

STUDENT POLICIES AND PROCEDURES

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STUDENT POLICIES AND PROCEDURES

1 General Provisions

1.1 Definitions

1.1.1 *Student*, for purposes of this *Handbook of Operating Procedures* and all other UT Southwestern policies and procedures, means

1. a person currently enrolled at UT Southwestern;
2. a person accepted for admission or readmission to UT Southwestern;
3. a person who has been enrolled at UT Southwestern in a prior year and is eligible to continue enrollment in the year that immediately follows; or
4. a person who engaged in conduct prohibited by law, Regents' *Rules*, or this *Handbook* at a time when the person was considered a student under the criteria of 1, 2, or 3.

1.1.2 *School* means one or more of the three components of UT Southwestern: Southwestern Medical School; Southwestern Graduate School of Biomedical Sciences; or Southwestern Allied Health Sciences School.

1.1.3 *Campus (or Facilities)* means property, buildings, facilities owned or controlled by UT Southwestern that are maintained and used for programs and activities related to the role and mission of UT Southwestern.

1.2 Accreditation

1.2.1 The University of Texas Southwestern Medical Center at Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's and doctoral degrees.

1.2.2 The University of Texas Southwestern Medical School is fully accredited by the Liaison Committee on Medical Education of the Association of American Medical Colleges and the American Medical Association.

1.2.3 The University of Texas Southwestern Allied Health Sciences School programs in clinical dietetics, health services administration, emergency medical technology, biomedical illustration, gerontology, physician assistant studies, medical technology, paramedics, physical therapy, prosthetics and orthotics, rehabilitation services, rehabilitation counseling psychology and the blood bank technology program in the department of medical laboratory sciences, are accredited by the appropriate accrediting bodies in their field.

1.3 Applicability of Policies and Procedures

1.3.1 The policies and procedures in this *Handbook*, the UT System Regents' *Rules*, and applicable state and federal statutes, are applicable to all students at UT Southwestern.

1.3.2 The catalogues provided to students are only general information publications. They are not intended to, nor do they, contain all the regulations that relate to students. Although revised periodically, the catalogues cannot always reflect up to the minute changes or developments in programs of UT Southwestern. Contents of the catalogues are therefore subject to revision without notice. Changes become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

1.3.3 UT Southwestern reserves the right to withdraw courses at any time, change the tuition and fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirement affecting students.

1.3.4 The provisions of the catalogues provided by UT Southwestern to students do not constitute a contract, express or implied, between any applicant, student, or faculty member and UT Southwestern or the UT System.

1.4 Nondiscrimination Policy

1.4.1 General Policy

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 UT System or UT Southwestern on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

1.4.2 Policy on Students with Disabilities

1. Commitment

This policy affirms UT Southwestern's commitment to meet the needs of competitive and qualified candidates who are disabled without sacrificing the standards required by UT Southwestern and its general curriculum. This policy is designed to enhance collaboration among students with disabilities, faculty, administrators, and support personnel to insure that the students have the opportunity to attain their academic and professional goals.

2. Background

The *Americans with Disabilities Act* ("ADA") prohibits discrimination against a qualified individual with a disability on the basis of that disability. Title III of the ADA has elements that apply to the relationship between a student with a disability and educational institutions. To be considered qualified for a position, the individual must have the necessary prerequisites and must be able to perform the essential functions. In addition, the individual may not have characteristics that pose a direct threat to the safety of the student or others.

3. Definition of Terms

a. **Disability** - According to the ADA, an individual has a disability if the individual has a physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such an impairment.

b. **Learning disability** - as defined by the U.S. Rehabilitation Services Administration is a disorder in one or more of the central nervous system processes involved in perceiving, understanding, and/or using concepts through verbal (spoken) or written language or nonverbal means. Learning disabilities may

commonly be manifested in difficulties with reading, spelling, expressing ideas in writing, or performing mathematical problems.

c. Essential functions - Basic activities that a student must be able to complete the UT Southwestern curriculum.

d. Reasonable accommodation - Any adjustment or modification that allows the student with a disability equal access to participation in the role and activities of a student in UT Southwestern.

e. Diagnostic professional - An individual who possesses the skills, knowledge, and professional credentials to assess and diagnose a specific disability and make reasonable accommodations based on a specific disability.

4. Essential Functions

a. All individuals, including persons with disabilities, who apply for admission to UT Southwestern 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 UT Southwestern curriculum or the program to which they apply. No applicant who can perform the essential functions, either with or without reasonable accommodations, will be denied consideration for admission.

b. Essential functions required of the applicant to UT Southwestern degree or certificate programs involving patient care, including, but not limited to physicians, are:

(1) Observation

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

(2) Communication

Applicants must be able to communicate in English orally and auditorily, and in writing with patients and members of the health care team, and must be able to read and comprehend written material in English.

(3) Psychomotor skills

Applicants must have sufficient motor function to obtain data from patients using tactile, auditory, and visual maneuvers; and must be able to execute motor movements to provide general care and emergency treatment that are reasonably required of physicians or health care professionals.

(4) Intellectual and Cognitive Abilities

Applicants must be able to measure, calculate, reason, analyze, synthesize, integrate, and apply information. Problem solving, a clinical skill required of physicians or other health care professionals, requires all these intellectual abilities. Applicants must also be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

(5) Behavioral and Social Attributes

Applicants must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive, and effective relationships with patients.

Applicants must also be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that applicants must have.

(6) Ethical Standards

Applicants must demonstrate professional demeanor and behavior, and must perform in an ethical manner in all dealings with peers, faculty, staff, and patients.

5. Accommodation

Accommodations are individually determined to fit the specific needs of a student with a disability. The documentation that a student provides to the associate dean for student affairs must contain specific accommodation designed to address that individual's needs related to the identified disability. Each recommended accommodation will be assessed by the associate dean for student affairs and UT Southwestern's ADA coordinator to insure it can be provided within the limits of the ADA.

6. Responsibilities

a. Students who have been accepted will:

- (1) Read the essential functions in the acceptance letter from the registrar, indicate whether you can perform those essential functions on the acceptance letter, and return the acceptance letter to the registrar.
- (2) Return to the registrar the signed and dated document verifying that they possess the required essential functions. That signed document will be placed in the student's file in the Registrar's Office.

b. Students with a disability will:

- (1) Read this policy and follow its guidelines.
- (2) Give the associate dean for student affairs a completed Formal Request for Accommodation due to a Disability Form and documentation of their disability from a qualified diagnostic professional. These materials should be provided before enrollment or with 10 working days after being diagnosed with a disability to insure that their materials can be assessed and accommodations coordinated. The documentation must specify the disability, describe who determined the disability status, how the status was determined, and recommend reasonable ways to accommodate that student's disability within the context of the curriculum.
- (3) Inform the course/clerkship director of the request for accommodation within the first week of a course/clerkship so that the student and course/clerkship director can coordinate the specified accommodation. The student will inform the course/clerkship director using the Annual Letter from Student Affairs to Course/Clerkship Director Verifying Disability and Listing Recommended Accommodation Form.
- (4) Meet with the learning skills consultant in the Office of Medical Education at least two weeks before their first/next course/clerkship examination to verify that the recommended accommodation are implemented.

(5) Notify the associate dean for student affairs in writing within 24 hours of any problem/concern relating to the implementation of any recommended accommodation based on a disability. This time period allows the Office of Student Affairs to investigate and deal with the situation.

c. The associate deans for student affairs will:

- (1) Serve as the point of contact/referral for all matters related to students with disabilities.
- (2) Annually provide admissions committee members with information about the ADA as it relates to the admissions process.
- (3) Coordinate an annual training session for course/clerkship directors pertaining to students with disabilities.
- (4) Distribute copies of the policy to course/clerkship directors.
- (5) Insure that accepted students receive a copy of the essential functions and return the form indicating those essential functions to the registrar.
- (6) Have appropriate campus resources to assess and validate students' documentation of a disability.
- (7) Use input from an entering student with a disability to identify additional activities, such as focused orientation sessions, that would help the student.
- (8) Send any materials related a student's disability to the registrar so those materials can be placed in the student's file. To insure confidentiality, strict adherence to the registrar's policies regarding access to a student's file will be followed. The following specific items will be added to the file of a student with a disability:
 - (a) A letter from the student specifying his/her disability and requesting accommodation due to that disability.
 - (b) The student's evaluation for a disability from a qualified diagnostic professional.
 - (c) A memorandum from a qualified campus resource who has assessed and validated a student's documentation of a disability.
 - (d) The student's request for accommodations due to a disability.
 - (e) A record of accommodations made in courses/clerkships from the Office of Medical Education.

d. Each course/clerkship director will:

- (1) Brief course/clerkship faculty each year on the policy pertaining to disabled students.
- (2) Discuss implementation of the recommended accommodations with the student. The student will initiate this discussion within the first week of a course/clerkship to allow te coordination of the suggested accommodation.

(3) Discuss any concerns related to the student's disability and recommended accommodations with the associate dean for student affairs.

(4) Insure that recommended accommodation are implemented.

e. Campus professionals who review disability documentation for UT Southwestern will:

(1) Review the documents submitted by the student to verify a disability. Insure that a qualified professional, as judged by the professional's curriculum vitae, has assessed the student using the means accepted by professionals in that area. The documentation from t professional who assessed the student must specify the disability, describe how it was assessed, and suggested accommodations which meet the needs of the student and can be reasonably accommodated by the institution.

(2) Respond to questions regarding assessment of disabilities and appropriateness of recommendations from the student with disabilities, associate dean for student affairs, Office of Medical Education, and course/clerkship directors.

(3) Write a letter describing the acceptability of the evaluation and the appropriateness of the recommendations to the associate dean for student affairs.

f. The learning skills consultant in the Office of Medical Education will:

(1) Provide the guidelines for assessment of a specific learning disability to applicants or current students who need such an assessment.

(2) Discuss the accommodations due to a disability with the student.

(3) Assist course/clerkship directors with accommodations when appropriate.

(4) Inform the associate dean for student affairs of the courses/clerkships in which accommodations have been implemented.

(5) Coordinate annual training of admissions committee members on matters pertaining to students with disabilities. The training will include an overview of the ADA and provide guidelines regarding appropriateness of interview topics based on the ADA.

(6) Coordinate annual training of course/clerkship directors on matters dealing with students with disabilities.

g. The Registrar will:

(1) Inform students of the essential functions requirements prior to their enrollment.

(2) Place in each student's file the student's verification that the student possesses the essential functions.

(3) Inform students of this policy related to students with disabilities.

(4) Maintain documents relating to a student's disability in that student's file in the Registrar's Office.

(5) Collaborate with the student, course directors, and student affairs personnel to insure that course directors are informed in sufficient time to implement accommodations.

h. UT Southwestern's ADA coordinator will:

- (1) Communicate changes in law or institutional policy to the associate dean of student affairs.
- (2) Review this policy annually to insure that it complies with the law and UT Southwestern policies.
- (3) Assess recommended accommodations for students with disabilities with the associate dean for student affairs to insure that the accommodations can be made without undue hardship or financial strain upon the institution.

7. Assessment Guidelines for a Specific Learning Disability

a. Students who seek accommodations based on a specific learning disability must submit documentation to verify their eligibility for those accommodations under Section 504. Students are responsible for any and all costs associated with the assessment.

b. Students who are to be assessed for a specific learning disability after enrollment at UT Southwestern must review the guidelines below with the professional who will assess them. The guidelines are provided to help insure that the student's documentation of a specific learning disability meets UT Southwestern's and the National Board of Medical Examiner's and other licensing boards' requirements.

(1) Comprehensive Assessment - More than one test must be administered for the purpose of diagnosis. Minimally, domains to be addressed must include aptitude, achievement, and information processing.

(a) Aptitude - The Wechsler Adult Intelligence Scale - Revised (WAIS-R) with subtest scores is preferred. The Woodcock-Johnson Psychoeducational Battery - Revised: Tests of Cognitive Ability of the Stanford-Binet Intelligence Scale-Fourth Edition, are acceptable.

(b) Achievement - Current levels of functioning in reading, mathematics, and written language are required. Acceptable instruments include the Woodcock-Johnson Psychoeducational Battery - Revised; Tests of Achievement; Stanford Test of Academic Skills (TASK); Scholastic Abilities Test for Adults; or specific achievement tests such as the Test of Written Language -2 (TOWL-2), Woodcock Reading Mastery Tests - Revised, or the Stanford Diagnostic Mathematics Test. The Wide Range Achievement Test - Revised is not acceptable.

(c) Information Processing - Specific areas of information processing (*e.g.*, short-and long-term memory; sequential memory; auditory and visual perception/processing; and processing speed) must be assessed. Use of subtests from the WAIS-R or the Woodcock-Johnson Tests of Cognitive Ability is acceptable.

(2) Assessments must be within the past three years.

(3) Identification of a learning disability. There must be clear and specific evidence and identification of a learning disability. Individual learning styles and learning differences do not constitute a learning disability.

(4) Information required on diagnostic reports. All diagnostic reports must include the following specific information:

- (a) The assessor's name, degree, title, address, telephone number;

- (b) The date of assessment;
- (c) The names and results of tests;
- (d) The nature and effect of the learning disability;
- (e) The student's academic strengths and weaknesses; and
- (f) Recommended compensation strategies and accommodations.

(5) The student must bring a photocopy of the diagnostic report to the Office of Student Affairs. The diagnostic report is considered confidential information.

(6) A licensed psychologist or learning disabilities diagnostician with experience in assessing adults must conduct the assessment.

(7) The Office of Medical Education will provide the student with a list of local diagnosticians, their contact information, and fees. Students may use one of these individuals, or contact another qualified professional.

c. If needed, the student and/or the professional should contact the associate dean for student affairs about questions concerning the guidelines.

8. Evaluation and Feedback

Input from students, faculty, administrators, and support personnel regarding this policy is desired to improve the policy. Any person can discuss concerns about or recommendations regarding the policy with the associate dean for student affairs. If there is a significant problem with the implementation of the policy, the associate dean for student affairs can investigate, identify the problem, and recommend changes.

1.5 Administrative Officers for Student Affairs

1.5.1 The administrative officers responsible for student affairs, including the administration of the disciplinary process at UT Southwestern, are:

- 1. the associate deans for student affairs in the medical school;
- 2. the dean in the graduate school of biomedical sciences; and
- 3. the associate dean in the school of allied health sciences.

1.5.2 For convenience, the term "associate dean for student affairs" will be used in this chapter to mean any of the administrative officers designated in subsections 1-3 above.

1.5.3 The vice president for student and alumni affairs has general charge and responsibility for selected student and alumni activities, including, but not limited to, financial aid, registrar's office, student activities, and alumni activities.

1.5.4 Authority held and exercised by the administrative officers designated above is delegated by the president. Any action taken by such officer is subject to review by the president.

1.6 Student Concern with Policies

1.6.1 Any individual student, group of students, or student organization may petition the UT System Board of Regents on any matter relating to the policies in the Regents' *Rules* (other than an individual disciplinary action) through the associate dean for student affairs in the school in which the student is enrolled, the president of UT Southwestern, and the UT System executive vice chancellor for health affairs and chancellor.

1.6.2 Any individual student, group of students, or student organization may petition the president of UT Southwestern relating to the policies in the *Handbook of Operating Procedures* (other than an individual disciplinary action) through the associate dean for student affairs in the school in which the student is enrolled and the dean of the school in which the student is enrolled

2 Selected General UT Southwestern Administrative Policies Applicable to Students

Many UT Southwestern general administrative policies and procedures apply to students, and students are responsible for complying with them. Selected policies are reprinted here.

2.1 Nondiscrimination Policy

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity sponsored or conducted by UT Southwestern on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

2.2 Sexual Harassment Policy

No student shall engage in sexual harassment or sexual misconduct while in the working and educational environment of UT Southwestern. UT Southwestern must be free from inappropriate conduct of a sexual nature and views such misconduct as unethical, unprofessional and unacceptable. Any student wanting to make a complaint of sexual harassment should contact the associate dean for student affairs in the student's school.

2.3 Alcohol, Drug, and Chemical Abuse

2.3.1 Purpose

1. The purpose of this statement is to notify students (and employees), and to comply with the *Federal Drug-Free Schools and Communities Act Amendment of 1989* and the *Drug-Free Workplace Act of 1988*, by stating UT Southwestern's policy with regard to the abuse and/or distribution of alcohol, drugs, and chemicals by students (and employees).

2. Students (and employees) may obtain the most recent *Drug-Free Campus Policy Report* from the office of the executive vice president for business affairs or in the office of the associate dean for student affairs. This brochure details the health risks of alcohol and drugs; information on the state and federal laws, including penalties; and information on counseling and rehabilitation services.

2.3.2 Standards of Conduct

1. UT Southwestern prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on campus or while conducting university business or participating in UT Southwestern educational or research programs off the premises. Further, students and employees are expected and required to report to campus at the appropriate time and in appropriate mental and physical condition for educational activities and work.
2. The unlawful use, possession or distribution of illicit drugs or alcohol by a student is prohibited by UT System's Policy on Drugs and Alcohol. The use, possession or distribution of alcohol or illicit drugs by an employee on university premises is defined as misconduct by the UT System's *Policies and Procedures for Discipline and Dismissal of Employees*.
3. The UT System Regents' *Rules*, Part One, Chapter VI, subsection 3.21 provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal or local law. Included are laws prohibiting use, possession, or distribution of illicit drugs and alcohol.
4. Alcoholic beverages on UT Southwestern property are permissible only by prior written approval of the president for specific events.
5. State law provides that no salary payments be made to an employee who uses alcoholic beverages while on active duty.
6. Any employee or student who is found guilty (including a plea of no contest) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on the UT Southwestern campus shall report such action to the Office of Human Resources, or to the associate dean for student affairs, if a student, within five days.

2.3.3 Penalties for Violation

1. The unlawful use, possession, or distribution of drugs or alcohol will result in a penalty of disciplinary probation, demotion, suspension without pay, or termination, depending on the circumstances, or if for students, suspension or dismissal.
2. UT Southwestern will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law.
3. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

2.3.4 Health Risks of Alcohol, Drugs, and Chemicals

1. Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of injury and accidental death for such persons than for non-users of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss

of memory and coordination, and damage to the liver often resulting in cirrhosis. Impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles may occur. Cancer is the second leading cause of death in alcoholics and is ten (10) times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it may cause serious physical withdrawal symptoms.

2. Drugs and Chemicals

The use of illicit drugs and chemicals may cause the same general type of physiological and mental changes seen with alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs and chemicals is more frequent than from alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use. There are also health risks resulting from intravenous drug users who use unsterilized needles, or who share needles with other drug users. They can develop AIDS, hepatitis, tetanus, and infections in the heart. Permanent brain damage may also result.

Chemicals, which include solvent inhalants and aromatic hydrocarbons, such as glue, lacquers, and plastic cement, also present health risks. Fumes from these substances cause symptoms similar to alcohol. Hallucinations and permanent brain damage may occur.

2.3.5 Assistance for Students

1. Conscientious efforts by any students to seek help for alcohol or drug problems will not jeopardize a student's continued enrollment in school.

2. Medical Students

The Student Assistance Committee has been established to encourage and facilitate recognition, treatment, and rehabilitation of impaired medical students. The committee will play an advocacy role while giving the student an opportunity to move toward recovery and will support and monitor a student's progress through a recovery program. The committee is dedicated to assisting the impaired student in obtaining confidential help while continuing their medical education without stigma upon recovery. A student may also contact the Student Health Services in the Aston Ambulatory Care Center for assistance with these problems.

3. Graduate Students

Graduate students may use Student Health Services and/or their own insurance programs, as they think appropriate. Graduate students holding staff appointments also are eligible for services of the UT Southwestern Employee Assistance Program.

4. Allied Health Students

Allied Health students may seek treatment and rehabilitation through Student Health Services or their own insurance programs, as appropriate.

2.3.6 Use of Alcoholic Beverages on Campus

1. The possession or use of alcoholic beverages on the campus of UT Southwestern is prohibited. However, in accordance with the Regents' *Rules*, Part One, Chapter VI, subsection 6.5, the president may approve the use of alcoholic beverages for a specific function.

2. All requests should be made in writing to the Office of the President at least ten working days prior to the event.

3. Requests will not be approved unless the following criteria are met:

- a. The event must have a purpose clearly related to the mission of UT Southwestern.
- b. A University employee, such as a faculty member, must sponsor the event and be present throughout the event.
- c. No alcoholic beverages are to be served before 5:00 p.m. on working days in any areas; or before 7:00 p.m. in academic conference rooms or other institutional areas.
- d. Alcoholic beverages must be served by or under the supervision of a trained bartender who has completed and is able to document the state's seller/server training program.
- e. No request by a student organization or group will be approved unless all members of the group and their guests, if any, are of legal age to consume alcoholic beverages.
- f. State laws and regulations relating to the use, sale, or consumption of alcoholic beverages will be strictly observed.

4. The above regulations are in addition to all other UT Southwestern regulations relating to the use of university facilities as described in section 2.6.

3.2.3.7 No Smoking Policy

1. Policy

One mission of UT Southwestern is to promote public health. For this reason, smoking is prohibited on campus, including private offices or on the grounds.

2. Designated Smoking Area

Smoking is allowed only in the loading dock area behind the Fred F. Florence Bioinformation (B) Building, and other specifically designated areas at other UT Southwestern Facilities other than the South or North Campus. This location may be changed or eliminated without notice.

3. Sale of Tobacco Products

No tobacco products will be sold on the campus either by UT Southwestern or outside vendors.

4. Commitment

By the nature of the mission of UT Southwestern, it is the responsibility of each individual student and employee to ensure that a healthy environment is provided by example and deed. Student or employee cooperation and support of this policy is essential to its success, and violation of the policy will subject the student or employee to disciplinary action.

2.4 Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) Infection

2.4.1 Statement of Purpose

1. The acquired immune deficiency syndrome (AIDS) has reached epidemic proportions since the first reported cases in 1981. AIDS and human immunodeficiency virus (HIV)-related disorders have

presented the health-care professions with numerous issues of an ethical and moral nature related to the care and treatment of patients infected with HIV.

2. No cure for AIDS exists, nor has a vaccine been developed to prevent HIV infection. Because of these circumstances, fear, prejudice, and misinformation about the disease have developed not only among the population at large but also within the health professions. It is well recognized that AIDS patients and HIV-infected individuals are entitled to competent medical care that reflects compassion and respect for human dignity as well as concern for safeguarding individual confidences within the constraints of the law.

3. One of the objectives of UT Southwestern is to prepare men and women for a career in the practice of a health profession. These future health care providers should be prepared for a lifetime of service to the ill, which demands adherence to the highest standards of professional conduct and behavior. Furthermore, 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 UT Southwestern on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, handicap, or sex. It is within this frame of reference that the following UT Southwestern policies on AIDS were developed.

2.4.2 Admission of Health Professions Students with AIDS or HIV Infection

1. UT Southwestern shall not inquire about the HIV status of any applicant for admission to (or employment at) UT Southwestern unless it has been determined that the condition of being infected is grounds for denial of admission (or employment).

2. Admission or hiring of an asymptomatic HIV-infected applicant can only be denied on the basis of such infection if the institution concluded, on the basis of sound medical and scientific evidence, that the applicant's infected status would prevent him or her from completing essential degree requirements or essential duties of employment and that no reasonable accommodation could be made that would enable the applicant to do so.

2.4.3 Screening for HIV-1 Infection

1. UT Southwestern will not initiate mandatory HIV screening of students, faculty, staff or employees unless justified by evidence of significant risk to patients.

2. UT Southwestern encourages students, faculty, staff, and employees who believe they are at risk of HIV infection to seek testing and counseling. UT Southwestern shall provide information about the availability of confidential and anonymous testing programs. In addition, UT Southwestern shall provide information and/or access to counseling for students, faculty, staff, employees, and others about the implications of positive or negative testing for career and future health.

2.4.4 Management of Students (Faculty, Staff, and Employees) with Positive Antibody to HIV-1 or Clinically Manifest AIDS or AIDS-Related Complex

UT Southwestern encourages HIV-infected students (faculty, staff, and employees) to discuss their health situation with a designated official. The designated official for each school in UT Southwestern is the associate dean for student affairs.

2.5 Intellectual Property Policy

2.5.1 The Intellectual Property Policy, and related policies, apply to students as well as to faculty and staff. It provides, in part, that all inventions and discoveries, including computer software, developed by students in their capacities as students or who are using Facilities, are owned by UT Southwestern. The Office of the Vice President for Technology Development handles all business matters involving protection and commercialization of the invention or discovery. After costs are deducted, income generated from intellectual property is split fifty-fifty between UT Southwestern and the student who is the inventor.

2.5.2 The complete policy, as well as related policies, can be found in chapter 2 of this *Handbook*. The UT System policy, to which UT Southwestern adheres, is located in the Regents' *Rules*, Part Two, Chapter XII.

2.6 Student Participation in Research, including Conflict of Interest, Misconduct or Fraud in Research, and Research Supported by Grants or Contracts

Students at UT Southwestern may have opportunities to participate in research as part of their educational experience. That participation carries with it responsibilities, including, but not limited to, adherence to high ethical standards in every facet of the research. Accordingly, students must comply with the same standards and procedures as faculty and staff in dealing with the varied issues arising in research, such as conflicts of interest, misconduct or fraud in research, obligations to grantors of participation in research supported by grants or contracts, whether by the federal or state government or private sources. The associate dean for research and associate dean for medical research administer policies related to research.

2.7 Use of UT Southwestern Campus and Facilities

2.7.1 Definition

UT Southwestern Campus or Facilities includes to property, buildings, and facilities owned or controlled by UT Southwestern that are maintained and used for programs and activities related to the role and mission of UT Southwestern.

2.7.2 General Use Restrictions

1. The property, buildings, and facilities owned or controlled by UT Southwestern (herein called facilities or campus) are not open for assembly, speech, or other activities as are public streets and sidewalks. UT Southwestern's obligation to maintain an effective and efficient medical school, graduate school, and school of allied health sciences requires that the time, place, and manner of assembly, speech, and other activities on the UT Southwestern campus be regulated. Acting pursuant to the authority of Chapters 65 and 51 of the *Texas Education Code*, and Part One, Chapter VI and Section 6 of the Regents' *Rules*, UT Southwestern has adopted sections, including this and section 2.6 of its *Handbook* regulating the use of Campus and Facilities. These regulations apply to students in the same manner they apply to faculty, staff, and the public.
2. No person or student or group of persons or students may use the UT Southwestern campus for any purpose other than for the regular programs or activities related to the role and mission of UT Southwestern, unless authorized by the Regents' *Rules*, this *Handbook*, or the applicable federal, state, and local laws.
3. It is unlawful for any student who is on the UT Southwestern campus to refuse to identify himself or herself in response to a request by an institutional representative, defined as: any campus police or security officer, any administrative officer or attorney of UT Southwestern, any executive or

administrative officer, or member of the Board of Regents of the UT System. Any student who refuses to identify himself or herself in accordance with this section may be convicted of a misdemeanor punishable by a fine of not more than \$200. In addition, the student is subject to disciplinary action.

2.7.3 Speech and Assembly Area

UT Southwestern has designated a “free speech” area on campus. Peaceful assembly and speech activities conducted in accordance with applicable state law, Regents’ *Rules*, and other UT Southwestern policies may be conducted in this area without prior administrative approval. The area designated is in front of the Skillern Student Union Building, or “M” building, or in the area between the Skillern Student Union Building and the Green Biomedical Research or “Y” building.

2.8 Inclement Weather

It is the policy of UT Southwestern to remain open regardless of weather conditions. Students will need to use their own judgment with regard to personal safety. However, student responsibilities are not obviated by weather conditions.

2.9 Weapons on Campus

2.9.1 Concealed Handguns

Although Texas law permits the carrying of concealed handguns in certain limited circumstances, it also identifies certain locations where it remains illegal to carry a concealed handgun. Educational institutions are such locations and, as such, handguns may not be brought onto the UT Southwestern campus or facilities.

2.9.2 Other Lethal Weapons

Firearms, explosives, or other lethal weapons may not be brought onto any UT Southwestern campus or facilities as defined in sec. 3.1.1.3. Texas makes violating this provision a felony. Any student violating this policy will be subject to disciplinary action by UT Southwestern regardless of the action, if any, taken by other authorities.

2.10 Traffic Laws on Campus

University Police enforce all applicable traffic laws on campus. Students are required to comply with these laws at all times.

2.11 Faculty Acceptance of Money from Students

2.11.1 Faculty members may not, without prior and special approval from the UT System Board of Regents through the president of UT Southwestern, collect from students any fees or charges to be expended for institutional purposes and shall not sell to students books, notes, or similar student supplies.

2.11.2 A member of the faculty of the rank of instructor or above may not accept pay for extra instruction of students registered at UT Southwestern.

2.11.3 With written approval of the department chair or center director and the dean, instructional employees below the rank of instructor may accept pay from students for extra instruction or coaching, but only in courses or sections of courses with which the employee has no instructional connection.

2.12 Posting of Notices

2.12.1 Notices, announcements, posters, flyers, and the like (Notices) may be placed only on one of the bulletin boards on campus. Open access bulletin boards are available in the lecture hall areas; sponsored activity bulletin boards are controlled by University Activities; and bulletin boards controlled by individual departments are available.

2.12.2 Notices may not be taped to finished wood doors or frames, elevator walls, glass doors or windows, staircases, walls, or any other place not specified in 3.2.12.1.

2.12.3 Notices must be dated, and may be posted for no more than thirty days. The student or student organization posting the notice is responsible for removing it.

2.12.4 Commercial notices are not allowed; only students, faculty, staff and their recognized organizations may post Notices.

2.13 Electronic Publishing Guidelines, Including Use of the World Wide Web Server

UT Southwestern's Electronic Publishing Guidelines, including the policy on use of the WWW and CWIS; the policy on electronic communications, including but not limited to, e-mail, is applicable to UT Southwestern students. The full policies are located in Chapter 2 of this *Handbook*.

3 Student Administrative Policies

3.1 Student Right-to-Know and Campus Security

3.1.1 Compliance with Law

In compliance with the *Student Right-to-Know and Campus Security Act* (the Act), 20 U.S.C. Sections 1092(a), (e) and (f), as amended, UT Southwestern collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

3.1.2 Right to Know Results of Student Disciplinary Proceedings

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of student disciplinary proceedings on campus concerning the alleged perpetrators.

3.1.3 Reports of Crime

UT Southwestern makes timely reports to the UT Southwestern campus community on crimes considered to be a threat to students and employees, which are reported to University Police or local police.

3.1.4 Annual Publication

Annually, in September, UT Southwestern

1. publishes and distributes a report of campus security policies and crime statistics to all current students and employees;
2. provides copies of the report to applicants for enrollment or employment upon request;
3. submits a copy of the report to the U.S. Secretary of Education upon request.

This annual campus crime statistics report references crimes that occur on property owned or controlled by UT Southwestern.

3.1.5 Campus Security

Beginning on September 1, 1993, UT Southwestern has published, in an annual security report entitled *Campus Security*, its policy regarding sex-related offenses, including information on sexual assault prevention programs, education programs to promote awareness of sex offenses, disciplinary actions and penalties for offenders, and counseling and student services for victims.

3.1.6 Policy on Sex-related Offenses

1. Because UT Southwestern places a high priority on providing a safe and secure environment for students, University Police offer escort services on campus. On request, police officers conduct seminars to inform students about campus security and crime prevention. These seminars include information designed to promote awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.

2. If a sex-related offense, including sexual assault, occurs on UT Southwestern Property the victim should immediately go to a safe place and call the University Police at 648-8911. Additional procedures will be provided to the victim at that time.

3.2 Student Conduct and Discipline

3.2.1 Sources of Standards of Conduct for Students

All students are expected and required to observe and obey

1. federal laws;
2. state laws;
3. local laws;
4. the Regents' *Rules*;
5. UT Southwestern's *Handbook of Operating Procedures*;
6. other UT System and UT Southwestern policies, rules, and regulations;
7. directives issued by the UT Southwestern president or the UT System chancellor that are issued in the course of his or her authorized duties; and
8. standards of conduct appropriate for an academic institution.

3.2.2 Violations of Standards of Conduct

1. Any student who engages in conduct that violates the required standards of conduct listed in this chapter is subject to discipline, whether the conduct takes place on or off campus or whether civil or criminal penalties are also imposed on the student for such conduct.

2. Such discipline shall be imposed by UT Southwestern in accordance with the Regents' *Rules* and this *Handbook*.

3.2.3 Other Specific Policies

1. Drugs or Narcotics

a. Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic is subject to discipline by UT Southwestern.

b. The minimum penalty for any student who is guilty of the illegal use, possession, and/or sale of a drug or narcotic on the UT Southwestern campus, shall be suspended from school for a specified period of time and/or suspension of rights and privileges.

2. Endangering Others

Any student who engages in conduct that endangers the health or safety of any person on the UT Southwestern campus, or on any property owned or controlled by UT Southwestern (or UT System) is subject to discipline by UT Southwestern.

3. Disruption of UT Southwestern Operations or Activities

a. Any student who, either alone or with others, obstructs, disrupts or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be conducted on campus, or on property owned or controlled by UT Southwestern (or UT System) is subject to discipline by UT Southwestern.

b. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies or damages utility service or equipment, communication service or equipment, computers, computer programs, computer records, or computer networks accessible through UT Southwestern's computer resources.

4. Prohibited Speech

Any student who engages in oral or written speech directed to inciting or producing imminent lawless action, and which is likely to incite or produce such action, is subject to discipline.

5. Unauthorized Use of Property

Any student who engages in the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by UT Southwestern (or the UT System) is subject to discipline.

6. Conduct regarding Official Records

a. Any student is subject to discipline if the student alters or assists another in altering any official record of UT Southwestern.

b. Any student is subject to discipline if the student submits false information or omits requested information that is required for or related to

- (1) an application for admission;
- (2) the award of a degree; or UT
- (3) any official records of UT Southwestern.

7. Defacing Property

Any student who defaces, mutilates, destroys, or takes unauthorized possession of any property, equipment, supplies, buildings, or facilities owned or controlled by UT Southwestern is subject to discipline.

8. Use of Weapons

Unless authorized by federal, state, or local laws, a student who possesses or uses any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical, or weapon (as defined by state or federal law) while on campus or any property owned or controlled by UT Southwestern, is subject to discipline.

9. Conduct During Suspension or After Expulsion

a. Any student who has received a period of suspension as a disciplinary penalty under this chapter is subject to additional disciplinary action if he or she commits any prohibited conduct on campus or property owned or controlled by UT Southwestern during the period of suspension.

b. Any student who has received a period of suspension as a disciplinary penalty under this chapter is prohibited from being on the UT Southwestern campus during the period of the suspension without prior written approval of the dean.

10. Scholastic Dishonesty

a. Any student who commits an act of scholastic dishonesty, as defined below, is subject to discipline by UT Southwestern.

b. Scholastic dishonesty includes, but is not limited to

- (1) cheating;
- (2) plagiarism;
- (3) collusion;
- (4) the submission for credit of any work or materials that are attributable in whole or in part to another person;
- (5) any act designed to give unfair advantage to a student; or
- (6) the attempt to commit any such acts.

11. Hazing

a. Any student who, acting alone or with others, engages in hazing is subject to discipline, regardless of whether the student is charged with a criminal offense.

b. Hazing in a state educational institution, such as UT Southwestern, is prohibited by Section 51.936 of the *Texas Education Code* as well as by the Regents' *Rules* and this *Handbook*.

c. Hazing includes, but is not limited to, any type of physical brutality; any type of physical activity, such as sleep deprivation, exposure to the elements, calisthenics, or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student; any activity involving the consumption of food, liquid, alcoholic beverage, drug, or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health of a student.

d. "Engaging in hazing," as used in this section, includes soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; allowing (whether intentionally, knowingly, or recklessly) hazing to occur; or failing to report first-hand knowledge, in writing, to the associate dean for student affairs in the student's school that a hazing incident is planned or has occurred.

e. Immunity from civil or criminal liability is granted by the law to any person who reports a specific hazing event to the associate dean of student affairs for the student's school. Under Texas law, failure to report hazing may bring about a penalty of \$500-\$10,000 fine and up to two years' confinement in prison.

f. Consent of the person being hazed does not prevent the hazing from violating the law and UT Southwestern policies. Both the person inflicting the hazing and the person submitting to the hazing are subject to discipline.

g. Hazing is prohibited both on and off campus.

h. Activities of an organization, including initiations, may include no feature which is dangerous, harmful, or degrading to a student, and a violation of this prohibition renders both the organization and the participating individuals subject to discipline.

3.2.4 Procedures for Student Discipline

1. Administrative Responsibility

The associate dean for student affairs has primary authority and responsibility at UT Southwestern for the administration of student discipline. One or more individuals in each of UT Southwestern's three schools will be designated to carry out the functions of the associate dean for student affairs whether or not that individual (s) job title is associate dean for student affairs.

2. Duty to Investigate

It is the duty of the associate dean for student affairs to investigate allegations that a student has engaged in conduct that violates the Regents' *Rules*, the policies or procedures of UT Southwestern; other rules and regulations of UT System or UT Southwestern; or specific instructions issued by an administrative official of UT System or UT Southwestern acting in the course of the official's duties; or any provisions of federal, state, and/or local laws.

3. Effect of Action by Other Authority

The associate dean for student affairs may proceed with the investigation and with the disciplinary process, notwithstanding any action taken by other authorities, such as civil or criminal authorities.

4. Procedures for Investigation

a. A student against whom allegations have been made may be summoned by written request of the associate dean of student affairs for a meeting to discuss the allegations.

b. The written request shall specify a place and time for the meeting which shall be no less than three weekdays after the date of the written request.

c. The written request may be mailed to the address appearing in the records of the registrar or may be hand-delivered to the student.

d. If the summoned student fails to appear without good cause, as determined by the associate dean for student affairs, the associate dean may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons; the associate dean may proceed to implement the disciplinary procedures provided for in the Regents' *Rules* and this *Handbook*. The refusal of a student to accept delivery of the notice or the failure to maintain a current address with the registrar shall not be considered good cause for the student's failure to respond to a summons.

e. Pending disposition of the allegations against the student, the associate dean for student affairs may take any immediate interim disciplinary action as he or she determines to be appropriate to the circumstances, including

(1) suspension and exclusion from the campus if it reasonably appears to the associate dean for student affairs, from the circumstances, that the continuing presence of the student poses a potential danger to persons or property, or a potential threat of disrupting any UT Southwestern activity; or

(2) Withholding the student's grades, degree, or official transcript when, in the judgment of the associate dean, such action is in the best interest of UT Southwestern.

(3) If interim disciplinary action has been taken by the associate dean for student affairs, a hearing on the charges against the student will be held under the procedures specified in subsection 3.5 of Part One, Chapter VI of the Regents' *Rules*, but the hearing will be held within ten days after the interim disciplinary action was taken unless: (1) the student agrees in writing to a hearing at a later time; or (2) the student waives a hearing and accepts the decision of the associate dean for student affairs in accordance with subsection 3.3.2.6 of the *Handbook*.

3.2.5 Procedures if Student Disputes Facts in a Disciplinary Matter

1. Right to Hearing

If a student against whom allegations have been made disputes the fact upon which the charges are based, the charges will be heard and determined by a fair and impartial hearing officer named by the president of UT Southwestern.

2. Pertinent Definitions

a. Hearing Officer is defined as an individual selected in accordance with procedures adopted by UT Southwestern to hear disciplinary charges, make findings of fact, and if guilt is found, impose an appropriate sanction.

b. Day is defined as a calendar day.

c. Weekday is defined as Monday through Friday, excluding any day that is an official holiday of UT Southwestern.

3. Notice (except in cases of immediate disciplinary action)

a. The accused student will be given at least ten days' written notice of the date, time, and place for the disciplinary hearing, and the name of the hearing officer.

b. The notice will include a statement of the charges and a summary statement of the evidence supporting the charges.

c. The notice will be delivered in person to the student or mailed to the student at the address appearing in the registrar's records. A notice sent by mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday.

4. Postponement of Disciplinary Hearing

The date for the disciplinary hearing may be postponed by the hearing officer for good cause or by agreement of the student and associate dean for student affairs.

5. Selection and Impartiality of Hearing Officer

a. The president of UT Southwestern will select the hearing officer. At his discretion, it may be a faculty member at UT Southwestern or an individual outside of UT Southwestern. The president will notify the associate dean of student affairs of the name of the hearing officer and the associate dean will notify the accused student.

b. The student against whom the charges have been made may challenge the impartiality of the hearing officer. The challenge of the impartiality of the hearing officer must be in writing, state the reasons for the challenge, and be submitted to the hearing officer through the Office of the Associate Dean for Student Affairs at least three days prior to the hearing. The hearing officer shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the hearing officer disqualifies himself or herself, a substitute hearing officer will be chosen by the president.

6. Hearing Room Preparation

The room selected by the associate dean of student affairs for the hearing shall assure privacy and adequate quiet for effective recordings of the proceedings. UT Southwestern audio-visual services personnel may be asked to assist with effective microphone placement and equipment adjustment.

7. Order of Evidence Presentation and Burden of Proof

a. At the hearing, the associate dean of student affairs (or other institutional representative designated by the dean of the school) presents UT Southwestern's evidence first.

b. UT Southwestern has the burden of proving the charges against the student by the greater weight of the credible evidence.

7. Order of Evidence Presentation and Burden of Proof

a. At the hearing, the associate dean of student affairs (or other institutional representative designated by the dean of the school) presents UT Southwestern's evidence first.

b. UT Southwestern has the burden of proving the charges against the student by the greater weight of the credible evidence.

8. Responsibilities of Hearing Officer

a. The hearing officer is responsible for conducting the hearing in an orderly manner, including controlling the conduct of the witnesses and other participants in the hearing.

b. The hearing officer will rule on all procedural matters and on objections of the parties regarding exhibits and testimony of witnesses.

c. The hearing officer may question witnesses.

d. The hearing officer is entitled to have the advice and assistance of legal counsel from the Office of Vice President for Legal Affairs and Technology Transfer and/or the UT System Office of General Counsel.

e. The hearing officer will render a decision by sending to the associate dean for student affairs and the accused student, a written decision that contains findings of fact and a conclusion as to the guilt or innocence of the accused student.

f. If the decision is that the student is guilty, the hearing officer will assess a penalty or penalties from the list below. The hearing officer will use his or her discretion in determining an appropriate penalty, except in the case of guilt of illegal use, possession, or sale of a drug or narcotic on campus, in which case the minimum penalty will be suspension from UT Southwestern for a specified period of time and the suspension of rights and privileges.

9. Rights of Both Parties During the Hearing

a. The procedures in the hearing will assure that UT Southwestern's associate dean for student affairs (or other UT Southwestern representative) and the accused student is provided with certain rights:

(1) At least five days prior to the hearing, each party will provide the other party with:

- (a) a list of the party's witnesses;
- (b) a brief summary of the testimony anticipated to be given by each witness;
- (c) a copy of each document to be introduced as evidence at the hearing.

(2) At the hearing, each party will have the right to:

- (a) appear;
- (b) present testimony of witnesses and documentary evidence;
- (c) cross-examine witnesses of the other party;
- (d) the assistance of an advisor of the party's choice; the advisor may be an attorney.
- (e) If the accused student's advisor is an attorney, the associate dean for student affairs may have as an advisor an attorney from the UT System Office of General Counsel or the UT Southwestern Office of the Vice President for Legal Affairs.
- (f) The advisors may confer with and advise their respective party, but are not permitted to question witnesses, introduce evidence, make objections, or present arguments to the hearing officer.

10. The associate dean for student affairs may recommend a penalty to be assessed by the hearing officer. The recommendation should be based upon

a. penalties for violations of a similar nature in the past

b. the past disciplinary record of the accused student; or

c. other factors deemed relevant by the associate dean for student affairs.

11. The accused student shall be entitled to respond to the recommendation of the associate dean for student affairs.

12. The hearing will be recorded by a representative of UT Southwestern, or a certified court reporter will be retained.

13. If either party appeals, the president may request that a transcript of the hearing be prepared. If prepared, each party will receive a copy at UT Southwestern's expense.

14. The official records of the hearing will consist of

- a. the recording of the hearing (and transcript, if any);
- b. the documents and other items, if any, received in evidence; and
- c. the written decision of the hearing officer.

3.2.6 Procedure if Student Does Not Dispute the Facts in a Disciplinary Matter

1. Waiver

If the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures specified in subsection 3.5 of Part One, Chapter VI of the Regents' *Rules*, the associate dean for student affairs will assess one or more of the penalties, specified below, that in his or her judgement is appropriate to the charges. The associate dean for student affairs will inform the student of such action in writing within five days of the student's execution of the waiver.

2. Minimum Penalty for Drug Offense

The minimum penalty that the associate dean for student affairs may assess when a student admits illegal use, possession, and/or sale of a drug or narcotic on Campus is suspension from UT Southwestern for a specified period of time and/or suspension of rights and privileges.

3. Appeal

An appeal by the student to the president is limited to an appeal of the penalty.

3.2.7 Penalties

The following penalties may be assessed by (1) the hearing officer if the student disputed the facts and was found guilty at the hearing; or (2) the associate dean for student affairs if the student did not dispute the facts:

1. disciplinary probation;
2. withholding of grades, official UT Southwestern transcript, and/or a degree;
3. prohibition from readmission
4. reimbursement for damage to UT Southwestern property or for misappropriation of UT Southwestern property;
5. suspension of rights and privileges including, but not limited to, extracurricular activities;

6. failing grade for an examination, assignment, or course;
7. cancellation of all or a portion of a prior course credit;
8. denial of degree;
9. suspension from UT Southwestern for a specified period of time;
10. expulsion (meaning permanent separation from UT Southwestern);
11. revocation of degree and withdrawal of diploma; and/or
12. any other penalty deemed appropriate under the circumstances by the hearing officer or associate dean for student affairs, as the case may be.

3.2.8 Appeal Procedures

1. Who May Appeal

- a. If the student did not dispute the facts and signed a waiver, the student may appeal the penalty imposed by the associate dean for student affairs to the president.
- b. If the student disputed the facts and a hearing was conducted, either the student or the associate dean for student affairs, may appeal the decision and/or penalty of the hearing officer.

2. Appeal Procedures

- a. Written notice of an appeal must be delivered to the president within fourteen days after the appealing party has been notified of the penalty assessed by the associate dean for student affairs or the decision of the hearing officer. If the notice of appeal is sent by mail, the date the notice of penalty or decision is mailed initiates the fourteen-day period for giving notice of appeal.
- b. In a case in which the student does not dispute the facts, an appeal by the student of a penalty assessed by the associate dean for student affairs will be reviewed by the president solely on the basis of the written argument of the student and the associate dean.
- c. An appeal of the decision of the hearing officer by either party will be reviewed by the president solely on the basis of the record from the hearing, and written arguments of the parties. In addition, at the discretion of the president, both parties may make an oral presentation of their positions on appeal.
- d. In order for the appeal to be considered by the president, all the necessary documentation to be filed by the appealing party, including written argument, must be filed with the president within fourteen days after the written notice of appeal is given.

3. Decision of the President

- a. If the appeal is from a decision of a hearing officer, the president may (with the exception noted in subsection 2 below)
 - (1) approve the decision;
 - (2) reject the decision;
 - (3) modify the decision; or

(4) require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

b. Notwithstanding the provisions of subsection 1 above, if the accused student has been found guilty, and the president has upheld the decision in a case that involved the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced by the president below a minimum penalty of suspension from UT Southwestern for a specified period of time and/or suspension of rights and privileges.

c. If the appeal is from a penalty assessed by the associate dean for student affairs in a case where the student did not dispute the facts and signed a waiver, the president may (with the exception noted in subsection d. below): approve the penalty; reject the penalty; modify the penalty; or require that the associate dean for student affairs reconsider the penalty.

d. Notwithstanding the provisions above, if the associate dean for student affairs assesses a penalty in a case where the student has not disputed the facts and signed a waiver that involved the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced by the president below the minimum penalty of suspension from UT Southwestern for a specified period of time and/or suspension of rights and privileges.

3.3 Student Educational Records

3.3.1 Source of Rights

The *Family Educational Rights and Privacy Act (FERPA)*, 20 U.S.C. Section 1232g, and the *Texas Public Information Act* in Chapter 552 of the *Texas Government Code* are the federal and state law that govern the review and disclosure of student educational records. UT Southwestern's policy appears in this *Handbook*, below, and the student catalogues.

3.3.2 Policy

UT Southwestern 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 who is the subject of the records (the student) except as authorized by FERPA.

1. FERPA's authorizations for release without consent of the student include the following:

a. to appropriate UT Southwestern officials who require access to educational records in order to perform their legitimate educational duties;

b. to officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the conditions that (1) the student be notified; and (2) the student receive a copy of the record released, if desired;

c. to federal, state, or local governmental officials or agencies authorized by law;

d. in connection with a student's application for, or receipt of, financial aid;

e. to accrediting organizations or organizations conducting educational studies, provided that these organizations (1) do not release personally identifiable data; and (2) destroy such data when it is no longer needed for the purpose for which it was obtained;

f. to the parents or legal guardian of the student, if the student is dependent as defined in section 152 of the *Internal Revenue Code of 1954*, provided a reasonable effort is made by UT Southwestern to notify the student in advance;

g. in compliance with a judicial order or subpoena, provided a reasonable effort is made by UT Southwestern to notify the student in advance unless such subpoena specifically directs UT Southwestern not to disclose the existence of a subpoena;

h. in an emergency situation if the information is necessary to protect the health or safety of the student or other persons; or

i. to an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

2. UT Southwestern will release information in student education records to appropriate UT Southwestern officials as indicated in section 1, above, when such records are needed by administrators, faculty, or staff in furtherance of the educational or business purposes of the student or UT Southwestern.

3.3.3 Records Maintained

A record of (1) requests for disclosure and (2) actual disclosure of personally identifiable information from student educational records, shall be maintained by the UT Southwestern registrar for each student. The record will be made available for inspection pursuant to this policy.

3.3.4 Third Party Violation

If UT Southwestern discovers that a third party who has received student records from UT Southwestern has released, or failed to destroy, such records in violation of this policy, it will prohibit that third party's access to educational records for five years.

3.3.5 Destruction of Records

Student records, no longer subject to audit and not presently under request for access, may be destroyed according to regular schedules and in accordance with UT Southwestern's Records Retention Policy and FERPA.

3.3.6 Directory Information

1. At its discretion, UT Southwestern may release student's directory information which shall include and be defined as

a. name, address, telephone number;

b. date and place of birth;

c. major field of study;

d. participation in officially recognized activities and sports;

e. dates of attendance;

f. most recent previous educational institution attended;

- g. classification;
- h. degrees and awards received;
- I. date of graduation;
- j. physical factors (height and weight) of athletes;
- k. class schedules.

2. A student may request to have any or all directory information withheld from disclosure by notifying the Office of the Registrar in writing each semester during the first twelve days of class of a fall or spring semester, the first four class days of a summer semester, or the first three days of any quarter. Such a request for nondisclosure will be honored by UT Southwestern only for the current enrollment period; therefore, such a request for nondisclosure of directory information must be refiled each semester or term in the Office of the Registrar.

3.3.7 Access to Records

1. Upon written request, UT Southwestern shall provide a student with access to his or her educational records.
2. The registrar has been designated by UT Southwestern to coordinate the inspection and review procedures for student educational records, which includes admissions files, academic files, and financial files.
3. A Student wishing to review his or her educational records must make written requests to the registrar listing the item or items of interest.
4. Educational records covered by FERPA will be made available within forty-five days of the request.
5. A list of educational records and those officials responsible for the records shall be maintained by the Office of the Registrar. This list includes
 - a. academic records:
 - (1) Office of the Registrar: the registrar;
 - (2) school, department, division and faculty office;
 - b. Student services records:
 - (1) Student Health Services: director;
 - (2) Student and Alumni Affairs: associate vice president for student and alumni affairs;
 - c. Financial records:
 - (1) Business Office: executive vice president for business affairs;
 - (2) Office of Student Financial Aid: director.
6. Educational records for purposes of FERPA do not include:
 - a. financial records of the student's parents or guardians;

- b. confidential letters of recommendation that were placed in the educational records of a student prior to January 1, 1975;
- c. records of instructional, administrative, and educational personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker;
- d. records of law enforcement units;
- e. employment records related exclusively to an individual's employment capacity;
- f. medical and psychological records;
- g. thesis or research papers; or
- h. records that contain only information about an individual after the individual is no longer a student at UT Southwestern.

3.3.8 Challenge to Records

1. Students may challenge the accuracy of their educational records. A student who believes that his or her educational records contain information that is inaccurate or misleading, or is otherwise in violation of his or her privacy or other rights, may discuss the problems informally with the dean of their respective school. 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 that he or she has a right to a formal hearing.
2. A student request for a formal hearing must be made in writing to the dean of his or her respective school who, within a reasonable period of time after receiving such request, will inform the student of the date, place and the time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of his or her choice, including attorney, at the student's expense. The hearing officer who will adjudicate such challenges, will be appointed by the dean of the student's school.
3. The decision of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned.
4. The educational records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is favorable to the student. If the decision is unfavorable 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.
5. 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 under FERPA.
6. Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of FERPA may request, in writing, assistance from the president of UT Southwestern.

3.3.9 Copies

1. A student may have copies of his or her educational records and this policy. These copies will be made at the student's expense at rates authorized under the *Texas Public Information Act*.
2. At present, official UT Southwestern transcripts are available at no charge.
3. Official copies of academic records or transcripts will not be released to or for students who have a delinquent financial obligation or financial "hold" at UT Southwestern.

3.3.10 Complaints

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

3.3.11 Posting of Grades

Course grades of individual students may not be posted or made available in any public manner by name, initials, social security number, unique assigned student identification number, or other personal identifier except when the student has consented. It is a student's right to decline to consent, in which case the grades will not be posted.

3.4 Student Organizations

3.4.1 Required Conduct

Each student organization must conduct its affairs in accordance with the Regents' *Rules*, UT Southwestern's *Handbook*, and other administrative policies and procedures.

3.4.2 Optional Membership

Student organizations offer students various opportunities for voluntary association with individuals of shared interests. UT Southwestern neither encourages or discourages such association, but cooperates in making certain resources, such as meeting rooms, available to groups of students.

3.4.3 Definition

A student organization is any group of students (but may include faculty, staff, and residents) who meet regularly to pursue an interest in common goals. Such an organization may be either formal or informal and emphasize one or more of a spectrum of activities which interest students - from social groups to affiliates of a state or national organization.

3.4.4 Registration

All student organizations must register with the Office of Student and Alumni Affairs at the beginning of each fall and spring semester by

1. completing a student organization form;
2. furnishing a complete list of the officer or member of the organization who is authorized to speak for and represent the organization;
3. providing a signed statement that their membership does not have any members who are not either a student, faculty, staff, or resident affiliated with UT Southwestern;
4. providing a charter, mission, or goal statement;

5. providing at least one representative to attend an orientation session;
6. agree not to deny membership on any basis prohibited by applicable law, including, but not limited to sex, race, color, national origin, religion, age, veteran status, or disability;
7. agree to conduct organizational affairs in accordance with UT Southwestern regulations.
Failure of the organization to return the forms by the deadline may result in the organization's loss of privileges.

3.4.5 Benefits

Registered student organizations may be allowed to reserve and use UT Southwestern facilities; sponsor events on campus; distribute literature about their organization; post notices; and call upon the assistance of the Office of Student Activities and Office of Student and Alumni Affairs.

However, being a registered student organization does not give the organization any right to these privileges.

3.4.6 Use of UT Southwestern Facilities

Student organizations may be allowed to use the facilities of UT Southwestern in accordance with the regular "Use of Facilities" policies and procedures in chapter 2 of this *Handbook*.

3.4.7 Prohibition of Use of UT Southwestern Name

A student organization must comply with UT Southwestern's policies, reflected in chapter 2 of this *Handbook* on use of UT Southwestern's name, logomark, logotype, and seal. The organization must in no way imply that it is acting or speaking on behalf of UT Southwestern or that its actions or statements, written or oral, are authorized by UT Southwestern.

3.4.8 Publications by Student Organizations

A student organization (including classes and class officers) may prepare and distribute newsletters, bulletins, and other forms of publications, provided that the publication shall make clear that it does not speak for UT Southwestern. Anonymous publications are prohibited by the Regents' *Rules*.

3.4.9 Solicitation by Student Organizations

1. Solicitation, by student organizations, which includes fund-raising by selling products or services, is permitted only under specific circumstances set forth by the Office of the Associate Vice President for Student and Alumni Affairs, and in accordance with UT Southwestern's general solicitation policy in chapter 2 of this *Handbook* and the Regents' *Rules*, Part One, Chapter VI, Section 6.6.
2. Student organizations must submit a fund-raising application to the associate vice president for student and alumni affairs in the form set forth by the associate vice president for student and alumni affairs at least three weeks prior to the fund-raising event. Final approval will be by the president of UT Southwestern.
3. All monies raised must be deposited with the Office of Student Activities the day of the fund raiser or, if the event ends too late, it must be deposited by 9:00 a.m. the following day.
4. Student organizations violating the solicitation policy will be subject to discipline by the associate vice president for student and alumni affairs, including but not limited to, denial of use of campus facilities, or denial of any other privilege usually granted to a registered student organization.

3.4.10 Use of Alcoholic Beverages by Student Organizations

Student organizations are prohibited from hosting functions on campus that include alcoholic beverages.

3.4.11 Student Organization Budgets

1. If a student organization will have funds from any source, the organization is responsible for complying with *Guidelines for Governing Money*, a publication available in the Office of Student and Alumni Affairs.
2. If a student organization finds it necessary to maintain an operating budget, it must use of the Office of Student and Alumni Affairs accounting services.
3. Student organizations are required to complete and turn into the Office of Student and Alumni Affairs, a written verification of all income and expenditures at the end of each semester. A specific form is provided by the Office of Student and Alumni Affairs.
4. No student organization may use the name of the UT System Board of Regents, UT Southwestern, Southwestern Medical School, Southwestern Graduate School of Biomedical Sciences, or Southwestern Allied Health Sciences School.

3.4.12 Hazing by Student Organizations

Hazing by student organizations, with or without the consent of the student being hazed, is prohibited by state law and by UT System and UT Southwestern policy. Hazing is defined as an intentional, knowing, or reckless act, occurring on or off the campus, that endangers the mental or physical health or safety of a student for the purposes of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students. Violations of this policy will subject the individuals and organization to disciplinary action, revocation of UT Southwestern recognition (registration), and possible criminal prosecution.

3.5 Immunization Requirements

Texas law requires that students have certain immunizations prior to registration at UT Southwestern, and UT Southwestern strictly observes the law.

3.5.1 Students Required to Comply

Students in the following schools are required to follow this policy: Southwestern Medical School, both degree and certificate students in Southwestern Allied Health Sciences School, graduate students in the Clinical Psychology, Medical Illustration, Rehabilitation Counseling Psychology, and Physical Therapy programs.

3.5.2 Tetanus/Diphtheria

Student must have had one dose of tetanus vaccine administered in combination with diphtheria within the ten years prior to registration.

3.5.3 Rubeola

All students born on or after January 1, 1957, must show proof of either two doses of rubeola vaccine administered alone, or in combination with rubella and mumps vaccine, on or after the student's first

birthday, and at least 30 days apart; or a physician-validated history of disease. Physician-validated history of disease consists of a written statement that the student had the disease on or about a specific date and does not need the vaccination. The statement must be in writing and signed by a physician licensed to practice medicine in the United States.

3.5.4 Rubella

All students must have received one dose of rubella vaccine on or after their first birthday or provide serologic proof of immunity (copy of laboratory report).

3.5.5 Mumps

All students born on or after January 1, 1957, must have received one dose of vaccine administered on or after their first birthday; show serologic proof of immunity by a copy of the laboratory report; or provide a written and signed physician-validated history of the disease.

3.5.6 Hepatitis B Virus (HBV)

1. The Hepatitis B vaccine is required specifically for the following students: medical students; medical laboratory sciences students; physical therapy students; physician assistant students; and prosthetics and orthotics students.
2. All students enrolled in the above programs must receive a series of three hepatitis B injections or show serologic proof (copy of laboratory report) of immunity to hepatitis B. The immunization record form, which can be obtained from Student Health Services, must show documentation that at least one or two doses of Hepatitis B vaccine have been administered. The form must be received in Student Health Services one month prior to the first day of class. Students who will be completing the series after classes begin may, if they wish, bring the remaining dose or doses of vaccine to Student Health Services to be administered. The following are suggestions of places where a student may go to receive these immunizations: private physician offices; local clinics; city or county health departments, or the student health clinic at the university enrolled in before coming to UT Southwestern. Student Health Services at UT Southwestern will not administer vaccinations except for the hepatitis B vaccine, and that only under the conditions above.
3. All vaccination dates must include month, date and year.
4. The completed immunization record must be returned to Student Health Services no later than one month prior to the first day of class. Failure of the student to meet this deadline may cause a delay in registration or in the opportunity to start classes on the first day. Students not in compliance with the policy will neither be permitted to proceed to assigned clinical clerkships nor have any patient contact or contact with human biological fluids.
5. Immunizations costs must be borne solely by the student.

3.6 Professional Liability Insurance

If students are enrolled in one of the academic programs that requires direct patient care activities, they will be required to purchase, at registration, professional liability insurance each semester or year as a prerequisite to enrollment. This insurance covers the student only when he or she is participating in programs that are part of the training for which the student is receiving academic credit or which is approved from UT Southwestern. Premiums vary from program to program.

3.7 Student Employment

3.7.1 The demands of the medical school curriculum generally preclude employment while school is in session. Part-time campus employment requires the permission of the associate dean of student affairs. Limits to the number of hours per week may vary depending on circumstances and can never exceed nineteen hours per week while enrolled as a student.

7.2 Full-time students in the allied health sciences should be aware that courses take a major portion of a student's time and concentration. While working is not prohibited, students must still maintain a high quality of school work. School assignments and clinical duties cannot be altered to accommodate a work schedule for an individual student.

3.8 Absences on Religious Holy Days

3.8.1 Students who wish to be excused from classes on religious holy days can file a written request for absence from UT Southwestern in accordance with section 51.925 of the *Texas Education Code*. A "religious holy day" is a day observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the *Texas Tax Code*.

3.8.2 Students may take an examination or complete an assignment missed during the observance of a religious holy day if notification of the planned absence is given, in the form directed in this section, to the instructor not later than the fifteen day after the first day of semester. Notification to instructors must be accomplished by the use of a standard form available from the Office of the Registrar. The process is initiated by the student and the form signed and dated by the instructor.

3.8.3 Instructors, upon notification, will stipulate a "reasonable time" in which the student may complete an assignment or take an examination scheduled on the day the student is absent. If the student fails to satisfactorily complete the assignment or examination within the stipulated time, loss of credit for work or a failing grade for an examination will result.

3.9 Current Address

Each student must place and maintain on file in the Office of the Registrar the student's current address and telephone number. If a student moves, even temporarily, the Office of the Registrar should be informed. Students will be held responsible for official notices from UT Southwestern which are mailed to their address of record. All address changes must be made by appearing in person at the Office of the Registrar.

3.10 Name Change

A name change must be requested in person at the Office of the Registrar, and the proper legal original (or certified copy) document (marriage license or court order) must be presented.

3.11 Identification Cards

Upon enrollment, each student will be provided with an identification card by UT Southwestern. The student should carry the identification card at all times. If lost, the card should be replaced immediately.

3.12 Faculty Positions

A full-time student may not be appointed to a faculty position at UT Southwestern.

3.13 Student Participation in Selection of Food Service Vendors

3.13.1 In accordance with Section 51.945 of the *Texas Education Code*, it is the policy of UT Southwestern for students to participate in the selection process for service vendors and ongoing vendor performance evaluation.

3.13.2 The Student Advisory Committee, comprised of students from each school within UT Southwestern, provides the student participants. The associate vice president for student alumni affairs serves as ex-officio member of the committee.

3.13.3 The committee shall meet as needed, but not less than annually, to review food service vendor performance. In addition, the following situations require input from the committee:

1. Initial selection of a food service vendor;
2. Renewal of a contract with a food service vendor;
3. The development of desired qualifications of food service vendors;
4. Periodic performance evaluations of food service vendors.

3.13.4 All future contracts and renewal of contracts between UT Southwestern and a vendor requires a commitment by the vendor to participate in meetings for students to discuss performance of the food service vendor.

3.13.5 This policy is not intended to include food service for special events or faculty dining facilities.

3.14 Student Fees Committee

3.14.1 The student fees committee is comprised of the president of each Southwestern Medical School class and two representatives each from Southwestern Graduate School of Biomedical Sciences (selected by the Graduate Student Organization) and Southwestern Allied Health Sciences School (appointed by the associate dean for student affairs).

3.14.2 The student fees committee input is solicited regarding any proposed increase of any fee or addition of any new fee affecting students.

4 Student Financial Responsibilities

4.1 Student Debts

UT Southwestern is not responsible for debts contracted by individual students or student organizations and will not be involved in collection efforts or in arbitrating disputes between students and creditors. Both individual students and organizations are expected to responsibly discharge their contractual and all other financial obligations.

4.2 Health Care Expenses

4.2.1 Students are responsible for their individual health-care expenses. At each registration, students will be provided information about health insurance coverage, and while UT Southwestern does not require such insurance, it encourages students to seriously consider this personal need. Part of the planning for educational costs is the consideration of health insurance expenses or unexpected medical expenses. Students are urged to make responsible decisions regarding their own health care and their finances.

4.2.2 The Student Health Services provide selected free routine medical care, but costs of diagnostic tests, charges by specialists or subspecialists, medications, hospitalization, and rehabilitation, etc. are the sole responsibility of the student. The Student Mental Health Service functions as part of the Student Health Services, for purposes of assisting students to the extent they can, and then referring them to specialists if needed.

5 Hazing

Hazing by students or student organizations, with or without the consent of the student being hazed, is prohibited by state law and UT System and UT Southwestern policy. Hazing is defined as an intentional, knowing, or reckless act, occurring on or off the campus, that endangers the mental or physical health or safety of a student for the purposes of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students. Violations of this policy will subject the individuals and organization to disciplinary action and possible criminal prosecution.

6 Student Academic Policies

6.1 Admission to UT Southwestern Medical Center

6.1.1 Admission to *Southwestern Medical School*

1. Admissions Committee

Admission to Southwestern Medical School is determined by an Admissions Committee appointed by the dean of the medical school. The committee is composed of faculty members from both preclinical and clinical departments and may also include members of the practicing medical community who hold clinical appointments at the school.

2. Medical School Central Application Center Application to Southwestern Medical School is made to the UT System Medical/Dental Application Center in Austin. It is the applicant's responsibility to obtain the deadlines and other pertinent information about applications for admission from this central application center.

3. Baccalaureate Degree

Applicants may be considered for admission to UT Southwestern after completion of ninety semester hours (exclusive of physical education requirements) of undergraduate course work. However, it is strongly recommended that applicants obtain a baccalaureate degree prior to admission. The required undergraduate course work that the applicant must have completed is set forth in the medical school catalogue. The determination of acceptance of particular courses for academic credit for admission purposes rests with the Admissions Office

4. Evaluation of applicants to *Southwestern Medical School*

a. In addition to the essential functions required of all applicants, the Admissions Committee considers all of the following in evaluating each applicant's acceptability:

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

b. Applicants are also evaluated with regard to the mission of Southwestern Medical School, which emphasizes the importance of training primary care physicians, educating doctors who will practice in medically underserved areas of Texas, and preparing physician-scientists who seek careers in academic medicine and research.

c. A personal interview is required and is initiated by invitation from the Admissions Committee. The committee invites applicants to interview who have the highest numerical values for MCAT and GPA or who demonstrate convincing evidence of commitment to an area of medicine emphasized in the mission of Southwestern Medical School and who have MCAT and GPA values that indicate the potential for success in achieving the M.D. degree.

3.6.1.2 Admission to *Southwestern Graduate School of Biomedical Sciences*

1. Requirements for Admission

There are three minimum requirements that must be met in applying for admission as a regular graduate student:

- a. A bachelor's degree or its equivalent from an accredited institution in the United States or proof of equivalent training at a foreign university
- b. Satisfactory grades (generally at least an overall GPA of 3.0 on a 4.0 scale or a B average) in undergraduate or graduate course work. Each applicant is required to have sent directly to the Office of the Registrar two official transcripts from each institution of higher education attended.

- c. A satisfactory score on the Graduate Record Examination (GRE) General Aptitude Test.
- d. GRE scores must be sent directly to the UT Southwestern Registrar's Office. Applicants to UT Southwestern must have taken the Graduate Record Examination within five years preceding the expected date of enrollment in Southwestern Graduate School of Biomedical Sciences. GRE scores older than five years will not be acceptable unless the applicant has recently been engaged in graduate study at this or another university.

3. Deadlines for Application

- a. The deadlines for submitting completed applications for admission vary from program to program and are strictly observed. Potential applicants are responsible for obtaining the deadlines and other pertinent information about application for admission, including GRE deadlines. While a personal interview is not always mandatory, it may be required at the option of UT Southwestern, and all applicants are encouraged to visit the campus and consult with graduate faculty in their program of interest.
- b. Successful applicants will be notified by mail by the dean of the graduate school. If deemed necessary the applicant will also be sent a statement of any restrictions that might be imposed. Unsuccessful applicants also will be notified in writing.

3. Evaluation of Applicants to *Southwestern Graduate School of Biomedical Sciences*

a. Admission committees for individual graduate programs (Clinical Psychology, Biomedical Engineering, Biomedical Communications, Radiological Sciences, and Rehabilitation Counseling Psychology) and the admissions committee for the Division of Cell and Molecular Biology consider the following in evaluating each applicant's acceptability:

- (1) scores on the Graduate Record Examination General Test (GRE);
 - (2) academic performance in college as reflected in the grade-point average (GPA);
 - (3) the rigor of the undergraduate curriculum and its appropriateness as preparation for study in the graduate program sought;
 - (4) recommendations from appropriate professors and/or mentors;
 - (5) socioeconomic background;
 - (6) experiences in scientific research activities;
 - (7) ability to communicate in English;
 - (8) personal integrity; and
 - (9) The applicant's statement of motivation for a career in scientific research and/or teaching.
- b. A personal interview may be required and is initiated by invitation from the appropriate admissions committee. The committee invites applicants to interview who have the highest ratings based on the listed considerations. The interview provides further evidence of acceptability in terms of the latter seven points of consideration.

c. Individual programs may have one or more additional requirements specific to the area of training. Any additional requirements or considerations can be found in descriptions of individual programs.

6.1.3 Admission to *Southwestern Allied Health Sciences School*

1. Admission Categories

Students may be accepted to Southwestern Allied Health Sciences School in one of the following categories:

a. **Regular Student** — signifying that the applicant has fully satisfied the requirements for admission to a degree program.

b. *Conditionally Accepted Student* — signifying that the applicant has not fully satisfied the requirements for admission to a degree program, but will agree at the time of admission to a specific plan for the removal of deficiencies. Not all degree programs accept conditionally accepted students.

c. *Special (Non-degree-Seeking) Student* — signifying that the applicant will be admitted as a special student under certain specified circumstances. Special students must have the approval of the appropriate program director and the dean or associate dean in order to register under this category. The applicant for this category must provide documentation of successful completion of or exemption from the Texas Test of Academic Skills Proficiency examination to the Office of the Register for approval, in addition to providing the same documentation as the applicant for the regular student category. Without approval of the dean or associate dean, a special student cannot enroll for more than six semester hours in a given semester nor for more than a total of twelve semester hours. Applicants seeking special student status must meet the same requirements as regular students, including immunizations.

d. *Certificate Student* — signifying that the applicant will be admitted to a certificate (in contrast to a degree) program by meeting the admissions requirements of that particular program. These admissions requirements may differ from those required for admission to a baccalaureate program. A certificate program student who subsequently desires to pursue a degree program must make a formal and separate application for admission.

2. Transfer of Credit to *Southwestern Allied Health Sciences School*

a. Grades accepted for transfer by UT Southwestern must have been earned at an accredited institution and are accepted only as they appear on the student's transcript.

b. Initial evaluation of a student's transcripts is done in the Office of the Registrar. Thereafter, the transcript will be individually evaluated by the program director or department chair. A committee on admissions will evaluate credits of transfer students only if special problems arise.

c. The grades from transferred credits are not averaged with course work done at UT Southwestern. If an official transcript shows that a course has been repeated by the applicant, both grades will be used in calculating the grade-point average.

d. The student must present a minimum overall grade point average of 2.0 on a 4.0 system for admission. Individual programs may set a higher average. Upon petition, the Admissions Committee may approve probationary admission for an applicant who falls below this level.

e. College Level Examination Program (CLEP), Advanced Placement (AP), 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 fiftieth percentile is required. Credit granted in English, government, and history via the advanced-standing examinations referred to above cannot exceed three semester hours in each subject.

f. If transfer disputes arise, resolution will be determined in accordance with the Texas Higher Education Coordinating Board rule pertaining to “Transfer Curricula and Resolution of Transfer Disputes for Lower Division Courses” and applicable transfer dispute resolution guidelines.

3. Evaluation of Applicants to *Southwestern Allied Health Sciences School*

a. Southwestern Allied Health Sciences School is dedicated to providing opportunities for education in selected health professions to qualified students from Texas and elsewhere. The quality of the school’s academic life is heavily influenced by the unique and diverse life experiences each student brings. Departments and programs within the school will strive to recruit, educate, and graduate students from a variety of geographic, economic, and social backgrounds. This is consistent with the school’s purpose to “actively publicize career opportunities in health, work to recruit students of varied backgrounds to prepare for health careers, and respond to the changing needs for health workers.”

b. Department and program admission decisions may be based on any combination of the following considerations:

- (1) Texas residency;
- (2) scores on entrance examinations;
- (3) prior college-level academic performance (total grade point average, science grade point average);
- (4) special and unique talents and accomplishments, including
 - (a) artistic, scientific, intellectual, manual, communication and/or computer skills;
 - (b) leadership (health-related, community);
 - (c) participation in extra-curricular activities;
- (5) experience
 - (a) work history (health-related, non-health-related)
 - (b) special honors;
 - (c) community Service;
 - (d) research.
- (6) measures of motivation
 - (a) letters of recommendation;
 - (b) grade improvements and trends;
 - (c) applicant essay.
- (7) demographic and geographic information
 - (a) rural or inner city home address or zip code;
 - (b) rural or inner city high school;
 - (c) magnet high school attendance (health-related, non-health-related).

- (8) social and economic background
 - (a) first in family to attend high school or college;
 - (b) parents' occupation;
 - (c) parents' educational attainment.

- (9) communication skills
 - (a) writing samples
 - (b) portfolio of work;
 - (c) interview (individual or small group);
 - (d) multi-lingual ability

c. Data on race and ethnicity will be collected by the Office of the Registrar for statistical purposes only and will not be used in admissions decisions. (This information will be collected separately from the admissions diskette or forms.)

d. Each department and program will have recruitment and admissions policies. All will be consistent with this policy.

e. Admissions decisions will be made by a panel that includes faculty, alumni, and practitioners, current students may also be included.

4. Student Responsibility and Deadlines for Admission to *Southwestern Allied Health Sciences School*

a. Submission of application materials to the Office of the Registrar must follow the procedure outlined by the registrar; it is the applicant's responsibility to obtain correct application materials and to inquire into and meet applicable deadlines. This is especially important since deadlines vary from program to program. Deadlines for various steps in the application process are firm.

b. Written notification of acceptance or rejection will be sent by the chair or program director to the applicant.

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

6.2 Tuition and Fees

6.2.1 General Policies for UT Southwestern

1. Sources of Authority for Payment and Refund of Tuition and Fees

All UT Southwestern policies and procedures 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 Texas statutes.

2. Changes in Tuition and Fees

All tuition and fees are subject to change without prior publication and become effective when enacted.

3. Tuition Exemptions

Texas residents falling in one of the following categories may be eligible for exemption from tuition and specific fees:

- a. Honorably discharged veterans of military service who were residents of Texas at the time of their entry into service;
- b. 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 serving in action, or whose deaths were directly connected with military service;
- c. Children of disabled firemen or peace officers; or
- d. Students raised in foster care or other residential care under the Department of Protective and Regulatory Services.

6.2.2 *Southwestern Medical School Tuition and Fees*

1. Tuition

- a. Tuition for Texas residents is set by the Texas legislature. It is approximately \$6,550 for 1998 and 1999.
- b. Tuition for nonresidents is three times the tuition for Texas residents.
- c. A nonresident student who holds a competitive scholarship of at least \$1,000 for the academic year for which the student is enrolled, is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the board. The total number of students paying tuition under this provision for a particular semester may not exceed 5 percent (5%) of the total number of students registered at the institution for the same semester of the preceding academic year.
- d. Students are responsible for providing accurate information in order to have their residence for tuition purposes determined.
- e. Tuition and certain fees may be paid in three installments if the student executes a promissory note and a truth-in-lending form provided by UT Southwestern at registration. Participating in the installment plan costs \$15; a \$10 late fee will be charged for each payment not received by the due date. Students are obligated to pay the installment payment on or before the due date, without being reminded by UT Southwestern. A student who fails to provide full payment of tuition and fees, including late fees assessed, to UT Southwestern when the payments are due is subject to one or more of the following actions at UT Southwestern's option:
 - (1) bar against admission to UT Southwestern;
 - (2) withholding of grades, degrees, and/or official transcript;
 - (3) all penalties and actions authorized by law.

2. Fees that are authorized to be collected from students, but whose amounts may change from year to year are: Laboratory Fees; Computer Usage Fee; Graduation Fee; Malpractice Insurance Fee (all medical students are required to pay a malpractice insurance fee. The approximate charge for this coverage is \$25 per year and is nonrefundable); Student Service Fee Medical Services Fee; Late Registration Fee; Health Insurance (all students are urged to have a current health insurance plan; registration material includes pertinent information so that students may take advantage of this opportunity); and Incidental Fees. Other Expenses may include:

(1) Microscopes — Microscopes are available for rent to all freshmen and sophomore students at an annual fee. Students may use their own microscopes if they meet the specifications set by the Department of Cell Biology and Neuroscience.

(2) Computers — first-year and second-year medical students will be required to own or lease a computer (PC or MAC) beginning in the fall of 1998.

(3) Books and Equipment

(4) Living Arrangements — UT Southwestern does not own dormitories. Living arrangements are the sole responsibility of each student.

(5) Parking — Limited parking facilities are available on campus if the student obtains a permit and pays an annual fee. Special parking is available to persons with permanent disabilities; those with temporary disabilities may obtain special parking, if available, upon presentation of a physician's statement. Others requiring special parking will be evaluated, at no charge, by the Department of Physical Medicine and Rehabilitation, prioritized by degree of impaired mobility, and assigned a parking space accordingly. The Office of Equal Opportunity will handle any complaint about parking by a student with a disability.

3. Refund of Tuition and Registration Fees at *Southwestern Medical School*

a. A student who officially withdraws from medical school can apply for a refund according to the schedule below:

Prior to the first class day 100%
The first five class days 80%
The second five class days 70%
The third five class days 50%
The fourth five class days 25%
Thereafter no refund

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

3. A matriculation fee of approximately \$15 will be deducted from the refund to students who withdraw before the first day of class.

4. Title IV Refunds

A student attending UT Southwestern for the first time and who is receiving Title IV student financial aid will receive a pro rata refund of tuition and fees if the student withdraws prior to completing 60 percent of the academic term for which the student has been charged. The U.S. Department of Education defines

pro rata refund as: "... a refund by the institution to a student enrolling in such institution for the first time of not less than that portion of tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged and less a reasonable administrative fee not to exceed the lesser of 5 percent of the tuition, fees, and other charges assessed the student, or \$100."

5. Auditing Courses

Auditing of courses at Southwestern Medical School is not permitted.

6.2.3 Southwestern Graduate School of Biomedical Sciences Tuition and Fees

1. Tuition for 1997-1999

a. Tuition for Texas residents is set by the Texas legislature. For students enrolled in all programs of the Southwestern Graduate School except Biomedical Engineering, the tuition was \$32 per semester hour for the school year 1997-1999 with a minimum of \$100 per semester.

b. Tuition for nonresident students enrolled in all programs except Biomedical Engineering is approximately \$171 per semester hour, and is subject to annual change.

c. Tuition for Texas residents enrolled in the Biomedical Engineering Program (offered jointly with The University of Texas at Arlington) was \$64 per semester hour for the school year 1996-1997. Tuition for nonresident students enrolled in the Biomedical Engineering Program was \$199 per semester hour and is subject to annual change.

d. Students are responsible for providing accurate information in order to have their residence for tuition-purposes determined.

5. Tuition and certain fees may be paid in three installments, if the student executes a promissory note and a truth-in-lending form provided by UT Southwestern at registration. Participating in the installment plan costs approximately \$15; a \$10 late fee will be charged for each payment not received by the due date. Students are obligated to pay the installment payment on or before the due date, without being reminded by UT Southwestern. 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 UT Southwestern's option:

a. bar against admission to UT Southwestern;

b. withholding of grades, degrees, and/or official transcript;

c. all penalties and actions authorized by law.

2. Fees that are authorized to be collected from students, but whose amounts may change from year to year are: Late Registration Fee; Graduation Fee; Student Services Fee; Medical Services Fee; Health Insurance (all students are urged to have a current health insurance plan. Information is included with registration materials. Foreign students are responsible for consulting with the Office of International Affairs for more detailed information on the requirements for foreign students); Returned Check Fee; Incidental Fees; and Laboratory Course Fee. Other expenses may include:

(1) Microscopes — Rental microscopes, when required by course instructors, are available at a reasonable charge per term. Students may choose to provide their own microscopes; if so, individual microscopes must meet the specifications set forth by the Department of Cell Biology and Neuroscience of Southwestern Medical School.

(2) Books and equipment — The cost of books and equipment is borne solely by the student. An estimate can be obtained from the Office of the Registrar at the beginning of each semester.

(3) Living Arrangements — UT Southwestern does not own dormitories. Living arrangements are the sole responsibility of each student.

(4) Parking — Limited parking facilities are available on campus if the student obtains a permit and pays an annual fee. Special parking is available to persons with permanent disabilities; those with temporary disabilities may obtain special parking, if available, upon presentation of a physician's statement. Others requiring special parking will be evaluated, at no charge, by the Department of Physical Medicine and Rehabilitation, prioritized by degree of impaired mobility, and assigned a parking space accordingly. The Office of Equal Opportunity will handle any complaint about parking by a student with a disability.

3. Refund of Tuition and Registration Fee

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

Prior to the first class day 100%
The first five class days 80%
The second five class days 70%
The third five class days 50%
The fourth five class days 25%
Thereafter no refund

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

c. A matriculation fee of \$15 will be deducted from the refund to students who withdraw before the first day of class.

4. Refund of Tuition and Registration Fees (Summer Term)

a. A student who officially withdraws will receive a refund of tuition as shown below.

Prior to first class day 100%
The first three class days 80%
Fourth, fifth, or sixth class days 50%
Thereafter no refund

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

5. Title IV Refunds

A student attending UT Southwestern for the first time and who is receiving Title IV student financial aid will receive a pro rata refund of tuition and fees if the student withdraws prior to completing 60 percent of the academic term for which the student has been charged. The U.S. Department of Education defines a pro rata refund as: "... a refund by the institution to a student enrolling in such institution for the first time of not less than that portion of tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged and less a reasonable administrative fee not to exceed the lesser of 5 percent of the tuition, fees, and other charges assessed the student, or \$100."

6. Special Graduate Students

Under exceptional circumstances, individuals wishing to enroll in graduate courses for credit but who have not been admitted as regular graduate students, may do so provided they

a. Present satisfactory evidence of preparation for the course and secure written permission of the instructor of the course involved

b. Secure written approval of the dean

c. Pay all appropriate fees and costs

Such special graduate students may enroll for no more than nine semester hours in one semester, eighteen semester hours in total. Registration will be permitted only if undue crowding of facilities will not result.

7. Course Auditors

Permission to audit a graduate course may be granted only under exceptional circumstances. An individual wishing to enroll as an auditor may do so if he or she meets the same three requirements stipulated for special graduate students. Auditors may enroll for no more than six semester hours in one semester and nine semester hours in total. Auditors do not receive academic credit for courses in which they have enrolled.

8. Concurrent Enrollment at UT System Component Institutions

a. A student concurrently enrolling at more than one of the three UT System 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 are maintained by the registrar of the student's home campus. The concurrent enrollment agreement and waiver of specified fees apply only to students who follow the concurrent enrollment procedures specified by the registrar of the home campus.

b. Tuition, laboratory fees, and general fees will be assessed and collected at the home institution for the second institution. Problems concerning concurrent enrollment will be handled by the registrar at the student's home institution.

c. Student services at the second institution will be made available to concurrently enrolled students paying the appropriate fees at the second institution

d. The three UT System institutions in North Texas have a reciprocal agreement for honoring parking permits. The university police on the student's home campus should be consulted.

9. Concurrent Enrollment at Public Institutions of Higher Education

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

- a. The student will pay the full tuition charges to the first institution at which he or she registers.
- b. If the minimum tuition at the first institution is the same or greater than UT Southwestern'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 UT Southwestern's hourly rate.
- c. Other applicable fees will also be charged.
- d. Students desiring to take advantage of the concurrent enrollment plan must have a copy of the fee receipt from the first institution when registering at UT Southwestern.

6.2.3 Tuition and Fees for *Southwestern Allied Health Sciences School*

1. Tuition for 1997-1999

- a. Tuition for Texas residents is set by the Texas legislature, as is tuition for nonresident students. The amount may change without prior notice and is effective when enacted.
- b. It is the students' responsibility to provide accurate information in order to have their residence for tuition purposes determined.
- c. Tuition and certain fees may be paid in installment payments, except for the summer term. At the time of registration, the student must execute a promissory note and a truth-in-lending form provided by UT Southwestern. Participating in the installment plan costs approximately \$15; a reasonable late fee will be charged for each payment not received by the due date. Students are obligated to pay the installment payment on or before the due date, without being reminded by UT Southwestern. 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 UT Southwestern's option:
 - (1) bar against admission to UT Southwestern;
 - (2) withholding of grades, degrees, and/or copies of official transcripts;
 - (3) all penalties and actions authorized by law.

2. Fees that are authorized to be collected from students, but whose amounts may change from year to year are: Filing Fee; Laboratory Fee; Anatomy Dissection Fee; Graduation Fee; Student Services Fee; Medical Services; Late Registration Fee; Liability Insurance (each full-time student, and any special student enrolled in any course involving clinical work, must have professional liability insurance in the minimum amount of \$1,000,000 per claim; this requirement may be satisfied by presenting satisfactory evidence of such coverage at the time of registration or by purchasing a policy that time; the 1997-99 charge for this coverage is approximately \$14.50 per year for students in programs other than Physician Assistant, which carries a charge of approximately \$61.00 per year); Returned Check Fee; Health Insurance (all students are urged to have a current health insurance plan; information is included with registration materials; international students are responsible for consulting with the Office of International Affairs for more detailed information on the requirements for foreign students);

Incidental. Other expenses may include:

(1) Books and equipment — The cost of books and equipment is borne solely by the student, and varies widely dependent on the specific program. An estimate can be obtained from the Office of the Registrar at the beginning of each semester.

(2) Parking — Limited parking facilities are available on campus if the student obtains a permit and pays an annual fee. Special parking is available to persons with permanent disabilities. Those with temporary disabilities may obtain special parking, if available, upon presentation of a physician's statement. Others requiring special parking will be evaluated, at no charge, by the Department of Physical Medicine and Rehabilitation, prioritized by degree of impaired mobility, and assigned a parking space accordingly. The Office of Equal Opportunity will handle any complaint about parking by a student with a disability.

(3) Living arrangements — UT Southwestern does not own dormitories. Living arrangements are the sole responsibility of each student.

(4) Transportation — Students in clinical programs will be responsible for the costs of transportation to clinical sites; uniforms or special clothing, if required by the specific program; name tags; and the identification patch of their discipline.

3. Refund of Tuition and Registration Fees in *Southwestern Allied Health Sciences School*

a. 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%
Thereafter no refund

b. No refund will be made until the expiration of twelve class days after the beginning of classes. A check covering all refunds due will be mailed to the official address of the student from the Office of Accounting. No refund will be made unless applied for within one year after the student's official withdrawal.

c. A matriculation fee of approximately \$15 will be deducted from the refund to students who withdraw before the first day of class.

4. Refund of Tuition and Registration Fees (Summer Term)

a. A student who officially withdraws will receive a refund of tuition as shown below:

Prior to first class day 100%
The first three class days 80%
Fourth, fifth, or sixth class days 50%
Thereafter no refund

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

5. Title IV Refunds

A student attending Southwestern Allied Health Sciences School for the first time and receiving Title IV student financial aid will receive a pro rata refund of tuition and fees if the student withdraws prior to 60 percent completion of the academic term for which the student has been charged. The U.S. Department of Education defines pro rata refund as: "... a refund by the institution to a student enrolling in such institution for the first time of not less than that portion of tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged and less a reasonable administrative fee not to exceed the lesser of 5 percent of the tuition, fees, and other charges assessed the student, or \$100."

6. Course Auditors

Permission to audit a course may be granted under exceptional circumstances. An auditor's fee of approximately \$25 per course is required for persons not registered for credit and not currently enrolled as a Southwestern Allied Health Sciences School student. If a person is currently enrolled as a student, the auditor's fee is approximately \$5 per course. Customary laboratory fees apply for each laboratory course. A nonstudent library deposit of approximately \$25 is required to use the library. Permission of the instructor for the course is required before the student may register as an auditor. Auditors do not receive academic credit for courses in which they have enrolled.

7. Concurrent Enrollment at State-supported Institutions

Students who enroll concurrently at two or more state-sponsored institutions of higher education should contact the registrar of the principal institution before registering. Tuition and fees may be affected by concurrent enrollment. Special forms for concurrent enrollment are available from the Office of the Registrar. Tuition and fees are subject to change after verification with the host university.

6.3 Awarding of Scholarships and Fellowships at UT Southwestern

6.3.1 UT Southwestern complies fully with applicable law in awarding scholarships or fellowships. UT Southwestern will honor expressed wishes of donors in awarding scholarships, including such considerations as career interests, residency status, and year in school, so long as such wishes comply with the law. Scholarships may be awarded on the basis of financial need or on the basis of academic performance.

6.3.2 Scholarships awarded on the basis of financial need rely on the methodology developed by the federal Department of Education. This is the same methodology mandated for use in determining eligibility for other financial aid.

6.3.3 Scholarships awarded on the basis of academic performance will rely on assessment of a student's record in comparison to peers. Factors considered in the award of various competitive scholarships and fellowships include

1. academic performance as reflected in the grade point average (GPA);
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; and
6. demonstrated leadership and personal integrity.

6.3.4 The Student Scholarship Committee is charged with the responsibility to determine the validity and appropriateness of criteria and to make selections when criteria do not automatically identify the recipient.

6.4 Residence for Tuition Purposes

6.4.1 Under Texas statutes, the Texas Higher Education Coordinating Board rules and regulations and the Regents *Rules and Regulations*, interpreting those statutes, a prospective student is classified for tuition purposes as a resident of Texas a nonresident, or a foreign student.

6.4.2 A person who has resided in Texas under circumstances specified in these rules is eligible for classification as a resident. A citizen, a national, or a permanent resident of the United States not eligible to be classified as a resident of Texas, is classified as a nonresident.

6.4.3 The student is responsible for registering under the proper residence classification. If there is any question about the student's right to classification as a resident of Texas, it is the student's obligation to consult the Office of the Registrar and have his or her status officially determined. The applicable statutory provisions are set forth in Title 3, Chapter 54, Sections 54.001, *et seq.*, *Texas Education Code*. Formal rules and regulations and interpretations have been issued by the Texas Higher Education Coordinating Board for the effective and uniform administration of these provisions. A brochure on residency determination is available in the Office of the Registrar.

6.4.4 Students classified as Texas residents must affirm the correctness of that classification as a part of the registration procedure by signing an "oath of residency." If the student's classification as a resident becomes inappropriate for any reason while the student is enrolled at UT Southwestern, it is the responsibility of the student to notify the proper administrative official at UT Southwestern.

6.5 Transfers from Other Schools

6.5.1 *Southwestern Medical School*

1. No transfer students are considered for acceptance to Southwestern Medical School with the limited exceptions of those students enrolled at other medical schools who are spouses of UT Southwestern students, UT Southwestern faculty, or residents completing training at Parkland Health and Hospital System or Children's Medical Center of Dallas. Students whose academic mentors have accepted positions at UT Southwestern may also be considered.

2. The appropriate application and other documents must be completed in accordance with the deadlines set by the Office of Student Affairs. In all other respects, these student applicants are assessed for admission in accordance with the standards applied to all other applicants.

6.5.2 *Southwestern Graduate School of Biomedical Sciences*

1. Generally no transfer students are considered for acceptance to Southwestern Graduate School of Biomedical Sciences with the limited exceptions of those students at other graduate schools of biomedical sciences who are spouses of UT Southwestern students, UT Southwestern faculty, or residents completing training at Parkland Health and Hospital System or Children's Medical Center of Dallas. Students whose academic mentors have accepted positions at UT Southwestern may also be considered.

2. The appropriate application and other documents must be complete in accordance with the deadlines set by the Dean's Office. In all other respects, these student applicants are assessed for admission in accordance with the standards applied to all other applicants.

6.5.3 *Southwestern Allied Health Sciences School*

1. Grades accepted for transfer by Southwestern Allied Health Sciences School must have been earned at an accredited institution and are accepted only as they appear on the student's transcript.

2. Initial evaluation of a student's transcript is done in the Office of the Registrar. Thereafter the transcript will be individually evaluated by the program director or department chair. A committee on admissions will evaluate a student's transcript only if special problems arise.

3. The grades from transferred credits are not averaged with course work done at UT Southwestern. If an official transcript shows that a course has been repeated by the applicant, both grades will be used in calculating the grade point average.

4. The student must present a minimum overall grade point average of 2.0 on a 4.0 system for admission. Individual programs may set a higher average. Upon petition, the Admissions Committee may approve probationary admission for an applicant who falls below this level.

5. College Level Examination Program (CLEP), Advanced Placement (AP), 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 fiftieth percentile is required. Credit granted in English, government, and history via the advanced standing examinations referred to above cannot exceed three semester hours in each subject.

6. If transfer disputes arise, resolution will be determined in accordance with the Texas Higher Education Coordinating Board rule pertaining to "Transfer Curricula and Resolution of Transfer Disputes for Lower Division Courses" and applicable transfer dispute resolution guidelines.

6.6 Advanced Standing

6.6.1 *Southwestern Medical School*

Southwestern Medical School does not have an advanced standing program. Admission to the first-year class can be granted only through the usual process. However, upon admission, a student is permitted to petition individual departments at UT Southwestern for an exemption from particular courses. Decisions are made at the discretion of the department and are final.

6.6.2 *Southwestern Graduate School of Biomedical Sciences*

A student may be admitted to *Southwestern Graduate School of Biomedical Sciences* with advanced standing if he or she meet the requirements for regular admission and, at the discretion of the Graduate Studies Committee of the relevant program, is judged to have completed certain program requirements at

another accredited graduate school. Decisions regarding advanced standing are made on a case by case basis. The process is initiated by making formal application to the graduate school.

6.6.3 *Southwestern Allied Health Sciences School*

Three semester hours each in English, U.S. History, and U.S. Government may be obtained from advanced standing examinations such as the CLEP, or its equivalent, in order to meet the minimum requirements for admission to the Baccalaureate Degree Program. Acceptance is at the discretion of the associate dean for student affairs.

6.7 International Applicants

6.7.1 English Proficiency

All applicants whose native language is not English must show sufficient command of the English language to permit them to study effectively at UT Southwestern. International applicants are required to take the Test of English as a Foreign Language (TOEFL) and score a minimum of 550. Tests scores must be sent directly from the TOEFL Information Center to the Office of the Registrar at UT Southwestern. Photocopies are not acceptable for official purposes, but may be used for informal review.

6.7.2 Transcripts

Transcripts of academic records from foreign universities must be evaluated with subject, grade, and grade point average breakdowns. Applicants should provide the transcript with this information translated into English to facilitate review. Evaluations provided by Education Credential Evaluators, Inc., will also be accepted if sent directly to the Office of the Registrar.

6.7.3 Immigration Status

It is the responsibility of the international applicant to assure that he or she is in the United States legally and in full compliance with the Immigration and Naturalization Service regulations. Upon presentation of proper, valid credentials and information, UT Southwestern, at its own discretion, will issue a Certificate of Eligibility for Non-Immigrant F-1 Student Status (INS Form I-20AB). It is also the applicant's responsibility to keep UT Southwestern informed accurately of his or her immigration status at all times.

6.7.4 Medical Insurance Requirements

International students holding non-immigrant visas and living in the United States are required to maintain approved comprehensive medical insurance coverage while enrolled at UT Southwestern. If there is no credible evidence of continuing coverage, UT Southwestern is authorized to assess all applicable students a health insurance fee in the amount of the premium approved for the UT System Student Medical Insurance Plan for the actual cost of the insurance provided. International students who will be employees of UT Southwestern on at least a half-time basis will receive coverage under the UT System employee health insurance plan.

6.7.5 Additional Requirements for International Applicants to *Southwestern Medical School*

For applicants to Southwestern Medical School it is recommended that undergraduate course work be completed at or credited through a regionally accredited U.S. college or university. At least 45 semester hours, including all pre-med prerequisites must have a grade assigned by a U.S. college or university. Academic work at foreign colleges, universities or preparatory school will be excluded from the calculation of the GPA. Note that the exception to these additional requirements is the foreign applicant who is applying to the MSTP.

6.8 Academic Fresh Start for Undergraduate Programs

6.8.1 An applicant for admission who is a Texas resident may seek to enter one of UT Southwestern's undergraduate programs pursuant to the academic fresh start statute, section 51.929 of the *Texas Education Code*. If the applicant submits the Academic Fresh Start Acknowledgment Form to the Office of the Registrar prior to the specified application deadline, UT Southwestern will not consider academic course credits or grades earned by the applicant ten or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply to UT Southwestern under this statute may not receive any course or prerequisite credit for courses taken ten or more years prior to enrollment.

6.8.2 An applicant who has earned adequate credits or a baccalaureate degree under the academic fresh start statute and applies to UT Southwestern graduate programs will be evaluated only on the grade point average of the course work completed and on the other criteria delineated in the specific school's admission policy.

6.9 Leaves of Absence

6.9.1 *Southwestern Medical School*

A leave of absence not to exceed one year may be requested by a student on request as long as the student is in good academic standing; such requests are generally approved by the associate dean of students, although no guarantee can be made that any individual request will be approved, and approval is at the sole discretion of UT Southwestern. It is rare for more than one such leave to be approved. A leave of absence for a student who is not in good academic standing requires the approval of the medical school promotions committee.

6.9.2 *Southwestern Graduate School of Biomedical Sciences*

To seek a leave of absence, the student must initiate the request in writing to the chair of the Graduate Studies Committee. The committee provides a written recommendation to the dean, who approves (with or without restrictions) or disapproves. If approved, it is the student's responsibility to notify his or her instructors of the absence.

6.9.3 *Southwestern Allied Health Sciences School*

A leave of absence is not generally allowed in this School.

6.10 Financial Aid

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. In order to be eligible for financial assistance, the student must establish financial need by filing a copy of the Free Application for Federal Student Aid (FAFSA) for the specific academic year. Financial aid awards usually are for a full nine-month academic year. All awards are subject to revision if, at any time, there is a change in the information about the student that was used as a basis for UT Southwestern's making the original award.

6.11 *Holiday Policy of Southwestern Medical School*

In the preclinical (first and second) years of medical school, students enjoy holidays as designated on their curriculum schedule. During the clinical years, patient-care responsibilities take precedence, and

holidays are at the discretion of the appropriate clinical department. Winter and spring breaks are observed in all four years.

6.12 Grades, Appealing Academic Decisions, and Dismissal

6.12.1 *Southwestern Medical School*

1. Grades

a. Most courses in the first three years are graded using a traditional letter-grade system. A grade of *C* or better is required to pass the course. Courses taken during the fourth year and selected courses in the third year are graded on a pass/fail system. Grades are reported to the registrar after each course ends and are immediately available to students.

b. From the grades reported each year, a weighted grade average is calculated for each student. At the end of the first and second years, class standing is determined only to award scholarships that require the use of such information. Once awards have been made, the information is not retained. Class rank is not available during the first two years. At the end of the third year, a weighted grade average is calculated both for cumulative academic performance at Southwestern Medical School and for performance in the third year (the first clinical year) only. This information may be used by residency programs in their selection process. The class rank or average is not recorded on the student's transcript.

2. Grade Grievance Procedure in *Southwestern Medical School*

In attempting to resolve any student grievance regarding grades or evaluations, it is first the student's obligation to make a good-faith effort to resolve the matter with the instructor involved. Primary responsibility for assigning grades and making evaluations rests with the course coordinator. Thereafter the student, if not satisfied, may appeal to the chair of the relevant academic department. The judgment of the academic department is final unless compelling evidence suggests discrimination, differential treatment, or mistake. If the student thinks the evidence warrants appeal, the student must submit a request in writing together with supporting evidence to the dean. The determination of the dean is final, and there is no further appeal.

3. Incomplete Course Work

A student may receive an *I* for a course not completed if the course director so recommends. The incomplete work must be completed within an interval of time prescribed in each instance by the course director. If course work is not satisfactorily completed within the time prescribed, a failing grade will be recorded.

4. Retention and Academic Probation in *Southwestern Medical School*

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

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

c. A student incurring an academic deficiency may be dismissed from school, required to repeat the year's work, or requested to remove the deficiency by whatever means the committee may propose.

d. When, at the discretion of the Promotions Committee, the student is required to repeat the work of a year or any part thereof, he or she will be required to achieve the grade level that the Promotions Committee stipulates. The student will function under academic probation during the time this work is being repeated. Further academic failure will prompt immediate reconsideration by the Promotions Committee. If a student is required to repeat a year of work or a portion of a year, the student may be exempted by the Promotions Committee and the academic departments concerned from retaking courses previously completed with a passing grade, and if so, passing grades must be achieved in all courses irrespective of the original grades.

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

5. Appealing Academic Decisions in *Southwestern Medical School*

a. A student may appeal any academic action of the medical school Promotions Committee by forwarding a written request for appeal to the chairman of the committee, requesting reconsideration and stating in clear and concise language the reasons why the academic action is deemed inappropriate by the student. The appeal must be received by the Promotions Committee chairman within ten business days of the student's receipt of the notification of the original Promotion Committee action. The chairman will review the written appeal and determine if the appeal is of an action taken by the Promotion Committee within its guideline-allowed discretion, or if it should be referred to the dean for the appointment of an ad hoc committee because the Promotion Committee action was beyond the discretion allowed by the guidelines or because the committee has heard and denied the appeal and the appealing party wishes to escalate the appeal to the next level.

b. If it is determined that the Promotion Committee can determine the appeal, the committee will review the written appeal and will meet with the student to discuss the student's grounds for appeal. To the extent schedules allow, the Promotions Committee will forward a written response to the student within ten business days after receiving the appeal.

c. If it is determined that an ad hoc committee should be appointed, the dean will do so within five business days of receiving the determination by the Promotion Committee chairman. The ad hoc committee will then review the written appeal and will meet with the student to discuss the student's grounds of appeal. To the extent that schedules allow, the ad hoc committee will forward a written response to the student within ten business days after receiving of the appeal.

d. If the student is not satisfied with the decision of the ad hoc committee or the Promotion Committee on appeal, the student may further appeal to the dean by forwarding a written request for appeal to the dean within ten business days after receipt of the Committee's decision in b. or c. above. The written appeal should state in clear and concise language the reasons why the student thinks the latter academic action is inappropriate. The dean will review the written appeal and will meet with the student to discuss the student's grounds for appeal. To the extent schedules allow, the dean will forward a written response to the student within ten business days after receiving the appeal.

e. The decision of the dean is final.

6. Dismissal from *Southwestern Medical School*

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

7. Withdrawal

Any medical student wishing to withdraw from school should so notify an associate dean for student affairs in writing and follow prescribed procedures provided at that time. The student has the responsibility to inquire actively about the consequences of withdrawal.

8. Medical Studies in Other Schools

a. Medical students are permitted to pursue some parts of their medical studies at other medical schools in the form of senior-year electives. Approval must be obtained from an associate dean for student affairs and from the department in which the course is based. The following conditions must be met:

(1) that the student enroll and pay fees at *Southwestern Medical School*;

(2) that the student pay the fees required by the other medical school he or she selected;

b. UT Southwestern's professional liability insurance can cover the student during this senior elective; and

c. on completion of study, appropriate credit at *Southwestern Medical School* may be granted, provided credible proof of satisfactory completion of studies in the other medical school is UT presented to the registrar.

9. Elective Rotation Visiting Students

Due to its limited capacity, UT Southwestern cannot reserve position for elective rotation in advance for any students other than those enrolled in UT Southwestern's M.D. degree program. The burden placed on UT Southwestern's faculty in providing adequate supervision to UT Southwestern students leaves scant room even for students from LCME-accredited schools with whom UT Southwestern reciprocates on exchanging students for elective rotations. In the unlikely event UT Southwestern has excess capacity on its clinical teaching services for well-trained elective students from non-LCME-accredited schools, UT Southwestern will consider applications from those students.

6.12.2 Grades, Appealing Academic Decisions, and Dismissal in *Southwestern Graduate School of Biomedical Sciences*

1. Grades

a. In the graduate school, credit is given for grades *A*, *B*, and *C*. A grade point average (GPA) of 3.0 (*B*) in the student's major must be maintained as a minimum requirement.

b. This standard grading system is not practicable for some courses, so the symbols *S* (Satisfactory) or *U* (Unsatisfactory) are used. Some courses are graded either way. The student must select one grading system at the time of enrollment for a course that allows an option. Courses graded *S* or *U* may or may

not be included in the number of semester hour credits required for a specific degree program at the discretion of the Graduate Studies Committee.

c. The symbol *I* (Incomplete) is a temporary grade designation used only when the student has not completed all assignments by the conclusion of the course. This grade is valid for a specified period, not to exceed twelve months. An extension of this time period may be granted at the discretion of the instructor only if compelling written justification is provided by the student in a timely manner. If the student completes the required work before the end of the specified period, the instructor submits an appropriate grade to the registrar. If the student does not complete the required work during the twelve-month time period, the instructor must assign a grade of *F* or *U* consistent with the grading scheme for the particular course in question.

d. A graduate student remaining in residence who withdraws from a course after the twelfth academic day will receive a grade of *WP* (Withdrew-Passing) or *WF* (Withdrew-Failing).

e. If a student withdraws from the graduate school, the transcript will indicate for each course either *WP*, if the student is passing at the time of withdrawal; *WF*, if the student is not passing at the time of withdrawal; or *W* (Withdrawn) if no assessment of the student is available at the time of withdrawal.

2. Grade Grievance Procedure for *Southwestern Graduate School of Biomedical Sciences*

In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a good-faith effort to resolve the matter with the instructors involved. Individual instructors retain primary responsibility for assigning grades and making evaluations. The instructor's judgment is final unless the student alleges differential treatment or mistake. If the student makes such allegations, an appeal must be submitted in writing with supporting evidence to the dean. The determination of the dean is final, and there is no further appeal.

3. Retention, Probation, and Dismissal in *Southwestern Graduate School of Biomedical Sciences*

a. Retention

To remain in the graduate school beyond the first semester, a student must make satisfactory progress in the prescribed course of study as determined by the program's Graduate Studies Committee. A grade point average of at least 3.0 must be maintained to remain in good standing. Also, most graduate degree programs require a student to pass a qualifying examination in the topic area of the degree program within a specified period. After admission to candidacy, each graduate student will receive an annual written evaluation of his or her progress toward fulfilling the requirements for the graduate degree. The written evaluation will be prepared by the Graduate Studies Committee in consultation with the student's dissertation/thesis supervisory committee.

b. Probation and Dismissal

A student can be placed on academic probation or dismissed for failure to maintain minimum academic standards.

(1) Probation:

The following actions or conditions are representative of actions or conditions that will cause the student to be placed on academic probation by the dean:

(a) failure of any course;

(b) failure to maintain a graduate school GPA of 3.0 or better;

(c) failure to meet the requirements for the particular master's or Ph.D. degree in the time periods specified by the graduate school;

(d) failure to make satisfactory academic progress toward the completion of the degree.

(2) Any student on probation will not be allowed

(a) to drop or withdraw from the university without the approval of the Graduate Studies Committee and the dean;

(b) to stand for the master's oral examination;

(c) to petition for the Ph.D. degree oral candidacy examination;

(d) to stand for the defense of the doctoral dissertation; or

(e) to remain enrolled in the graduate school if the student fails to satisfy the requirements for removal of the probation and reinstatement of good-standing status.

(3) Dismissal

The following conditions or circumstances are representative of conditions or circumstances that will result in dismissal from the graduate school:

(a) if the student fails or receives a U in any course;

(b) if the student's academic deficiencies are not resolved within the time period required by the dean;

(c) if the student fails to pass the qualifying examination;

(d) if the student fails the Ph.D. degree oral candidacy examination;

(e) if the student fails to make satisfactory academic performance toward the completion of the degree;
or

(f) if the student fails to register for two successive semesters after beginning graduate studies and has failed to make a written request for a leave of absence.

4. Academic Probation and Dismissal Procedures and Appeals

a. The Graduate Studies Committee will consider any questions concerning a student's academic progress in which probation or dismissal is a possible outcome and will make a recommendation to the dean of the graduate school. The student will be allowed to appear before the Graduate Studies Committee to present evidence why probation or dismissal is inappropriate. The dean will consider the evidence presented by the student and the recommendation of the Graduate Studies Committee and render a decision.

b. The dean will forward written notification to each student placed on academic probation, detailing the reason for the academic probation and the methods by and the time period within which the student can remedy the probation and return to good standing. Should the student be placed on academic probation as

the result of failure to maintain at least a 3.0 GPA, the GPA must be raised to at least 3.0 during the next semester in which the student is registered.

c. Should the Graduate Studies Committee recommend dismissal and the dean concur, the dean will forward written notification of dismissal to the student as soon as reasonably possible.

d. A student may appeal the imposition of academic probation by forwarding a written appeal to the dean, requesting reconsideration, and stating in clear and concise language the reason why the academic probation is inappropriate. The appeal must be received by the dean within ten business days of the student's receipt of the notification of academic probation. The dean will review the written appeal and will meet with the student to discuss the student's grounds for appeal. Within five business days after receipt of the appeal, the dean will forward a written response to the student. The dean's decision on the appeal will be final.

e. A student may appeal a dismissal from the graduate school by forwarding a written request to appeal to the dean, requesting reconsideration, and stating in clear and concise language the reasons why the dismissal is inappropriate. The appeal must be received by the dean within ten business days of the student's receipt of the notification of dismissal. The dean will review the written appeal and will meet with the student to discuss the student's grounds for appeal. Within five business days after receipt of the appeal, the dean will forward a written response to the student. The dean's decision is final.

5. Withdrawal, Leave of Absence, and Readmission

a. To withdraw, obtain a leave of absence, or be readmitted, the student must initiate the request in writing to the chair of the Graduate Studies Committee. The committee then arrives at a recommendation and forwards it in writing to the dean, who approves in writing, stating any appropriate restrictions, or disapproves. This is the only way action can be started on a refund of payment in accordance with the policy set forth in the section on refunds. It is the student's responsibility to notify his or her instructors of the intention to withdraw from a course or courses.

b. A student who wishes to be readmitted will be considered with all other applicants.

6.12.3 Grades, Appealing Academic Decisions, and Dismissal in *Southwestern Allied Health Sciences School*

1. Grades

a. Individual course instructors retain the primary responsibility for assigning grades and evaluating course work. Five grades are used to calculate the grade point average (GPA): 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 H (honors), P (Passing), and F (failure). Grades of H and P are not used in calculating GPA.

b. 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 noncomputed grades are recorded. The GPA includes only courses attempted at UT Southwestern and excludes transfer work.

- c. Grade points are assigned to passing grades earned as follows: 4 points for each hour's credit earned with a grade of A; 3 points for each hour's credit with a grade of B; 2 points with a grade of C, and 1 point with a grade of D. No grade points are assigned for a grade of F.
- d. Individual department 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 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.
- e. 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.
- f. 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 underwritten conditions and within the time period specified by the instructor. Should the established conditions not be met, the instructor must assign a grade, or upon written approval of the dean, new conditions may be established. An "incomplete" is not considered a final grade and, therefore, is not used in calculating the GPA.

2. Grade Grievances and Appeals at *Southwestern Allied Health Sciences School*

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, a student may appeal in writing to the dean, who will render the final decision.

3. Academic Probation, Suspension, and Dismissal

a. Policy

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.

b. Probation

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 the student's cumulative GPA 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. A student placed on academic probation must remedy the specific academic deficiencies as specified in the individual department or program policy manuals. If a student fails to raise the cumulative GPA to a 2.0 or fails to overcome specific academic deficiencies the following semester, the student will be dismissed.

c. **Suspension** Academic suspension is a temporary separation of the student from Southwestern Allied Health Sciences School 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 reentry to the school, the student will automatically be placed on academic probation.

d. Dismissal

Academic dismissal is a permanent separation of the student from the school. Academic dismissal is permanently recorded on the academic record of the student.

e. Additional Specific Criteria

Individual academic programs may have additional specific criteria for probation, dismissal, suspension, or course-work evaluation. The student is responsible for obtaining this information from the appropriate department chair or program director.

4. Academic Progress Records

a. The registrar will receive, record, and periodically report to students grades they have achieved in their courses at the school. Grades will generally be mailed 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.

b. For clinical rotations, practicums and other 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.

5. Withdrawals

a. To withdraw from a course, the student should confer with a department or program advisor and complete a course change form, obtainable from the registrar.

b. A student may withdraw from a course at any time before the beginning of the sixth week of classes or the third week of summer terms and receive a W, indicating withdrawal without penalty.

c. A student who elects to withdraw from a course after the start of the sixth week of classes or the third week of the summer term, will receive a WP if his or her cumulative performance to the time of withdrawal indicates a passing grade. No student will receive a grade of WP except by withdrawing from a course in the prescribed manner. A WF will be recorded if the student is failing at the time of withdrawal.

d. Students planning to withdraw from a course must do so before the fifteenth week of a regular semester or the eleventh week of the summer term. Students who take the final examination in a course may not subsequently withdraw from the course.

e. Failure to attend classes is not equivalent to an official withdrawal. Failure to withdraw from courses in the prescribed manner may result in a grade of F.

f. A student who withdraws from all courses or fails to register in a given semester is reminded that such action is considered an official withdrawal from school unless the department chair or program director grants an official leave of absence for a specified period of time. A student who withdraws in good standing and who subsequently wishes to be readmitted must complete the normal application process and will be considered in competition with other applicants.

g. No student may add a course without department approval and in no instance after the twelfth class day (ninth class day in summer term).

h. Before withdrawing from or adding courses, students must consult with an advisor in their academic program to assure compliance with curricular regulations of that program.

6. Honors Program in *Southwestern Allied Health Sciences School*

a. Dean's List

To be eligible for the Dean's List for a given semester, a student must achieve a semester GPA of 3.5 or higher while enrolled for at least twelve credit hours.

b. Honors Program

Students must enroll in the school with a GPA of 3.0 or greater to be eligible for honors activities. Only undergraduate credit will be considered for those seeking a bachelor's degree. Subsequently, rankings will be based upon the GPA for credit hours earned at Southwestern Allied Health Sciences School (minimum of 3.5 GPA based on a minimum of forth-five credit hours).

c. Graduation with Honors

Graduation with Honors will be limited to the top 10 percent of each year's graduating class from each program in the school provided the student has obtained a GPA of 3.5 or greater. This calculation will be made immediately prior to the annual commencement exercises. Programs with fewer than ten graduates are eligible to have one student graduate with honors. A program also may petition the dean to recognize more than 10 percent of its graduating class if the students attain a criterion GPA set each year, based upon previous graduating classes. Graduation with honors is noted on the diploma and on the student's permanent academic record.

7. Graduation Requirements

a. The student must earn a minimum 2.0 cumulative GPA at Southwestern Allied Health Sciences School and fulfill all specific program requirements to qualify for graduation. An F (failure) in any required subject must be removed prior to graduation by satisfying the requirements of the department or program in which the student is enrolled.

b. The student must have completed satisfactorily a minimum of 120 semester hours, including all work undertaken at Southwestern Allied Health Sciences School. A student must complete a minimum of thirty semester hours in residence at UT Southwestern to meet degree requirements. Up to six of the last thirty hours may be taken at other University of Texas System components with prior written approval from the dean.

7 Medical Scientist Training Program (MSTP)

7.1 The Program

7.1.1 The Medical Scientist Training Program at UT Southwestern integrates medical and research training for qualified men and women at the graduate level leading to both the M.D. and Ph.D. degrees. Its goal is to offer highly motivated students, who plan a career in biomedical research and teaching, the opportunity to relate basic science to the study of human disease and to the care of patients. They are designated medical scientist fellows.

7.1.2 The integrated curriculum is offered in the setting of Southwestern Medical School and Southwestern Graduate School of Biomedical Sciences and is designed to be flexible and individualized to suit the background and interest of each medical scientist fellow. The program is to be completed in seven years. Additional time may be allowed if determined by the dean to be needed to meet the requirements of the Ph.D.

7.2 Prerequisites of MSTP

Both the baccalaureate degree and significant experience in laboratory research are essential for admission to the MSTP. It is desirable, but not mandatory, that the minimum prerequisites for admission to Southwestern Medical School be supplemented by one year of college calculus and one year of physical chemistry. If a potential applicant has not had the required experience in a research laboratory, it should be acquired before considering a career in academic medicine and medical research. It is possible to acquire the necessary research experience after entering Southwestern Medical School in accordance with its own separate requirements and to apply to the MSTP during the first or second year of medical school.

7.3 Residency

There are no state residency requirements for admission to the MSTP. However, priority is given to Texas residents in applicant selection.

7.4 Medical Scientist Fellowships

The MSTP is the recipient of a training grant from the National Institute of General Medical Sciences of the National Institutes of Health, as well as support from the Perot Family Foundation and other sources. All students accepted into the MSTP receive stipend support and funding for tuition and fees.

7.5 Organization of the MSTP

7.5.1 Students accepted into the MSTP register simultaneously in Southwestern Medical School and Southwestern Graduate School of Biomedical Sciences.

7.5.2 Students who satisfactorily complete the MSTP will have met all requirements for the Ph.D. degree in the graduate school and for the M.D. degree in the medical school. The Ph.D. may be earned in one of the basic science graduate training programs within the Division of Cell and Molecular Biology: Biochemistry and Molecular Biology; Cell Regulation; Genetics and Development; Immunology; Integrated Biology; Molecular Biophysics; Molecular Microbiology; or Neuroscience. Each of these programs is interdisciplinary by design. Program faculty are derived from both basic science and clinical departments of the medical school.

7.6 Requirements for Admission

Candidates must fulfill the requirements for admission to the medical school, the graduate school, and the MSTP.

7.7 Withdrawal from MSTP and Reenrollment in Southwestern Medical School or Southwestern Graduate School of Biomedical Sciences

If a student withdraws from the MSTP and desires to enroll in either Southwestern Medical School or Southwestern Graduate School of Biomedical Sciences, the student must apply as if he or she were a new applicant. Admission to and matriculation in the MSTP does not automatically guarantee a place in the medical or graduate school after the student leaves the MSTP.