar, Office of the Dean and department/Program offices).

EXPENSES

All tuition and fees are subject to change without prior publication and become effective when enacted. The Texas Legislature does not set the specific amount for any particular fee. The student fees listed in this catalog are authorized by state statute; however, the specific amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

■ TUITION

Statutory tuition for Texas residents enrolled in all curricula of UT Southwestern School of Health Professions is \$50 per credit hour in 2013-2014. Tuition for nonresident students enrolled is \$40 per credit hour.

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

The designated tuition fee is \$143.04 per semester hour for students enrolled in graduate level curricula. The designated tuition fee does not increase for nonresident students.

The differential tuition fee supplement is \$50 per semester hour for students enrolled in the Physician Assistant Studies and Physical Therapy Programs. The differential tuition fee does not increase for nonresident students.

All tuition fees are subject to annual change.

■ TUITION INSTALLMENT PAYMENTS

Students may elect to pay tuition and certain fees in three installment payments. 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 \$15 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 provide 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: bar against admission at the institution and all penalties and actions authorized by law. Tuition and fees for the summer term must be paid in full at the time of registration.

■ AUDITOR'S FEE

An auditor's fee of \$25 per course is required for people not registered for credit and not currently enrolled as a UT Southwestern School of Health Professions student. If a person is currently enrolled as a student, the auditor's fee is \$5 per course. Customary laboratory fees apply for each laboratory course. A nonstudent library deposit of

\$25 is required to use the library. Permission of the instructor is required for registration as an auditor.

■ COURSE, COMPUTER USAGE AND TECHNOLOGY FEES

UT Southwestern provides student computer resources in multiple locations. All students pay a computer usage fee of \$81.66 per enrollment term. Students enrolled in the Physical Therapy Program are charged supplemental fees ranging from \$10 to \$96 for enrollment in designated courses. Students enrolled in the Prosthetics-Orthotics Program are charged technology fees for enrollment in specific courses, ranging from \$22 to \$58. Students enrolled in the Physician Assistant Program are charged supplemental fees ranging from \$35 to \$95 for enrollment in designated courses.

Students should refer to the Schedule of Fees of the specific academic year for detailed information.

■ GRADUATION FEE

A graduation fee of \$120, payable at registration for the final enrollment term, is required of all students who will receive a degree or post-baccalaureate certificate from UT Southwestern School of Health Professions. Students who withdraw from school during the final term without 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 outlined at <http://www.utsouthwestern.edu/education/student-services/student-health-service/student-health-insurance.html> and is included with registration materials. Students may purchase this plan directly from the vendor or provide documentation of alternate coverage. International students should consult the international affairs coordinator for more information regarding the requirements for international students.

■ INCIDENTAL FEES

Lost student identification cards may be replaced for \$10, lost lab-carrel keys for \$35.

The Library recovers the cost of some services, such as 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. These 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 COURSE FEE

Students pay a lab course fee of \$8 per class for selected courses. Students may request a list of these courses from the Office of the Registrar.

■ LATE REGISTRATION FEE

A late registration fee of \$220 is charged to any student who has not registered on or before the last day of registration.

■ LIABILITY INSURANCE

Each student enrolled in any course involving clinical work must have professional liability insurance. The charge for professional liability insurance is automatically included in a student's registration bill for enrollment in corresponding clinical courses. The present charge for this coverage is \$14.50 per year for students in programs other than Physician Assistant Studies, which carries a charge of \$61 per year.

■ MEDICAL SERVICES FEE

Students pay a medical services fee of \$75 per enrollment term. The medical services fee provides necessary supplementation for Student Health Services.

■ RETURNED CHECK FEE

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

■ STUDENT SERVICES FEE

Students pay a student services fee of \$42 per credit hour each term with a \$250 per term maximum. The student services fee is used to support Student Health Services, the Bryan Williams, M.D. Student Center, and other student services.

■ BOOKS AND EQUIPMENT

The annual cost of books and equipment essential for a health professions student is estimated below. A student should take this information into account in planning for financial support. Approximate costs, dependent upon the curriculum for the 2010-2011 academic year, are as follows:

Clinical Nutrition	\$685
Physical Therapy	\$1,151
Physician Assistant Studies	\$1,756
Prosthetics-Orthotics	\$685
Radiation Therapy	\$685
Rehabilitation Counseling	\$685

Students are not obligated to purchase textbooks from the University Store. The same textbook may be available from an independent retailer, including an online retailer (Section 51.9705, *Texas Education Code*).

■ CAMPUS PARKING

Limited parking facilities are available on campus. Students, trainees, or Fellows wishing to park on campus are required to register their vehicle and obtain a permit and pay an annual parking registration fee. The fee is \$120 for 2013-2014. 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.

■ DISABILITY INSURANCE

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

■ STUDENT HOUSING

UT Southwestern Medical Park apartments consist of 282 one- and two-bedroom apartments for 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. The 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/education/student-services/housing/index.html>.

■ TEXTBOOKS

Students' textbooks are available from independent retailers, including online retailers (Section 51.9705, *Texas Education Code*). Textbooks other than course syllabi are not sold through any UT Southwestern office or facility.

■ OTHER EXPENSES

Students in most clinical Programs should budget financial resources for transportation to clinical sites and for living expenses. When there are special clothing or uniform requirements, the student will be notified upon acceptance into the

specific Program. Some Programs require that students wear name tags as well as the identification patch of their discipline. The student is responsible for the cost of these items.

CONCURRENT ENROLLMENT

■ THE UNIVERSITY OF TEXAS SYSTEM INSTITUTIONS

A student concurrently enrolling at more than one of the three University of Texas components in North Texas (UT Arlington, UT Dallas, and UT Southwestern) may register and pay tuition and fees for all courses through the student's home campus. Detailed procedures may be obtained from the Registrar of the student's home campus. The concurrent enrollment agreement and waiver of specified fees apply only to students following the concurrent enrollment procedures specified by the registrar of the home campus.

The charges for tuition at an appropriate rate, applicable laboratory fees, and general fees will be assessed and collected at the home institution for the other institution. Student services at the second institution will be made available to concurrently enrolled students paying the appropriate fees at the second institution. The three institutions have a reciprocal agreement for honoring parking permits. Details may be obtained from the police office of the home campus.

Concurrently enrolled students should report any problems concerning registration, payment of fees, or other matters related to concurrent enrollment procedures to the Registrar of the home institution.

■ OTHER PUBLIC INSTITUTIONS OF HIGHER EDUCATION

When a student registers at more than one public institution of higher education in Texas, tuition is determined in the following manner:

- 1) The student will pay the full tuition charges to the first institution at which he or she is registered.
- 2) If the minimum tuition at the first institution is the same as or greater than the Medical

Center's minimum, the amount charged for tuition will be the hourly rate.

- 3) If the minimum tuition at the first institution is lower than the Medical Center's minimum, the amount charged for tuition will be the difference in the minimum charges, but in no case will the amount charged for tuition be less than the Medical Center's hourly rate.

Other applicable fees will be charged. Students desiring to take advantage of the concurrent enrollment plan should bring a copy of the fee receipt from the other institution when registering at the Medical Center.

■ COURSES OF INSTRUCTION

The courses offered are listed under Program descriptions. The unit of measure for credited work is a credit hour. A four-digit system generally is used for designating courses, with the second digit indicating the number of credit hours. If the second digit is zero, this indicates the course is offered for varying hours of credit. Certain courses, such as research and seminar, may be repeated for credit.

A student who is admitted to a Program in UT Southwestern School of Health Professions may apply for permission to take one or more courses on the campus of one of the private universities in Dallas or at any other component of The University of Texas System:

- The University of Texas at Arlington
- The University of Texas at Austin
- The University of Texas at Brownsville
- The University of Texas at Dallas
- The University of Texas at El Paso
- The University of Texas – Pan American
- The University of Texas of the Permian Basin
- The University of Texas at San Antonio
- The University of Texas at Tyler
- The University of Texas Medical Branch at Galveston
- The University of Texas Health Science Center at Houston
- The University of Texas Health Science Center at San Antonio
- The University of Texas M.D. Anderson Cancer Center
- The University of Texas Health Center at Tyler



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.

■ REFUND OF TUITION AND REGISTRATION FEES (FALL AND SPRING TERMS)

A student who officially withdraws from school is entitled to a refund according to the following schedule.

Prior to 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 class 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.

■ REFUND OF TUITION AND REGISTRATION FEES (SUMMER TERM)

A student who officially withdraws from school may receive a refund as shown below.

Prior to first class day	100%
The first three class days	80%
Fourth, fifth or sixth class days	50%
No refunds thereafter	

Refund procedures for the summer term are the same as those for the fall and spring terms.

■ 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 utilizes approved federal formulae 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 1) the date the student begins the withdrawal process or officially notifies UT Southwestern of an intent to withdraw; or 2) 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. Unless otherwise noted, most of these programs 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 student with necessary applications, forms, and advice concerning the rules and regulations of federal, state, and institutional financial-aid programs available to students. The office also 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, 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 a copy of 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. 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.

Financial aid is renewable, assuming satisfactory academic progress and continued financial need. Renewal 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 via the Internet at www.fafsa.ed.gov. This secure site is maintained by the U.S. Department of Education.

The state of Texas requires students subject to selective service registration under federal law to file a statement that the student has either registered or is exempt from registration before the student is eligible to receive financial assistance funded by state revenue.

■ 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. The table below lists many of the available programs by the program source. Detailed information regarding the aid programs is available from the Office of Student Financial Aid.

■ SCHOLARSHIPS, FELLOWSHIPS, AND SPECIAL FUNDS

Information on availability of these funds can be obtained from the Office of Student Financial Aid. UT Southwestern Medical Center does not consider ethnicity, gender, age, or religion in awarding scholarships or fellowships. 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 determines the validity and appropriateness of criteria and makes 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 Stafford Loan. The amount of the UFSL 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 check is 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..

■ OTHER FINANCIAL AID

UT Southwestern offers some scholarships or emergency loans that are specific to the Program

PROGRAM TYPE	PROGRAM SOURCE	PROGRAM NAME
Employment	Federal	Federal College Work Study Program
Employment	State	Texas College Work Study Program
Grant/Scholarship	Federal	Pell Grant
Grant/Scholarship	Federal	Supplemental Educational Opportunity Grant
Grant/Scholarship	State	State Student Incentive Grant — Leveraging Educational Assistance Partnership
Grant/Scholarship	Institution	Student Deposit Scholarship
Grant/Scholarship	Institution	Texas Public Education Grant
Loan	Federal	Federal Family Education Loan Programs
Loan	Federal	Federal Perkins Loan
Loan	State	College Access Loan
Loan	Institution	American Physical Therapy Association Loan Fund



of study within UT Southwestern School of Health Professions.

SCHERMERHORN SCHOLARSHIP: Scholarships in the amount of \$250 each per year are awarded based upon a student's academic performance. Students must have achieved a minimum grade point average of 3.0 for previous and current work and must have completed at least 12 semester hours in UT Southwestern School of Health Professions. Awards are presented in the early spring of each year. The award was established in honor of Dr. John W. Schermerhorn, the second Dean of the health professions school.

MARGE BARRÉ SOCIETY SCHOLARSHIP FUND: The Marge Barré Society Scholarship Fund is available to physical therapy students on the basis of academic performance and need. Interested students are encouraged to contact their Program Director.

Information about these and other awards can be found at: <http://www.utsouthwestern.edu/>

[education/school-of-health-professions/cost-financial-support/index.html](http://www.utsouthwestern.edu/education/school-of-health-professions/cost-financial-support/index.html)

■ 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;
- 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.

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, 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 Dallas, Texas, at 214-467-5560 or <http://www.dars.state.tx.us/index.shtml> for more information.

ACADEMIC POLICIES

The regulations contained in this catalog are based upon present conditions and are subject to change. The regulations described herein represent minimum standards for all students. Individual departments and Programs have special policies pertaining to degree requirements, academic progress and dismissal. Students should consult the policies of the Program in which they plan to enroll.

■ ACADEMIC AND PROFESSIONAL INTEGRITY

The health professions demand that one act honorably at all times. UT Southwestern expects its students to manifest this attitude from the day they enter the university. A demonstrable failure to maintain it will result in dismissal.

Academic dishonesty is a rare event at UT Southwestern. Such acts are not tolerated by the health professions school and are grounds for dismissal. Examinations are conducted in a setting that trusts students to behave honorably.

If an allegation of academic dishonesty is brought against a student, the due process afforded the student is specifically outlined in the UT System regents' *Rules and Regulations*. A copy of these rules is available on request from the vice president for student and alumni affairs. The following is a summary of the process.

- 1) Allegations must be presented to the Associate Dean, who has primary authority and responsibility for student discipline. If the

Associate Dean finds the allegations have merit, a written statement of the charges and a summary statement of the evidence supporting the charges are prepared and sent to the student.

- 2) If the student does not dispute the charges, he or she may sign a waiver for a hearing and be disciplined summarily.
- 3) If the student does dispute the charges, a hearing officer is selected and a hearing is held at which the student has the right to be assisted by an adviser of choice. The hearing is recorded. The hearing officer determines guilt or innocence on the weight of credible evidence. Decisions of the hearing officer may be appealed to the President of the Medical Center.

■ GRADES

Individual course instructors retain the primary responsibility for assigning grades and evaluating course work. Numerical scores may be used in determining letter grades. Five grades are used to calculate the grade-point average: **A** (excellent), **B** (good), **C** (fair), **D** (poor) and **F** (failure). Numerical scores corresponding to these grades may vary from program to program. Under certain conditions an instructor may report grades under the pass/fail system. Use of this system is normally restricted to practicum courses or directed reading offerings. Grade designations under this system are **P** (passing) and **F** (failure). Grades of H and P are not used in calculating a GPA.

The GPA is computed by multiplying the individual credit hours for each course attempted by the grade points earned in that particular course. The results are then added together and divided by the total number of credit hours attempted, excluding those hours for which non-computed grades are recorded. The GPA includes only courses attempted at UT Southwestern and excludes transfer work; however, semester hours of credit taken under concurrent enrollment procedures with either The University of Texas at Arlington or The University of Texas at Dallas are included as attempted hours in the academic evaluation.

Grade points are assigned to passing grades earned as follows: 4 points for each hour's credit earned with a grade of A, 3 with a grade of B, 2 with a grade of C and 1 with a grade of D. No grade points are assigned for a grade of F.

Individual departmental policy may require that students earn a grade of C or higher in one or more courses to be eligible for graduation. When courses in which the student received a D, F or WF (failing at the time of withdrawal) are repeated to meet program standards, the successfully repeated course will be accorded a grade no higher than C, which will be used in calculating the overall GPA.

At the discretion of the instructor, **I** (incomplete) may be used in reporting a student's standing in the semester's work. An "incomplete" must be removed under written conditions and within one year from the end of the semester in which the I was reported. Should the established conditions not be met one year from the end of the semester in which the I was reported, the instructor must assign a final grade. If, after one year from the end of the semester, the instructor has failed to assign a grade, the I will be changed to a final grade of F. An "incomplete" is not considered a final grade. A final grade must be assigned to calculate the GPA.

■ GRIEVANCES AND APPEALS

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate an appeal to the Chair or Program Director. If the matter remains unresolved at this level, the student may submit a written appeal to the Academic Affairs Committee. If the matter is still unresolved, the student may appeal in writing to the Dean or the person designated by the Dean to hear student grievances. The Dean's or designee's decision is final.

■ COURSE WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION

Requests to withdraw, obtain a leave of absence, or be readmitted must be directed in writing to the chair of the student's Program of study. The

chair will forward a recommendation in writing to the Dean, who will render a decision in writing. The Dean's decision is required prior to requesting a refund. Please refer to the section on Refunds in this chapter. It is the student's responsibility to notify his or her instructors of the intention to withdraw from a course or courses. Leaves of absence must be requested for fixed periods of time, up to 12 months' duration. An extension must be requested in writing, as above, prior to the end of the first approved leave period.

A previously enrolled student who wishes to be readmitted will be considered in competition with other applicants.

A student who withdraws from the School of Health Professions 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.

■ PROBATION AND DISMISSAL

Students may be placed on probation, suspended or dismissed for failing to meet minimum academic performance and/or progress standards as specified in individual program policy manuals.

Academic probation serves as a warning to the student of inadequate academic performance. A student will be placed on probation at the end of any semester in which his or her cumulative grade-point average is less than 2.0. Students may be placed on academic probation at the end of any semester in which performance does not meet established program or departmental standards. Individual programs may establish a minimum GPA standard higher than 2.0. A student placed on academic probation must remedy the academic deficiencies as specified in the individual departmental or program policy manuals. If a student fails to raise the cumulative GPA to the minimum standard or fails to overcome specific academic deficiencies the following semester, the student will be dismissed.

Individual academic programs may have spe-

cific criteria for probation, dismissal, suspension or course-work evaluation. Students are expected to obtain this information from the appropriate department chair or program director.

Academic suspension is a temporary separation of the student from UT Southwestern School of Health Professions for a specified period of time, normally no more than one year. During a period of academic suspension the student may not register for any courses in the school. Academic suspension is permanently recorded on the academic record of the student. Upon re-entry to the school, the student will automatically be placed on academic probation.

Academic dismissal is a permanent separation of the student from UT Southwestern School of Health Professions. Academic dismissal is permanently recorded on the academic record.

■ ACADEMIC PROGRESS RECORDS

The registrar will receive, record, and periodically report to students grades they achieved in their courses. Normally, grades are made available online via PeopleSoft Campus Solutions Self-Service to each student no later than two weeks after the end of the semester. If a grade cannot be obtained by that time, it may be communicated separately.

For instructional sequences that do not conform to the regular semester calendar, progress reports will be available in the office of the department Chair or Program Director no later than two weeks after completion of the sequence. Only grades communicated by the registrar are considered official.

■ GRADUATION REQUIREMENTS

Graduation requirements for students in the Clinical Nutrition, Physical Therapy, Physician Assistant Studies, Prosthetics-Orthotics and Rehabilitation Counseling programs are listed in the chapters describing these Programs.

Students granted admission to any UT Southwestern School of Health Professions program with prerequisite course requirements not completed prior to matriculation in the Program, or with academic deficiencies, must complete these requirements as outlined in the Entrance Require-

ments section of this catalog. (Individual programs may require earlier completion of these requirements.) Students with academic deficiencies are not eligible for graduation. Students with academic deficiencies must present official transcripts as documentation of the deficiency completion. In order to be eligible for graduation, the transcripts must be received by the Office of the Registrar prior to enrollment for the semester prior to graduation. Where applicable, programs may waive prerequisite requirements with prior approval of the Dean or Associate Dean.

■ COMMENCEMENT

The varying requirements of the programs of the school result in different completion times. Degrees may be conferred at the end of each semester, but the commencement ceremony is held in December following the conclusion of the fall term.

All degree and post-baccalaureate certificate candidates are expected to participate in commencement exercises. Advancement or deferral of commencement is not permitted. In the event attendance is not possible, a petition for the award *in absentia* should be made to the Office of the Dean at least three weeks prior to the scheduled event. All students who have completed degree and post-baccalaureate certificate requirements since the previous commencement will be listed in the commencement program.

Degrees and post-baccalaureate certificates earned are posted to the students' permanent academic records at the end of the semester in which all degree or certificate requirements are met. If required for employment or to substantiate credentials, a letter verifying completion of educational requirements may be obtained from the department chair or program director.

■ ALUMNI ASSOCIATION

The Alumni Association of UT Southwestern School of Health Professions was organized Sept. 24, 1994. The objectives of the Alumni Association are to promote and support education of health professionals, including continuing edu-

cation and lifelong learning. All graduates of the school become members of the Alumni Association upon completion of all academic requirements for graduation.

STUDENT AFFAIRS

The Student Affairs Committee, composed of student members, serves as an advisory body for the management of student affairs. In addition to addressing problems the student may encounter during the academic year, it is responsible for planning and scheduling official student functions, including those utilizing the Bryan Williams, M.D. Student Center.

Each program strives to assist students with personal, career and academic problems. Students are encouraged to contact their department or program academic advisers as early as possible when a problem is identified. Every effort will be made to help the student resolve the problem.

STUDENT CONDUCT AND DISCIPLINE

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

The Dean, or his designee, has primary responsibility for student conduct and authority for the administration of student discipline.

In any disciplinary action, 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 Rule 50101 of the Rules and Regulations of the Board of Regents of the UT System. A copy of the regents' Rules and Regulations is available in the Dean's Office.

APPROPRIATE TREATMENT OF STUDENTS

The relationship between the faculty member and the student must be based on a foundation of mutual respect. Respect, in this context, is reflected in honesty, professionalism, and the prudent handling of the mentor's guidance. Moreover, the mentor-trainee relationship is defined and limited by the educational mission and learning objectives of the school.

Students who believe they have been mistreated 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. Grievances requiring a more formal process follow the procedure detailed in the Appropriate Treatment in Medicine policy, available in the Office of the Vice President for Student and Alumni Affairs. Students may consult the UT Southwestern Nondiscrimination Policy and the Sexual Harassment and Sexual Misconduct Policy. Complaints of this nature should be directed to the UT Southwestern Office of Equal Opportunity and Minority Affairs.

POLICY AGAINST DISCRIMINATION

UT Southwestern Medical Center adheres to Rule 10701 of the Regents' Rules and Regulations, which provides as follows:

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. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on

the basis of sexual orientation, gender identity, or gender expression.

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 these procedures, and they will not be penalized in any way for filing complaints with the institution involving discrimination.

Title IX of the Education Amendments of 1972 protects people from sex discrimination (which includes sexual misconduct, sexual harassment, and sexual violence) in educational Programs and activities at institutions that receive federal financial assistance. Students with concerns about sex discrimination should seek assistance from the Title IX Coordinator or a deputy Title IX coordinator. UT Southwestern Medical Center's Title IX Coordinator is Dr. Charles Ginsburg, Senior Associate Dean of UT Southwestern Medical School. Dr. Jon Williamson, Associate Dean, is the Title IX Deputy Coordinator for the School of Health Professions.

Students who feel discriminated against on the basis of race, color, national origin, religion, age, veteran status or disability can seek resolution of the grievance internally through an appointment with the appropriate graduate Program Chair or Program Steering Committee. If the student cannot resolve the grievance through this process or if the Program Chair is the subject of the grievance, the student should appeal to the School of Health Professions Dean. The Dean will meet with the student and may 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 for investigation. If the decision rendered by the Dean is unsatisfactory to the student, the student may appeal to the President of UT Southwestern, who will render the final decision.

Students can find information regarding the Department of Education, Office of Civil Rights

external process for filing a discrimination complaint at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

■ GENERAL GRIEVANCE PROCEDURE

Grievances related to matters other than academic matters, disciplinary action, and discrimination must be initiated by attempting to resolve the matter through discussion. If not resolved, the grievance must be submitted in writing within five business days to the appropriate graduate Program Chair. If the grievance is not satisfactorily resolved by the graduate Program Chair, the decision may then be appealed to the Dean of the School of Health Professions within five business days. If the grievance is not satisfactorily resolved by the Dean, the decision may be appealed within five business days to the President of UT Southwestern, who will render the final decision.

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 governing 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 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 person 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 the student 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, in writing, request assistance from the UT Southwestern President.

■ 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.

MISCELLANEOUS INFORMATION

■ AIDS, HIV AND HEPATITIS B VIRUS POLICY

T Southwestern Medical Center recognizes AIDS, human immunodeficiency virus, and hepatitis B virus as serious public-health threats and is committed to 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 UTSW.

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 made educational material about methods of transmission and prevention of HIV infection and about related state laws 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.



■ CAMPUS SECURITY AND SAFETY

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, campus crime statistics, fire safety, and emergency management and evacuation procedures, and provides this information 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 8-8911 from University telephones or 214-648-8911 from cell phones. To contact University Police for nonemergency matters, dial 214-648-8311.

■ COPYRIGHT AND FILE SHARING

Users of UT Southwestern Information Resources, including students, are expected to fully comply with all federal copyright laws, UT System policy on copyrights (UTS 107, accessible at <http://www.utsystem.edu/bor/procedures/policy/policies/uts107.html>), and UT Southwestern policy on copyrights (INP-151 of the Handbook of Institutional Policies and Operating Procedures), and are responsible for not infringing others' copyrights. Users may download, copy, reproduce, or use software protected by copyright – including electronic media or files (e.g., e-books, music, photos, videos, etc.) – only as permitted by the applicable software license. File-sharing applications make it easier to share music, videos, software, text, and other files; however, unless there is explicit permission of the copyright owner to possess and distribute the materials, sharing could violate federal copyright laws.

Unauthorized distribution of copyrighted material may subject students to disciplinary action by the institution, may result in access to UT Southwestern Information Resources being denied, and may result in civil and criminal penalties as well. UT Southwestern cannot protect students from copyright infringement actions,

and may be required to assist a complainant who is pursuing an action. Information concerning the legal consequences of copyright 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 use of UT Southwestern networks (including file sharing) may be found in Information Resources Policy No. 200-30 (Network Security Management).

■ EMPLOYMENT

Full time students should be aware that UT Southwestern School of Health Professions courses require the major portion of a student's time and concentration. A few students find it possible to have outside employment and still maintain a high quality of school work. School assignments and clinical duties cannot be altered to fit a work schedule for an individual student.

■ FIRE SECURITY

Occupational Safety and Fire Protection monitors operations campuswide to ensure job safety and the integrity of fire protection systems and services. Fire drills are conducted semiannually in all buildings at UT Southwestern, and corridor clearance policies are strictly enforced to help ensure safe evacuation. Basic Fire Safety Classes are mandatory for all new employees.

■ GANG-FREE ZONES

Premises owned, rented, or leased by UT 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 (Section 51.936, incorporating Sections 37.151–157, Texas Education Code), by the Regents' Rules and Regulations, Rule 50101, and by the UT South-

western Handbook of Institutional Policies and Operating Procedures (EDU-152). 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 acting alone or with others, directed against a student that endangers the mental or physical health or safety of the 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 a violation of this prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to student disciplinary action by the institution as well as possible criminal prosecution. Initiations or activities by organizations may include no feature that is dangerous, harmful, or degrading to a student, and a violation of this prohibition renders both the organization and the participating individuals subject to student disciplinary by the institution as well as possible criminal prosecution.

It is an offense not only to engage in hazing but also to encourage, direct, aid, or attempt to aid in 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 hazing event in good faith and without malice 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.

■ 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 responsibly believes traveling in such weather would be hazardous, the student will be expected to make up missed class work.

■ INFECTIOUS AND ENVIRONMENTAL HAZARDS POLICY

Contact with patients is an integral part of the educational experience 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. Students completing clinical rotations may be required to receive a skin test for tuberculosis intermittently during their enrollment. Students enrolled in physical therapy, physician assistant studies, prosthetics-orthotics, or radiation therapy are required to obtain the hepatitis B vaccine prior to enrollment. Students completing clinical rotations may be required to receive a skin test for tuberculosis intermittently during their enrollment.

Students also receive information 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. UT Southwestern 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 School of Health Professions will cover the costs of initial testing and any medically indicated prophylactic treatment not covered by insurance. The 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.

■ INTELLECTUAL PROPERTY POLICY

The Intellectual Property Policy and Guidelines of the UT System, found in Series 90000 of the Regents' Rules and Regulations, 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 creator(s), including students..

Copies of the complete Intellectual Property Policy and Guidelines of UT Southwestern and disclosure forms can be obtained from the Office 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.

■ MISSING PERSONS

Individuals concerned about the well-being of a person from UT Southwestern can contact the University Police at any time by dialing 311 from a University phone or 214-648-8311 from a cell phone or off campus phone. The Southwestern Medical Park Apartments management can be contacted at 214-956-9300. When a caller generates a missing-person report, dispatch will make a record of the call with the name and number of the caller. The record shall indicate the relationship between the caller and the resident, as well as the last time and place the caller saw or heard from the resident or student. Concerned individuals are encouraged to share any information that may be relevant to locating the absent resident. UTSW Police will take appropriate action to investigate the report and determine whether the situation rises to the level of an emergency, including (but not necessarily limited to) visiting the room where the resident lives. Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing resident's roommate or friends to ascertain the resident's whereabouts, contacting the student's workplace, checking access card usage, or attempting to contact the missing student via email, cell phone, and/or room phone. In addition, the appropriate Deans or their designee will be notified. If a student has identified a confidential contact, UTSW will notify that individual no later than 24 hours after the student is determined to be missing.

■ PROFESSIONAL ORGANIZATIONS

Any enrolled student may apply for student membership in the association representing his or her discipline. The purpose of these organizations is to promote interest in the profession with specific aims toward service and fellowship for the social, intellectual and professional benefit of

each member. Membership generally entitles the student to the journal of the profession and the right to attend meetings. Student memberships are available in such associations as the American Physical Therapy Association, American Academy of Physician Assistants, American Dietetic Association, International Society of Prosthetics and Orthotics, National Rehabilitation Association, American Society of Radiologic Technologists, and Texas Academy of Physician Assistants. Students are encouraged to join the profession's local, state, and regional groups as well. Further information may be obtained from the department's faculty and journals.

In addition, the Association of Schools of Allied Health Professions and the Texas Society of Allied Health Professions, groups representing the entire health professions team, are highly desirable organizations for students. The Office of the Dean can provide information about these organizations.

ALPHA ETA SOCIETY: As stated in the bylaws, the chapter membership in this Allied Health Professions National Honor Society consists of active faculty, alumni, and honorary members. The purpose of the society is to promote scholarship and friendship and to recognize high attainments in the health professions. No more than 10 percent of the graduating class of each eligible Program will be invited into membership annually.

■ 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 ABSENCES

Students who wish to be excused from classes or other required activities for any reason, including the observance of religious holy days, must file a written request with the course directors of all

applicable courses to be excused. If the absence is approved by the course director, the student will not be penalized and will be allowed to take examinations or complete assignments from which the student is excused within a reasonable time after the absence. For information on rules and procedures, contact the Office of the Registrar.

■ 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.

■ TOBACCO RESTRICTIONS

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

■ TRANSPORTATION

Bicycles may be practical transportation for students living near the campus. Bicycles may be parked in designated spaces. Bicyclists not experienced at riding in traffic may want to consider alternative forms of transportation.

Students living any great distance from campus may find a car necessary. A permit must



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 Vice President of Communications, Marketing, and Public Affairs.

be obtained to park on campus. Carpools are encouraged and are given preference in the event of limited parking.

The Dallas Area Rapid Transit System offers bus and rail service from various locations throughout the Metroplex. Economical unlimited travel E-passes are available to students, faculty, and staff through the University Store. Schedules, maps, and rate information may be obtained by visiting DART's website at www.dart.org; or by calling 214-979-1111. DART administrative offices are located at 1401 Pacific Ave. in Dallas.

■ 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.