

Contains:

Catalog description
Institutional description
Accreditation
Regents of UT System
UT System Leadership
UT Southwestern Leadership

Student information

Academic Calendar
Residency Defined
International Applicants
Academic Fresh Start
Medical, Disability Insurance
Required Immunizations
Immunization, Infectious Disease Prevention Policy
Employment
Active Military Service
Background Check

Tuition, Fees

Tuition
Designated Tuition
Tuition Installment Payments
Computer Usage and Technology Fees
Graduation Fee
Health Insurance
Disability Insurance
Incidental Fees
Laboratory Fee
Late Registration Fee
Malpractice Insurance Fee
Medical Services Fee
Returned Check Fee
Student Services Fee
Books and Equipment
Campus Parking
Microscopes
Student Housing
Refunds
Financial Aid
Family Educational Rights and Privacy Act

Academic Policies

Enrollment
Student Conduct and Discipline
Policy Against Discrimination
General Grievances Procedure
Leave of Absence
Absences

General Information

Buildings
Campus Security
Campus Carry
Copyright and File Sharing
Emergency Response
Facilities and Services

Animal Resources Center
Bioinstrumentation Resource Center
Division of Biostatistics
Health Sciences Digital Library and Learning Center
Information Resources
International Affairs
Office of Medical Education
Student Health Services, Student Wellness and Counseling
Transplant Services Center
Bryan Williams, M.D. Student Center
Fire Security
Gang-Free Zones
Hazing
Inclement Weather
Infectious and Environmental Hazards
Informational Security
Institutional Completion, Graduation Rates
Intellectual Property
Internet Guidelines
Missing Persons
Student Organizations
Student Travel
Tobacco Restrictions
Use of University Name

This is for general information only. It is not intended to, nor does it, contain all regulations that relate to students. This catalog (contained on general and school-specific sites) is revised periodically, but cannot always reflect up-to-the-minute changes or developments in programs of the University of Texas Southwestern Medical Center and its three schools – UT Southwestern Medical School, UT Southwestern Graduate School of Biomedical Sciences, and UT Southwestern School of Health Professions. Contents of the catalog are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

UT Southwestern reserves the right to withdraw courses at any time and change tuition or fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirement affecting students. The provisions of these catalog sites do not constitute a contract, express or implied, between any applicant, student or faculty member and The University of Texas System, UT Southwestern Medical Center, or the three schools.

It is the goal of UT Southwestern Medical Center that its campus be accessible to people with physical disabilities and free from unnecessary physical barriers. Individual requests for accommodations will be reviewed by the program to which the student applies and, if necessary, by the campuswide Rehabilitation Task Force, which may be contacted through the Office of Enrollment Services.

UT Southwestern is a component of The University of Texas System and is subject to the Rules and Regulations of the Board of Regents of UT System.

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

Rule 10701
Rules and Regulations
UT System Board of Regents

UT SOUTHWESTERN MEDICAL CENTER

UT Southwestern Medical Center ranks among the top academic medical centers in the world. Its faculty members, who are responsible for a broad array of groundbreaking biomedical research advances, are respected for their dedication to teaching. UT Southwestern's physicians provide patients with the highest quality of care throughout the Medical Center's outpatient clinics and affiliated hospitals.

Since its formation in 1943, UT Southwestern has grown from a small wartime medical college into a multifaceted academic institution nationally recognized for its excellence in educating physicians, biomedical scientists, and health care personnel.

Under the leadership of the late Dr. Edward H. Cary and Karl Hoblitzelle, a group of prominent Dallas residents organized Southwestern Medical Foundation in 1939 to promote medical education and research in Dallas and the region. When Baylor University elected to move its school of medicine from Dallas to Houston in 1943, the foundation formally established Southwestern Medical College as the 68th medical school in the United States.

When a new state medical school was proposed after World War II, leaders of Southwestern Medical Foundation offered the college's equipment, library, and certain restricted funds to The University of Texas, provided the university would locate its new medical branch in Dallas. The Board of Regents accepted this offer from the foundation, and in 1949 the college became Southwestern Medical School of The University of Texas. In 1954 the name was changed to The University of Texas Southwestern Medical School. The present campus site was occupied in 1955 upon the completion of the Edward H. Cary Building. This placed the medical school next to the newly built Parkland Memorial Hospital.

The name and scope of the medical school were changed in 1972 with its reorganization into The University of Texas Health Science Center at Dallas. In approving the concept of a health science center, the Board of Regents provided for the continued growth of coordinated but separate medical, graduate, and undergraduate components, interacting creatively on the problems of human health and well-being.

In 1986, the Howard Hughes Medical Institute opened a research facility on the campus. Concentrating on molecular biology, it has brought outstanding scientists to head laboratories in their specialties. These investigators, now numbering 14, also hold faculty positions in the basic science departments of the medical school and graduate school.

In 1987, the UT System Board of Regents approved changing the name of the health science center to The University of Texas Southwestern Medical Center at Dallas, reconfirming its original Southwestern identity. In February 2011, the Regents approved changing the institution's name to The University of Texas Southwestern Medical Center, dropping "at Dallas" from the name to reflect the growing breadth of the institution. The Medical Center encompasses UT Southwestern Medical School, UT Southwestern Graduate School of Biomedical Sciences, and UT Southwestern School of Health Professions, as well as its University Hospitals & Clinics system.

UT Southwestern is located on Harry Hines Boulevard, a 10-minute drive northwest of downtown Dallas. Since the late 1960s the university has grown to include 12.7 million square feet of space with another half million square feet under construction. UT Southwestern faculty physicians offer patient care at UT Southwestern University Hospitals & Clinics, Parkland Health & Hospital System, Children's Medical Center Dallas, Texas Scottish Rite Hospital for Children,

VA North Texas Health Care System, and other affiliated hospitals and community clinics. UT Southwestern's faculty and residents annually provide care to more than 100,000 hospitalized patients, 600,000 emergency room cases, and oversee approximately 2.2 million outpatient visits. UT Southwestern faculty physicians, residents, and health care professionals provide approximately \$119.2 million in unreimbursed clinical services annually.

Beginning in the spring of 2016, UT Southwestern also is providing care through a new clinically integrated health care network, Southwestern Health Resources, which blends the strengths of Texas Health Resources and UT Southwestern to serve North Texas residents. The network is comprised of 31 hospitals, 300 clinics, and more than 2,500 physicians, spanning a 16-county service area with more than 6 million residents.

The faculty includes six Nobel Laureates, and four remain active faculty members; 22 members of the prestigious [National Academy of Sciences](#); and 18 members of the [National Academy of Medicine](#) (formerly the Institute of Medicine), a component of the NAS.

The South Campus includes 20 buildings housing classrooms, laboratories, offices, an extensive medical library, an auditorium, a large outpatient center, and Zale Lipshy University Hospital.

The North Campus has five research towers plus the Bill and Rita Clements Advanced Medical Imaging Building and the W.A. Monty & Tex Moncrief Radiation Oncology Building. The C. Kern Wildenthal Research Building – the newest addition to the North Campus – houses the UT Southwestern Graduate School of Biomedical Sciences, as well as several departments and administrative functions. In 2008 the Medical Center acquired Exchange Park, a 24-acre office complex next to the North Campus that includes the Police Department, the Department of Human Resources, as well as other administrative departments.

The West Campus, located across Inwood Road from the South Campus and across Harry Hines Boulevard from the North Campus, includes the UT Southwestern School of Health Professions Building; and several outpatient facilities, including the seven-story Outpatient Building. The West Campus features the William P. Clements Jr. University Hospital – an \$800 million state-of-the-art clinical facility that opened in late 2014. The 12-floor, 460-bed hospital is named in honor of the legendary Texas governor, in recognition of his 2009 gift of \$100 million, which he made with only the stipulation that it be used for a transformative purpose related to UT Southwestern's mission. Clements University Hospital offers patients and medical personnel world-class facilities and technologies. The facility offers practices in cardiology, emergency medicine, general internal medicine and subspecialties, general surgery, vascular surgery, oncologic surgery as well as hematologic malignancies, obstetrics and gynecology, and orthopaedics. It also houses all of the solid organ Transplant Programs, as well as a Level III neonatal intensive care unit. A new multipurpose building, with an anticipated opening date in 2018, will house faculty offices, outpatient care offices and a 30,000-square-foot simulation center for education of all students and trainees on campus, is being built at the northwest

corner of Harry Hines Boulevard's and Inwood Road's intersection, the former St. Paul University Hospital site.

The East Campus includes BioCenter at Southwestern Medical District, established in 2008 to develop university technologies and attract existing biotech companies to North Texas. The BioCenter facility contains the Office for Technology Development, which protects and licenses UT Southwestern's intellectual property, as well as recognizing and driving commercial business applications and patents.

ACCREDITATION

The University of Texas Southwestern Medical Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number 404-679-4501) to award the bachelor's (B.A./B.S.), master's (M.A./ M.S./M.P.T./M.P.A.S.), doctoral (Ph.D./D.P.T.) and medical professional (M.D.) degrees.

UT SYSTEM BOARD OF REGENTS

The Board of Regents, the governing body for The University of Texas System, is composed of nine members who are appointed by the Governor and confirmed by the Senate. Terms for Regents are scheduled for six years each and staggered so that three members' terms will usually expire on February 1 of odd-numbered years. In addition, the Governor appoints a Student Regent for a one-year term.

Throughout the more than 100-year history of the UT System, the Board has been composed of dedicated and distinguished Texans who have been strong advocates of excellence in academic programs, scientific inquiry, and responsible public service.

<https://www.utsystem.edu/board-of-regents>

UT SYSTEM LEADERSHIP

The University of Texas System is one of the nation's largest systems of higher education, with 14 institutions that educate more than 221,000 students. Each year, UT institutions award more than one-third of all undergraduate degrees in Texas and almost two-thirds of all health professional degrees.

<http://www.utsystem.edu/>

The UT System is led by **Chancellor William H. McRaven**, a retired U.S. Navy four-star admiral. As the Chief Executive Officer of the UT System, Chancellor McRaven oversees 14 academic institutions that employ 20,000 faculty and more than 80,000 health care professionals, researchers, and staff.

<http://www.utsystem.edu/chancellor/biography>

The UT System's six health institutions are under the leadership of **Dr. Raymond S. Greenberg**, the Executive Vice Chancellor for Health Affairs since 2013. He is responsible for the health institutions and their aggregate operating budget of more than \$9 billion.

<https://www.utsystem.edu/raymond-s-greenberg-md-phd>

UT SOUTHWESTERN LEADERSHIP

UT Southwestern Medical Center is led by a team of accomplished physicians, scientists, educators, and administrators committed to maintaining a supportive atmosphere of healing, discovery, and learning. Led by President [Daniel K. Podolsky, M.D.](#), UT Southwestern leaders bring a wide variety of backgrounds and experiences to bear on directing one of the nation's top academic medical centers. At the same time, leadership across all levels – schools, departments, divisions, centers, clinics, and hospitals – share an ambitious mission: to push the frontiers of medicine while bringing the latest advances to patient care.

<http://www.utsouthwestern.edu/about-us/leadership/index.html>

STUDENT INFORMATION

This section contains information, definitions, procedures, and requirements for admitted students into any of UT Southwestern's three schools.

School-specific information are contained within the sites of each school. These include but are not limited to: academic calendars, requirements to apply for specific programs, essential functions required for admittance, and deadlines for application to specific schools and programs.

ACADEMIC CALENDAR

The Office of Enrollment Services publishes a detailed academic calendar each August. The calendar is at

http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/registrar/academic-calendar.pdf

RESIDENCY DEFINED

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

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

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

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

INTERNATIONAL APPLICANTS

The Office of International Affairs helps acquire and maintain valid visa status for noncitizen scholars, students, teachers, researchers, and other employees. Immigration law is complex and changeable. Care is required to bring a person to UT Southwestern with the appropriate documents. International Affairs should be contacted a minimum of four months prior to an international student's first day of orientation to allow for procession of visa documents, visa stamp application, and timely arrival on campus. Visit <http://www.utsouthwestern.edu/international> for additional information.

In addition to meeting the general requirements for school admission, all applicants whose native language is not English are required to take the Test of English as a Foreign Language. A minimum score of 100 is recommended.

Test scores must be sent directly from the TOEFL Information Center to the Office of Enrollment Services, UT Southwestern. (Photocopies will be used for review only and are not accepted as official.)

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

Transcripts of records from foreign universities must be evaluated with subject, grade, and grade-point average breakdowns. It is preferred that the applicant provide the transcript(s) with this information translated into English to facilitate review. Translation service is available from Educational Credential Evaluators for a fee. For applications and fee information, contact ECE, P.O. Box 514070, Milwaukee, WI 53202-3470, 414-289-3400, or visit the website at www.ece.org. ECE evaluations should be sent directly to the Office of Enrollment Services. ECE requires at least one month to prepare an evaluation after all documentation is complete.

Before the Office of International Affairs can issue a Certificate of Eligibility for Nonimmigrant F-1 Student Status (U.S. Department of Homeland Security, Citizenship and Immigration Services, Form I-20 A-B), evidence of financial support while in the United States must be demonstrated. The minimum amount of financial support for an academic year is more than \$17,000 plus the costs of tuition and fees. This amount is subject to change each year. In addition, proof of funding in the amount of \$2,000 for each dependent is required. There are two ways to demonstrate proof of financial support:

1) If the student is awarded a stipend, a letter from the dean indicating the amount of the stipend is sufficient; or 2) In the case of those students who will receive partial or no funding from UT Southwestern, a financial statement must be provided guaranteeing adequate funds as stated above for educational, living, and other expenses while in the United States. Form I-20 A-B must be presented to U.S. consular officials when applying for a visa. It is the responsibility of the nonregistered alien to inform the Medical Center's Office of International Affairs accurately of his or her visa status and to advise that office of any changes. Further information may be obtained by writing to the Office of International Affairs.

ACADEMIC FRESH START

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

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

MEDICAL INSURANCE, DISABILITY INSURANCE

- **Health Insurance** – With each term registration, all students are required to present documentation of a current health insurance plan. Information regarding the UT System-approved plan is included with registration materials. Students may purchase this plan directly from the vendor or provide documentation of alternate coverage. International students should consult the international affairs coordinator for more information regarding the requirements for international students.
- **Disability Insurance** – Information on disability insurance is available through the Office of Student and Alumni Affairs.

REQUIRED IMMUNIZATIONS

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

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

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

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

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

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

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

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

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

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

Current and prospective students who intend to reside in any UT Southwestern-owned and –operated housing facilities are required to document immunization for bacterial meningitis prior to occupancy.

AIDS, HIV, and Hepatitis B Virus – UT Southwestern recognizes Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), and Hepatitis B Virus as serious public-health threats. To promote an informed and educated response to issues and questions concerning AIDS, HIV and HBV, UT Southwestern policy provides a framework for managing risks associated with HIV, AIDS and HBV in compliance with state and federal laws in the

context of the medical, educational, legal, administrative and ethical issues involved. For additional information, the Texas Department of Health educational pamphlet on HIV will be made available to students upon request through Student Health Services.

IMMUNIZATION AND INFECTIOUS DISEASE PREVENTION POLICY

UT Southwestern demonstrates its commitment to its students through a comprehensive system designed to maintain their health and provide support if exposures occur during academic or training activities. By utilizing this system, UT Southwestern contributes to the continued health and safety of our students, our health care workforce, and our patients, and consequently to the health of society. In the event of a needle stick or exposure to human blood, bodily fluids, or other potentially infectious material, all students must report the exposure immediately in accordance with the applicable procedure. If a student is exposed while performing program-related assignments, the cost of initial testing and any prophylaxis treatment indicated by the appropriate exposure protocol not covered by insurance will be paid for by UT Southwestern. The effects of infectious and environmental disease or disability on student learning activities are documented in the catalogs of the schools and in institutional policies.

Students must complete the infectious disease prevention and protocol education and training as required by each training program, including any applicable clinical or laboratory safety training. Compliance with all training requirements will be verified by the program.

Students also receive a communication from Student Health Services outlining the proper course of action should a hazardous exposure occur. In addition, physicians are available to advise students and answer any questions through Student Health Services. The school reserves the right to restrict patient contact by a student believed to pose a risk to the health of patients. Students are responsible for understanding and adhering to all infection control policies, programs, and protocols that are applicable to their training program and to the hospital, clinic, or department in which they are training (e.g., hand hygiene, disinfection/sterilization, isolation precautions).

EMPLOYMENT

Part-time on-campus employment requires the permission of the Associate Dean for Student Affairs. Limits to the number of hours per week may vary depending on circumstances and can never exceed 19 hours per week while the individual is a student. Students who wish to accept on-campus employment must submit a written request to their Associate Dean for Student Affairs. Attendance, assignments, deadlines, class schedules, clinical duties,

performance standards, or other course or degree requirements will not be altered to accommodate a student who chooses to accept employment while enrolled.

ACTIVE MILITARY SERVICE

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

Students who are engaged in active military service may receive a temporary excused absence from attending classes, engaging in other academic activities, or examinations to participate in called military service. Students who are excused for these activities are expected to complete assignments and examinations within a reasonable time frame as determined with the Course Director.

BACKGROUND CHECK

Based on the recommendation of the Association of American Medical Colleges and as authorized by the Board of Regents of the UT System, it is UT Southwestern policy that all individuals accepted into a clinical training program must submit to and satisfactorily complete a background check by a designated third-party company as a condition of admission and continued enrollment. An unsatisfactory background check or refusal to submit to a background check may result in rescission of a conditional offer of admission or disciplinary action up to and including dismissal. Current students in clinical training programs are required to undergo a second background check if there is a break in enrollment. (e.g. an approved leave of absence).

TUITION, FEES

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

- **Tuition**

Tuition for the 2016-2017 academic year is:

Medical Students – Texas residents pay \$6,550 annually. Tuition for nonresidents is three times the resident tuition rate (\$19,650). Texas statutes also provide that a nonresident student is permitted to pay the same tuition and fees as a Texas resident if the student holds a competitive scholarship worth at least \$1,000 per year.

Graduate School students – the Division of Basic Science pays tuition and fees during the first year. In subsequent years, tuition and fees are paid from research grants awarded to their dissertation mentors or from one of the Institutional NIH training grants associated with various areas of research training. For information on specific Programs, visit <http://www.utsouthwestern.edu/education/graduate-school/cost-financial-support/index.html>. All students studying for a Ph.D. in Basic Sciences receive a nationally competitive research assistantship of \$34,500 per year throughout the course of their Ph.D. studies.

Students in other degree and certificate programs – Texas residents pay \$50 per semester credit hour. The credit-hour rate for nonresidents is \$458. School of Health Professions students also need to refer to specific Program “Variable Course Fees” listed below.

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

- **Designated Tuition**

The designated tuition fee for Medical School is \$11,943 per academic year. Students in all other degree and certificate programs incur \$177.73 per semester credit hour.

- **Differential Tuition Supplement**

Biomedical Engineering courses – \$50 per semester credit hour.

Physician Assistant Studies courses – \$75 per semester credit hour.

Physical Therapy courses – \$75 per semester credit hour.

- **Tuition Installment Payments**

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

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

- **Application Filing Fee**

Students in degree and certificate programs outside Medical School pay \$50 for each Program application.

- **Audit Course Fee**

Current UT Southwestern students incur a \$5 fee per course enrollment. Non-UT Southwestern students are charged \$25 per course enrollment.

- **Computer Usage and Technology Fees**

UT Southwestern provides students computer resources in multiple locations. Medical Students pay a computer usage fee of \$245 per academic term. Students in other degree and certificate programs pay \$81.66 per enrollment term.

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

- **Graduation Fee**

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

- **Health Insurance**

With each term registration, all students are required to present documentation of a current health insurance plan. Information regarding the UT System-approved plan is included with registration materials. Students may purchase this plan directly from the vendor or provide documentation of alternate coverage. International students should consult the international affairs coordinator for more information regarding the requirements for international students.

- **Disability Insurance**

Information on disability insurance is available through the Office of Enrollment Services.

- **Incidental Fees**

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

The Health Sciences Digital Library and Learning Center recovers the cost of some services, such as black and white photocopying and laser printing at 10 cents per page and color laser printing at \$1 per page. Charges for other cost-recovery-based services vary. These and other manuscripts can be archived for \$13 per volume. Dissertations can be published and archived for \$85 per volume with an optional copyright fee of \$50. Thesis archiving is \$15. There is no charge for literature searching or routine processing of interlibrary loan requests made by students; however, there is a fee for expedited interlibrary loan delivery.

- **International Visiting Student Application Fee**

There is a \$150 fee to apply for consideration to be an international visiting medical student.

- **Dissection Lab Fee**

Students in HCS 4309, HCS 5309, or BME 5308 pay \$410 per course enrollment.

- **Laboratory Fee**

If in labs, Medical Students are required to pay the following fees: first year, \$35; second year, \$32; third and fourth years each, \$26. Students in other degree and certificate programs pay \$10 per enrolled course that has an associated lab.

- **Late Registration Fee**

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

- **In Absentia Registration Fee**

Students enrolled in other degree and certificate programs registering in absentia incur a \$12 per enrollment term if they are a Texas resident and a \$50 per enrollment term for non-residents.

- **Malpractice Insurance Fee**

All Medical Students are required to pay a malpractice insurance fee. The present charge for this coverage is \$25 per year and is nonrefundable. Students in other degree and certificate programs pay \$14.50 per year.

- **Medical Services Fee**

First-, second- and third-year Medical Students pay a medical services fee of \$225 per academic year. Students enrolled in the fourth-year of study pay a medical services fee of \$150. Students in other degree and certificate programs pay \$75 per enrollment term. The medical services fee provides necessary supplementation for Student Health Services.

- **Microscope Fee**

Microscopes are available for rental for first- and second-year Medical Students at an annual charge of \$150. Students in other degree and certificate programs pay \$75 per enrollment term if required by their instructors. Students may choose to provide their own microscopes; if so, individual microscopes must meet the specifications set forth by the Department of Cell Biology.

- **Returned Check Fee**

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

- **Student Services Fee**

Medical Students enrolled in first-, second- and third-year curricula pay a student services fee of \$750 per academic year. Students enrolled in the fourth-year curriculum pay a student services fee of \$500 for the academic year. Students in other degree and certificate programs pay \$42 per semester hour enrolled, with a maximum of \$250 per term.

The student services fee is used to support Student Health Services, the Bryan Williams, M.D. Student Center, and other student services.

- **Variable Course Fees**

Physician Assistant Studies – Basic Life Support, \$35; Advanced Cardiac Life Support, \$120.

Physical Therapy (DPT prefix) – #5135, \$150; #5138, #5217, #5218, #5341, \$25; #5133, #5139, \$10; #5140, \$100; #5151, #5235, #5306, #5320, #5341, #5344, \$50; #5240, #5351, \$35; #5302, \$30; #5304, #5305, #5330, #5431, \$20; #5401-#5404, \$200.

Prosthetics-Orthotics (MPO prefix) – #5101, \$22; #5308, #5310, \$105; #5313, \$210; #5407, #5504, \$270; #5409, \$580; #5505, \$320.

Radiation Therapy (RT prefix) – #3211, #3212, #3301, #3302, #3314, #3412, #3413, #3421, #4323, #4422, \$25; #3301, \$50; #3304, #3405, #4406, #4407, #4315, \$200; #4216, \$10; #4302, \$60.

Other Expenses

- **Books and Equipment**

For Medical Students and for those in the Medical Scientist Training Program, the cost of essential books and equipment are estimated below. First- and second-year Medical Students must have a computer sufficient to utilize the computer-based curriculum. The cost of the computer is included in the books and equipment itemization listed below. Technical specifications are provided to each entering class.

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

First year \$3,200, computer; \$2,850 books and supplies (including the medical diagnostic kit

Second year \$1,425 books and supplies (including the USMLE Step 1 fee plus preparation)

Third year \$4,070 books and supplies (including USMLE Step 2-CK and Step 2-CS plus transportation, travel, and preparation)

Fourth year \$955 books and supplies

- **Campus Parking**

Limited parking facilities are available on campus. Student, trainees, or Fellows wishing to park on campus are required to register their vehicle and obtain a permit and pay an annual parking registration fee. The fee is \$120 for 2016-2017. Student parking is restricted to designated areas, and violations of the parking regulations may result in fines and/or loss of parking privileges.

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

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

- **Student Housing**

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

REFUNDS

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

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

Prior to the first class day 100%

The first five class days 80%

The second five class days 70%

The third five class days 50%

The fourth five class days 25%

No refunds thereafter.

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

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

- **Return of Title IV Funds**

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

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

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

FINANCIAL AID

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

The Medical Center subscribes to the philosophy that financing education is primarily the responsibility of the student and the student's family; however, UT Southwestern seeks, within its means, to assist financially the qualified student whose family resources are insufficient to meet the full costs of education. No student should allow the pressures of financial constraint to cause a postponement of educational plans without first consulting with the Office of Student Financial Aid. The Office can provide the necessary applications, forms and advice concerning the rules and regulations of federal, state, and institutional financial-aid programs available to students. Additionally, the Office can provide counseling in debt management and can assist students in finding outside sources of aid for which they may

qualify. Students are under significant pressure while preparing for classes or clinical rotations, and the Office of Student Financial Aid will attempt to alleviate additional financial burdens.

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

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

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

Students subject to selective service registration under federal law must file a statement that the student has either registered or is exempt from registration before the student is eligible to receive financial assistance. This statement is included in the student's financial aid award notification.

- **Types of Assistance**

Student financial aid comprises three general categories: loans, grants or scholarships, and employment. The aid may be received from various sources: federal programs, state programs, private foundations and corporations, individual contributors, and institutional programs. Detailed information regarding the aid programs is available from the Office of Student Financial Aid.

- **Scholarships, Fellowships and Special Funds**

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

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

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

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

Scholarships awarded on the basis of financial need rely on the methodology developed by the U.S. Department of Education. This is the same methodology used to determine eligibility for other financial aid. Scholarships awarded on the basis of academic performance rely on the assessment of a student's record in comparison to peers. Factors considered in the awarding of various competitive scholarships and fellowships include:

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

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

- **Loans**

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

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

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

- **Tuition Exemptions**

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

1. Certain military personnel and veterans of military service and their dependents;
2. Foreign Service Officers;
3. Higher education faculty and their dependents;
4. Teaching and research assistants and their dependents;
5. Certain recipients of competitive scholarships;
6. Certain students who are accepted into a clinical and biomedical research training program which leads to both the Doctor of Medicine and the Doctor of Philosophy degrees;
7. Dependent children of armed forces, Texas National Guard, or Texas Air National Guard personnel who became totally disabled as a result of a service-related injury, were killed in action, died while in service, were missing serving in action, or whose deaths were directly connected with military service;
8. Children of eligible disabled firefighters or law enforcement officers;

9. Disabled peace officers;
10. Blind and deaf students;
11. Dependent children of active members of the armed forces who are classified by the Department of Defense as prisoners of war or missing in action;
12. Students 55 years of age or older;
13. Certain students who were adopted, formerly in foster or other residential care, or under the conservatorship of the Department of Family and Protective Services;
14. Students enrolled exclusively in distance learning curricula; and
15. Students eligible for other exemptions or waivers as established by the Texas Legislature and the Texas Higher Education Coordinating Board.

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

- **Payment of Fees for Students with Disabilities**

The Department of Assistive and Rehabilitative Services offers assistance for tuition and nonrefundable fees to students with disabilities classified as Texas residents, provided their vocational objectives have been approved by a DARS counselor. Other services also are available to assist students with disabilities in becoming employable. Students should call the DARS regional office in Arlington, Texas, at 817-759-3700 for more information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99 are a Federal law and regulations that provide students with the following rights with respect to their education records:

- to inspect and review their education records;
- to consent to disclosure of their education records to third parties, except to the extent that FERPA authorizes disclosure without consent;
- to request amendment of their education records to ensure that they are not inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA;
- to be notified of their privacy rights under FERPA; and

- to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

It is the policy of UT Southwestern to protect the privacy and records access rights that apply to records maintained by or for the institution about its current and former students by complying with FERPA at all times. The Director of Student Enrollment Services is the designated institutional official that oversees UT Southwestern's compliance with FERPA and this policy.

UT Southwestern shall provide annual notice to students of their rights under FERPA and this policy; the procedures for exercising their rights; and information about the directory information exception and the process by which a student may elect to opt out of the release of the student's directory information. This annual notice will be included in all general information catalogs for students, which are published by UT Southwestern and available online and through the Dean's office.

The University will not permit access to or the release of personally identifiable information contained in student educational records to any party without the written consent of the student, except as authorized by FERPA. UT Southwestern, pursuant to FERPA, may release education records without the student's consent as follows:

- a. **Directory Information.** Directory information may appear in public documents and may otherwise be disclosed without student consent. Students have the right to withhold the disclosure of all directory information through notification to the Office of Enrollment Services. Students are encouraged to designate their directory information preferences using the online self-service portal in the Campus Solutions student records system at the time of registration. Students can make changes to their preferences in Campus Solutions at any time. Although use of the Campus Solutions student records system is preferred, students may also designate or change their directory preferences via written notice to the Office of Enrollment Services. Upon graduation or termination of a student's enrollment for any reason, the release of directory information will be governed by the student's preference in place during the student's last period of enrollment. Former students may change their directory information preference via written notice to the Office of Enrollment Services.
- b. **UT Southwestern Officials with a Legitimate Educational Interest.** UT Southwestern officials who require access to education records in order to fulfill educational or business purposes or other official responsibilities on behalf of UT Southwestern are allowed access to those records without student consent.

Additionally, education records may be shared between UT Southwestern officials and officials at other institutions that administer or participate in joint programs or activities with UT Southwestern, in accordance with legitimate educational interests. For example, an education record about a student concurrently enrolled in UT Southwestern and another institution, or who receives services from UT Southwestern (such as the provision of an observership) and from another institution, may be disclosed by UT Southwestern to the other institution under this subsection. This includes services provided by UT Southwestern and institutions participating in distance education classes.

- c. **Other Institutions.** UT Southwestern may release a student's education records to officials of other educational institutions where that student seeks or intends to enroll or is enrolled.
- d. **Audit or Evaluation of Federal or State Education Programs.** The UT Board of Regents, authorized Federal representatives of the Comptroller General, the Attorney General, the Secretary of Education, and state and local educational authorities who are authorized by law to audit and evaluate a Federal or State supported education program, or to enforce Federal law which relates to such education programs, or their authorized representatives, may access an education record as required for the purposes of audit, evaluation, or enforcement.
- e. **Financial Aid.** UT Southwestern may release an education record to persons or organizations in connection with a student's application for, or receipt of, financial aid to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions of such financial aid.
- f. **State and Local Officials Pursuant to Statutes Concerning Juvenile Justice.** UT Southwestern may release education records to state and local officials that are authorized by statute to access those records.
- g. **Organizations Conducting Studies.** Organizations conducting studies on behalf of UT Southwestern for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction may access education records for such studies, provided that: (i) the study is conducted in a manner which will not permit the personal identification of students or their parents by individuals other than representatives of the organization; and (ii) the information will be destroyed when no longer needed for the purposes of the study was conducted. The term "organizations" includes, but is not limited to, Federal, State, and local agencies and independent organizations.

- h. **Accrediting Organizations.** Accrediting organizations may access an education record required to carry out accrediting functions.
 - i. **Designated Parents of a Tax Dependent.** A parent of a student who is a dependent for federal tax purposes, as defined by Section 152 of the Internal Revenue Code of 1954, may have access to the student's education records if the student has indicated in writing to UT Southwestern that his or her parents may have such access in accordance with the designation. If a tax dependent student's parents are divorced, both parents may have access to the student's education student works, so long as at least one parent is designated by the student.
 - j. **Judicial Order or Subpoena.** Information concerning a student shall be released in response to a judicial order or lawfully issued subpoena. However, UT Southwestern must make reasonable efforts to notify the student of an order or subpoena before complying with it, except that UT Southwestern shall not notify a student of a subpoena if it is from a federal grand jury or is for law enforcement purposes and the subpoena or order provides that UT Southwestern shall not disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena. In addition, education records may be disclosed to the U. S. Attorney General or his or her designee in response to an *ex parte* order concerning an authorized investigation or prosecution of domestic or international terrorism, without prior notice to the student.
 - k. **Health and Safety.** UT Southwestern may disclose student information in connection with an emergency in order to protect the health and safety of the student or others.
- I. Disciplinary Hearing Results.**
- i. **Disclosure to Victims:** UT Southwestern may disclose to an alleged victim the final results of any disciplinary proceeding conducted by the institution against the alleged perpetrator of any crime of violence or the alleged perpetrator of any non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), regardless of whether the alleged perpetrator was found in violation of UT Southwestern's rules or policies.
 - ii. **Disclosure to Third Parties:** UT Southwestern may disclose the final results of any disciplinary proceeding against the alleged perpetrator of any crime of violence or non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), if the alleged perpetrator is found in violation of UT Southwestern's rules or policies. Such disclosure will include only the name of the student, the violation committed, and any sanction imposed by UT Southwestern. Such

- disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.
- iii. Alcohol and Drug Violations: UT Southwestern may disclose to a student's parent or legal guardian information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 at the time of disclosure and UT Southwestern determines that the student has committed a disciplinary violation with respect to such use or possession.
- m. **Defense of Litigation or Complaints against UT Southwestern.** If a student initiates legal action against the Medical Center, the institution may disclose to the court or agency with jurisdiction over the complaint the student's education records that are relevant to UT Southwestern's defense, with or without a court order or subpoena.

Consent of the Student. UT Southwestern will release an education record to a third party, or allow a third party access to those records, if the student provides a verifiably valid consent that permits access by the third party.

De-identified Records. When an education record has been stripped of all identifiers and/or aggregated data such that it is not possible to identify an individual who is the subject of the record, it is no longer an education record and is not subject to FERPA or this policy.

Students' Access to Their Education Records

A student has the right, upon written request to the Office of Enrollment Services, to review the student's own education records. The Office of Enrollment Services is the designated custodian for education records and will coordinate the inspection and review procedures. Education records covered by FERPA will be made available to the student within 45 days of the request. A student has the right to review all materials that are in the student's education records, except:

1. Financial information submitted by the student's parents;
2. Confidential letters and recommendations associated with admissions, employment or job placement, or honors, to which the student has waived rights of inspection and review or which were made part of the student's education records prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected;

3. Education records containing information about more than one student, in which case UT Southwestern will permit access only to that part of the record that pertains to the inquiring student; and
4. Records that are subject to an attorney-client privilege which belongs to UT Southwestern.

Except where pre-empted by a specific provision of FERPA or where an official copy of a student's transcript is requested, a student's right to access and/or request a copy of his or her education records is co-extensive with the student's right to access records under the Texas Public Information Act (TPIA).

1. Requests by a student for education records that are available to a student under an applicable provision of the TPIA shall be processed by UT Southwestern in accordance with the TPIA.
2. Records pre-empted from availability under the TPIA by FERPA will be made available by the Office of Enrollment Services within 45 days of the request.
3. Official copies of transcripts or other academic records will not be released for students who have a delinquent financial obligation to UT Southwestern.

Record of Disclosures and Disclosure Requests

The Office of Enrollment Services will maintain with the student's education records a record of each disclosure request and each actual disclosure and will make this record available for inspection by the student within 45 days of receipt of a written request. The Office of Enrollment Services will not maintain a record of disclosures:

1. to the student;
2. pursuant to the written consent of the student;
3. pursuant to the exception for UT Southwestern officials with a legitimate educational interest;
4. pursuant to a law enforcement subpoena when the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed or the order is concerning an authorized investigation or prosecution of domestic or international terrorism; or of directory information.

Requests to Amend Records

A student who believes that an education record maintained about the student is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA may request amendment of the record. This provision does not apply to academic decisions

about a student's performance or to the outcome of any grievance, complaint, investigation, disciplinary proceeding, or appeal pursuant to other UT Southwestern policies.

1. **Informal Requests.** A student may request the opportunity to informally discuss amendment of the record with the dean. If agreement is reached with respect to the student's request, the appropriate records will be amended. If the record is not amended pursuant to the student's request, the dean will inform the student of the decision and of the student's right to request a formal hearing.

2. **Requests for a Formal Hearing.**

- a. A request for a formal hearing must be made in writing to the dean. Within a reasonable period of time after receiving such request, the dean will appoint a hearing officer and will inform the student of the date, place, and time of the hearing.
- b. A student may present evidence at the hearing relevant to the issues raised and may be assisted at the hearing by an advisor of the student's choice, which may be an attorney, at the student's expense. If the student is assisted by an attorney, the UT Southwestern administration will be assisted by an attorney from the Office of the Vice President for Legal Affairs and/or The University of Texas System Office of General Counsel. The hearing officer will be assisted by an attorney from the Office of the Vice President for Legal Affairs. 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.
- c. The decision of the hearing officer will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence and the reasons for the decision. The written decision will be delivered to all parties concerned within 30 days of the hearing.
- d. If the decision is in favor of the student, the education records will be amended in accordance with the decision of the hearing officer.
- e. If the decision is unsatisfactory to the student, the student may place with the education record a statement commenting on the information in the record or a statement setting forth any reasons for disagreeing with the decisions of the hearing officer, or both. The statement(s) will be maintained as part of the student's education records and released whenever the record(s) in question is disclosed.
- f. A student who believes that the adjudication of a request to amend education records was unfair or otherwise not in accordance with FERPA or this policy may present a written appeal to the President of UT Southwestern within 30 days of receipt of the written decision of the hearing officer. The decision of the President is final.

Complaints

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

ACADEMIC POLICIES

ENROLLMENT

Students are expected to be enrolled full time for the duration of their studies at UT Southwestern. Course and Program requirements are stringent and follow semester-by-semester master plans within the schools. Course requirements for each Program are listed in the appropriate school chapters of the online catalog.

STUDENT CONDUCT AND DISCIPLINE

All students are expected and required to obey Federal, State, and local laws; to comply with the Regents' *Rules and Regulations* and all policies, procedures, rules and regulations of UT System and UT Southwestern; to follow directives issued by an administrative official of the UT System or UT Southwestern in the course of his or her official duties; and to observe standards of conduct appropriate for an academic medical institution.

Each student, by accepting an offer of admission, is subject to UT Southwestern's conduct and discipline policies.

Student disciplinary actions for violation of standards of conduct will be conducted in accordance with institutional policies and procedures. Students will be afforded notice of the charges against them and an opportunity to respond, and may elect to have an impartial hearing in accordance with UT Southwestern policy. Copies of UT Southwestern's student conduct and discipline policy and procedure are available online and from the Associate Deans for Student Affairs and the Dean's office of each school.

POLICY AGAINST DISCRIMINATION

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of or be subject to discrimination under any program or activity sponsored or conducted UT Southwestern on the basis of race, color, national origin, religion, sex, age, disability, genetic information, protected veteran status, or citizenship status. UT Southwestern also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

To ensure fair treatment of individual cases where discrimination is alleged and to maintain the integrity of the institution's academic system, students with grievances alleging discrimination are encouraged to seek a resolution through use of the institution's internal procedures. Any grievances alleging discrimination should be resolved as promptly as possible. Students will not be penalized in any way for bringing complaints of discrimination with the institution or for participating in any investigation. To the extent possible, and in accordance with applicable law and UT Southwestern policy, student discrimination complaints will be kept as confidential as possible.

A student who feels discriminated against on the basis of sex, including sexual misconduct, harassment or violence, should submit a complaint to the Title IX Coordinator or a Deputy Title IX Coordinator for handling in accordance with UT Southwestern's sex discrimination policy and complaint resolution procedure.

A student who feels discriminated against on a basis other than sex should seek resolution of the grievance through an appointment with the Dean of the School (or designee). The resources of the Office of Diversity & Inclusion and Equal Opportunity also are available to the student. If the student cannot resolve the grievance through these routes, the student should appeal to the Provost within 10 calendar days. The Provost, or appropriate designee, will meet with the student to discuss the grievance. Within five calendar days of this meeting, the Provost, or designee, may 1) decide the grievance 2) call for the appropriate faculty committee to investigate the grievance and make recommendations concerning the matter, 3) choose to investigate the matter personally, or 4) refer the matter to the Office of Diversity & Inclusion and Equal Opportunity, or to a Title IX Coordinator for investigation, as appropriate.

An investigation by a faculty committee, the Provost or designee must be completed within 30 calendar days. The Provost will notify the student in writing of the outcome of the grievance. If the decision rendered by the Provost is unsatisfactory to the student, the student may appeal in writing to the President within 10 calendar days of the dean's decision. The President will issue a final, written decision to the student within 30 calendar days. An investigation conducted by the Office of Diversity & Inclusion and Equal Opportunity or by a Title IX Coordinator will follow applicable complaint and resolution procedures pursuant to institutional policies, including timetables and appeals.

LEAVE OF ABSENCE

A student may request a non-medical leave of absence using the Leave Request Form available from the Office of Enrollment Services. The decision to approve or deny a request for a leave of absence is entirely at UT Southwestern's discretion, and will take into account the student's academic standing, the reason for and duration of the requested leave, the student's

degree progress, and the impact a period of leave may have on the student's ability to successfully complete program requirements. In general, requests for a leave of absence longer than twelve (12) months will not be approved.

A leave of absence due to the student's own medical condition should be requested and will be considered in accordance with the Learners with Disabilities policy.

ABSENCES

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

Requests to be excused from classes or other required activities as a reasonable accommodation due to disability should be requested and will be considered in accordance with the process outlined in the Learners with Disabilities policy.

GENERAL INFORMATION

BUILDINGS

- **South Campus**

The James W. Aston Ambulatory Care Center is an outpatient facility where faculty members see patients referred by private physicians. This nine-floor clinical center provides residents, students and faculty with access to a broad spectrum of illnesses and patient needs. Laboratory and X-ray services are available in the building so that most services can be provided during a single patient visit. Clinics and academic offices for Neurology and Neurotherapeutics, Neurological Surgery, Orthopaedic Surgery, Ophthalmology, Obstetrics and Gynecology, Physical Medicine and Rehabilitation, Urology, Otolaryngology, and Internal Medicine are located in the Outpatient Building.

The Edward H. Cary Building, the first permanent building of the medical school, is a five-level structure housing facilities of the Departments of Internal Medicine, Neurology, Obstetrics and Gynecology, Pediatrics and Plastic Surgery, and Radiology.

The Dan Danciger Research Building houses the Harry S. Moss Heart Center and the clinical laboratories and research offices for the Departments of Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Orthopaedic Surgery, Pathology, Pediatrics, Radiology, and Surgery.

The Fred F. Florence Bioinformation Center houses the Alfred W. Harris Faculty-Alumni Center, the Team-Based Learning Center, the Library, and the Medical Television Center. Clinical Sciences, Internal Medicine, Ophthalmology, Pediatrics, Emergency Medicine, Bioinformatics, Burn Trauma, Neurology, Radiology and Surgery have office and laboratory space in the seven-story building.

The Tom and Lula Gooch Auditorium seats 1,200 people in a ground-level auditorium offering excellent acoustics and projection equipment. On a lower level it houses Southwestern Dining Plaza with food court, additional dining-seminar rooms, and the University Store.

The Cecil H. and Ida Green Biomedical Research Building, a nine-story building, houses a number of specialized interdisciplinary research centers. It also contains offices and laboratories for Biochemistry Internal Medicine, and the Harold C. Simmons Comprehensive Cancer Center.

The Cecil H. and Ida Green Science Building is the largest building on the South Campus. The Green Science Building houses major research facilities for the departments of Biochemistry, Internal Medicine, and Molecular Genetics as well as the Touchstone Center for Diabetes Research. A major portion of the building is devoted to individual multipurpose laboratories for use by students.

The Karl Hoblitzelle Clinical Science Building, a nine-level building, contains principal offices and laboratories of major clinical departments, including Internal Medicine, Obstetrics and Gynecology, Orthopaedic Surgery, Otolaryngology-Head and Neck Surgery, and Surgery.

The Philip R. Jonsson Basic Science Research Building adjoins the Green Science Building. The five-level facility is an important research location for the departments of Biochemistry, Internal Medicine, Surgery, and Pediatrics. This building also houses the Electron Microscopy Core Facility, Office of Medical Education, the Touchstone Center for Diabetes Research, and the Center for Human Nutrition.

The Eugene McDermott Academic Administration Building, a landmark 12-level structure, gives the South Campus a striking focal point and houses major administrative offices and departments. These include the offices of the President and Vice Presidents of the Medical Center and the Deans of the Medical School. The campus cashier's office is located on the first floor.

The Eugene McDermott Plaza is the architectural center of the South Campus, affording scenic outdoor access between buildings. Below the plaza are the Medical Center's principal teaching facilities, including four large lecture halls arranged in a circle around a central audiovisual core. A student lounge area faces a sunken garden with a pool and fountain, part of the Margaret and Erik Jonsson Gardens. Also on the lower level are Client Services, a student snack area, and academic classrooms.

The Donald Seldin Plaza is the renovated and updated entry plaza to the South Campus. Completed in the fall of 2014, the plaza provides improved pedestrian safety and accessibility along the landscaped walkway and ramps. The plaza has been named the Donald Seldin Plaza in honor of Donald Seldin, M.D., UT Southwestern Professor and Chairman Emeritus of Internal Medicine, UT System Professor of Internal Medicine, and the William Buchanan Chair in Internal Medicine.

The Algur H. Meadows Diagnostic Imaging Center, a 1 1/2-story facility, serves patients at UT Southwestern and Parkland Memorial Hospital. It houses three magnetic resonance imaging units for clinical diagnosis, as well as for medical education and research. The Center's funding includes support from the Meadows Foundation of Dallas.

The Harry S. Moss Clinical Science Building provides office and laboratory space for major clinical departments and principal research centers. Housed in its nine levels are facilities for Internal Medicine, Neurology, Obstetrics and Gynecology, Pediatrics, Radiology, and Urology.

The Skillern Building, a one-story building adjacent to the Bryan Williams, M.D. Student Center at the west end of the Eugene McDermott Plaza, houses the Office of Enrollment Services, Student Financial Aid, and Student and Alumni Affairs.

The Charles Cameron Sprague Clinical Science Building is interconnected with two hospitals on the South Campus: Parkland Memorial Hospital and UT Southwestern Zale Lipshy University Hospital. The Sprague Building houses clinical faculty in the departments of Anesthesiology and Pain Management, Internal Medicine, Neurological Surgery, Neurology, Physical Medicine and Rehabilitation, Psychiatry, Radiology, and Oral and Maxillofacial Surgery.

The Student Support Services building has been renovated to hold functions related to Student Affairs, as well as the Office of Medical Education.

The Bryan Williams, M.D. Student Center, named for a longtime faculty member and former Associate Dean for Student Affairs, includes a gymnasium, multipurpose rooms, indoor jogging track, racquetball courts, a conditioning room with weights and exercise equipment, and locker and shower facilities.

Zale Lipshy University Hospital offers patients superior care and outstanding service provided by a highly trained staff. With the opening of Clements University Hospital on North Campus, Zale Lipshy began a transition to become a nationally renowned freestanding neuroscience facility. Its neuroangiography unit is a vitally important factor in the diagnosis and treatment of neurological disease, and physicians based at Zale Lipshy specialize in diagnosing and treating patients with neurovascular diseases, stroke, Parkinson's and other neurologic diseases, as well as neurologic malignancies. Other specialties at Zale Lipshy include spine, psychiatry, and rehabilitation.

- **North Campus**

The Paul M. Bass Administrative and Clinical Center is an office complex housing the Office of Human Resources; The Office of Communications, Marketing, and Public Affairs; the Office of Development, and clinical programs in Biomedical Communications, Oral and Maxillofacial Surgery, Radiation Oncology, Clinical Psychology, and Psychiatry.

The Bill and Rita Clements Advanced Medical Imaging Building encompasses the first structure on the North Campus and houses clinical and research facilities for Radiology, Psychiatry, the Mary Nell and Ralph B. Rogers Magnetic Resonance Center, and the UT Southwestern Advanced Imaging Research Center.

William P. Clements Jr. University Hospital is an \$800 million state-of-the-art clinical facility that opened in late 2014. The 12-floor, 460-bed hospital is named in honor of the legendary Texas governor, in recognition of his 2009 gift of \$100 million, which he made with only the stipulation that it be used for a transformative purpose related to UT Southwestern's mission. Clements University Hospital offers patients and medical personnel world-class facilities and technologies in cardiology, emergency medicine, general internal medicine and subspecialties, general surgery, vascular surgery, oncologic surgery as well as hematologic malignancies, obstetrics and gynecology, and orthopaedics. It also houses all of the Solid Organ Transplant Programs, as well as a Level III neonatal intensive care unit.

The Nancy B. and Jake L. Hamon Biomedical Research Building adjoins the Simmons Biomedical Research Building and the Prothro Plaza & Gardens. This eight-level building houses facilities for Basic Neuroscience, Immunology, Microbiology, Molecular Biology, the Hamon

Center for Regenerative Science and Medicine, and the McDermott Center for Human Growth and Development.

The W.A. Monty And Tex Moncrief Radiation Oncology Building, adjacent to the Seay Biomedical Building, offers state-of-the-art radiation therapy and research equipment. It also houses the Department of Radiation Oncology.

The T. Boone Pickens Biomedical Building, the largest building on the North Campus, houses offices and laboratories for Neuroscience, Biophysics, Pharmacology, Physiology, the Green Center for Molecular, Computational, and Systems Biology, the Howard Hughes Medical Institute, and the Harold C. Simmons Comprehensive Cancer Center. The building also houses a food court, store, and annex to the Library.

The Seay Biomedical Building adjoins the Simmons Biomedical Research Building and the Prothro Plaza and houses clinical facilities for Internal Medicine, and Psychiatry. Also located in the eight-story building are Radiation Oncology research facilities, the Simmons Comprehensive Cancer Center and the UT Southwestern Center for Breast Care.

The Simmons Biomedical Research Building, in honor of Reuben Leon and Fairess Clark Simmons, was the first research tower built on the North Campus. The 11-story building houses the Excellence in Education Foundation Auditorium, the Simmons Comprehensive Cancer Center administrative offices and research-grant support services. Major research facilities include Basic Neuroscience, Pathology, the Nancy B. and Jake L. Hamon Center for Therapeutic Oncology Research, the Center for the Genetics of Host Defense, the Komen/UT Southwestern Breast Cancer Research Program, and the Eugene McDermott Center for Human Growth and Development.

The C. Kern Wildenthal Research Building provides expanded state-of-the-art laboratory space for basic and patient-oriented research, including a new Children's Research Institute at UT Southwestern, a collaboration between Children's Medical Center Dallas and UT Southwestern. Major research facilities include Microbiology, Cell Biology, Dermatology, and Neurology & Neurotherapeutics. Also housed here is the UT Southwestern Graduate School of Biomedical Sciences, which provides students with [opportunities](#) to interact with internationally recognized faculty members, use of state-of-the-art equipment in advanced labs, and the opportunity to participate in the discovery and transmission of knowledge to solve complex health challenges.

- **West Campus**

The Outpatient Building is located at 1801 Inwood Road. This seven-story building houses world-class facilities that include a surgical center, radiology imaging services and overnight guest suites, in addition to clinics, physician offices and diagnostic services. Clinics and academic offices for Orthopaedic Surgery, Ophthalmology, Obstetrics and Gynecology, Plastic Surgery, Physical Medicine and Rehabilitation, General Surgery and are located in the Outpatient Building.

The UT Southwestern School of Health Professions Building is located at 6011 Harry Hines Blvd. The building houses programs in Clinical Nutrition, Medical Laboratory Sciences, Physician Assistant Studies, Physical Therapy and Prosthetics-Orthotics, as well as the offices of the Dean and administration. Offices for the UT Health Science Center at Houston's School of Public Health, Dallas, M.P.H. program are also located in this building.

Professional Office Buildings 1 & 2 are located on the southwest corner of Harry Hines Boulevard and Record Crossing. Professional Office Building 1 is connected to [Professional Office Building 2](#). Many UT Southwestern faculty members have their practice offices in the nine-story building, which also houses private medical clinics, as well as some academic and administrative offices.

- **East Campus**

BioCenter at Southwestern Medical District is spurring innovations in patient care and aiding economic growth in the area. The facility, located at the intersection of Inwood and Forest Park Roads, was established in 2008 to develop university technologies and attract existing biotech companies to North Texas. It contains the Office for Technology Development, which protects and licenses UT Southwestern's intellectual property, as well as recognizing and driving commercial business applications and patents.

CAMPUS SECURITY

In accordance with federal law, the University prepares an annual security report containing information about campus security policies and campus crime statistics. This information is available to all current students and employees via the UT Southwestern website (www.utsouthwestern.edu/police).

Applicants for enrollment or employment may obtain a copy of the annual security report by writing to University Police, UT Southwestern, 5323 Harry Hines Blvd., Dallas, TX 75390-9027.

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

CAMPUS CARRY

UT Southwestern follows all federal and state laws that pertain to weapons – including handguns – on its campus, while striving to provide a campus environment in which students, post-graduate trainees, staff, faculty, vendors, patients, and visitors can focus on their studies, research, work and receipt of medical care with minimal distraction.

The possession of a weapon by an individual anywhere on property owned or controlled by UT Southwestern is strictly prohibited – unless it is a concealed handgun carried by an individual holding a valid license to carry (LTC) a handgun in ways that are consistent with state and federal law, as well as UT Southwestern policy. UT Southwestern property includes streets, sidewalks or walkways, parking lots, parking garages, off-campus leased facilities, and any facility over which UT Southwestern has control. It also includes UT Southwestern owned or leased vehicles.

The carrying of a firearm *openly* on UT Southwestern property is strictly prohibited.

Any LTC holder who carries a handgun on campus, including within a backpack or purse, must carry it in a holster that completely covers the trigger and the entire trigger guard area, and maintain it on their person at all times. A LTC holder may not carry a partially concealed or wholly visible handgun on or about the LTC holder's person, or intentionally or knowingly display the handgun on UT Southwestern property in plain view of another person, regardless of whether the handgun is holstered.

UT Southwestern strictly prohibits the carrying of concealed handguns in patient areas; campus childcare and playground facilities; and buildings with laboratories where greater than 50 percent of the net assignable square feet in the building contains chemicals, biologic agents, and/or potentially explosive gases.

A [map of UT Southwestern property](#) on which allowable areas for the carrying of a concealed handgun by a LTC holder are demarcated in yellow. The locations demarcated in pink indicate areas where concealed handguns may not be carried.

EMERGENCY RESPONSE

The Employee Emergency Response Guide provides an understandable and accessible reference for use in emergency situations in order to promote the safety of the UT Southwestern community.

This guide addresses the most common and most likely emergencies that employees and visitors may face on the UT Southwestern campus. Student enrolled in any of UT Southwestern's three schools can access the guide at <http://www.utsouthwestern.net/intranet/administration/safety/emergency/emergency-response/>

University officials, the UT Southwestern Emergency Management Committee, and the Office of Safety and Business Continuity have developed this guide into segments, which are updated periodically. It is recommended that all students review the guide and discuss how you and your team would act in various emergency situations before the event. By becoming familiar with the responses prior to emergencies, we can ensure a faster, more reliable response to emergency situations and increase the safety of our campus community.

At UT Southwestern, officials monitor TV, radio, and other communications to keep on top of any emergency situations that may impact the campus. As the situation requires, administration or emergency personnel will provide regular updates on conditions and recommended actions that the campus community should take, such as evacuation, shelter-in-place, and the "All Clear" signal.

In case of an emergency, information will be communicated by a combination of the following:

Building Public Address (PA) system

Most buildings are equipped with fire panel systems that have a public address capability. Emergency personnel are trained to use these systems in emergencies in order to make announcements to the entire building regarding evacuation, shelter in place, etc.

UT Southwestern Emergency Information Line

214-645-8879

In the event of a disaster that affects all or part of the campus, a number has been provided that students, faculty, and staff can call to hear general instructions as to what course of action they should follow. The message will be updated as information becomes available.

UTSW Alert

UT Southwestern developed the UTSW Alert system to communicate official information during an emergency or crisis situation that disrupts normal operations of the UT Southwestern campus or threatens the health or safety of the campus community.

UT Southwestern faculty, staff, and students listed in the HRMS database will be automatically enrolled in UTSW Alert to receive email alerts, Short Message Service (SMS), text messages, and/or telephone calls to their business, home, or personal mobile phone numbers. This information should be verified and updated annually or as information changes in PeopleSoft.

Users will be provided with emergency messages that will include information about the emergency event, how best to respond, and where to receive further information.

If you have any questions, recommendations, and concerns about this process, please discuss them with your supervisors or contact the Office of Safety and Business Continuity by email to campusemergency@utsouthwestern.edu.

FACILITIES AND SERVICES

The Animal Resources Center is responsible for the production, procurement, conditioning, maintenance, and health status of animals used for experiments throughout the Medical Center. In addition, the ARC provides experimental surgical facilities to support animal research programs.

ARC veterinarians are available for consultation and guidance in the selection and use of animal models for research and teaching, conducting research, and teaching projects that utilize animals, and for the sources of specific animal species and strains.

The Bioinstrumentation Resource Center provides engineering and technical staff to help design and fabricate mechanical and electronic instrumentation and equipment, develop laboratory automation and data-acquisition systems, and consult on the specification and application of laboratory instrumentation. This research-support service center also offers calibration, testing, maintenance and repair of laboratory equipment. Microcomputers and software programming for laboratory instrument control and engineering simulations can be obtained through the Center.

The Division of Biostatistics provides professional collaboration and programming in statistical analysis and database development on a fee basis for faculty, staff, and students at UT Southwestern and affiliated institutions. Assistance is available to investigators (one hour at no charge) preparing proposals for IRB or IACUC review.

Faculty statisticians collaborate with other university researchers to provide expertise in the design and analysis of research studies. These statisticians also offer credit and non-credit courses in statistical and computing topics. The division also has campus site licenses for SPSS and SAS programs available for a fee to campus personnel. Technical support is provided for some computer-based statistical analysis programs, including SAS and SPSS.

Database collaborators provide a variety of services, including determining the best data management approach for a project, selecting an appropriate computer platform, designing forms, creating custom programs for data entry, developing reporting procedures and retrieving information for subsequent statistical analysis.

The Division is responsible for campus testing and evaluation services and also provides expertise in creating and reading scannable forms, and carrying out and analyzing surveys.

Health Sciences Digital Library and Learning Center resources and services are available from your desktop, laptop, mobile device or in person by visiting two 24/7 access Library locations on campus:

- South Campus (main) Library in E2.3 (Florence Biomedical Building, Plaza level)
- North Campus Library in ND2.300

The Library's website, library.utsouthwestern.edu, is the primary access point, on campus and off-campus (using EZ Proxy), to resources as an affiliated UTSW faculty, staff, students, and researchers. These resources include:

- More than 92,000 e-books and more than 30,000 e-journal full-text subscriptions.
- Specialized databases like ClinicalKey, Scopus, SciFinder, etc.
- Older print collection items located at the UT System Joint Library Facility in College Station, and accessible via interlibrary loan request.
- Institutional repository to preserve and house conference presentations and posters.

Library locations include:

- Computer commons areas, including clinical and student workstations as well as productivity and statistical analysis software, printing, copying and scanning equipment.
- Group and individual study rooms, tables, study carrels, quiet zone study areas, and comfortable couches with Wi-Fi access and vending machines for beverages and snacks in the South Campus location.
- Physical archives collection with computer workstation available for research work.
- Digital Media Production Studio with equipment and multimedia programs to record, edit, and watch digital audio and video content.
- Presentation Practice Room with space and conference room equipment to review upcoming presentations with a small group of colleagues.

The staff can assist with training (individual and group) in topics like EndNote, database searching, poster and presentation design, and web publishing.

Contact Library staff directly during business hours using the iHUB Chat feature found on the Library's website, 8 a.m. to 5 p.m., Monday through Friday or call 214-648-2001. Consult the 24/7 iHUB kiosk at both locations for basic Library-related frequently asked questions. Use the 'Ask Us' form on the website or email libraryask@utsouthwestern.edu after business hours.

Information Resources provides computing, voice, audiovisual, and data-communication services to the UT Southwestern campus, including the hospital and clinics. The IR organization includes the following services: Administrative Computing manages data-center operations, a centralized operating-systems group and the development of all administrative computing systems. Client Services oversees the UT Southwestern Help Desk and systems training. The development, management and procurement of health care-related systems are managed by Clinical Information Services. Video production and teleconferencing are produced by IR's Medical Television Center. Network Services designs and manages an extensive data-communication network, including local-area/wide-area networks, connectivity to affiliated institutions, Internet and Internet2.

Information Resources works with UT Southwestern's information security officer to manage a comprehensive information security program as an integral component of all computing and communications activities. This program includes education, central access administration, disaster recovery and the formulation of information security policies and procedures.

International Affairs helps acquire and maintain valid visa status for noncitizen scholars, students, teachers, researchers and other employees. Immigration law is complex and changeable. Care is required to bring a person here with the appropriate documents. International Affairs should be contacted as soon as possible to allow visa and other requirements to be handled with a minimum of anxiety. The Office's website, www.utsouthwestern.edu/international provides additional information.

The Office of Medical Education provides academic support for the schools. OME professionals collaborate with faculty to design and develop curricula, courses and instructional materials; incorporate interactive learning techniques; and integrate technology into the curriculum via the Web Curriculum Group.

OME provides a comprehensive array of academic assistance services to students. These services include learning skills assessment and development, academic advice and counsel,

supplemental peer tutoring, assistance with stress management, communication skills development, and situational referrals.

OME also administers two summer diversity-retention initiatives: the Summer Enrichment Program, a seven-week prematriculation program for incoming medical students; and a six-week MED 1901 course, which features directed studies in selected basic sciences for at-risk students experiencing academic difficulty.

OME helps faculty develop teaching skills, conduct educational research to improve teaching and learning, and develop grants to fund educational innovations.

Student Health Services, located in the Aston Building, and **Student Wellness and Counseling**, located in the Student Support Services “S” Building, help maintain and promote good health among all students at UT Southwestern. Confidential care is available for students with medical or emotional needs.

Students may call Student Health Services at 214-645-8690 for appointments. A health care provider is available full time by appointment. Students may call Student Wellness and Counseling Services confidentially at 214-645-8680 for an appointment with a clinician. A 24 hour 7 day a week crisis line is also available only to UT Southwestern students at all times at this same number. The initial appointment at Student Wellness and counseling is at no charge. Subsequent sessions are billed under insurance. There are no co-pays for students using the UT Southwestern student insurance under Academic Health Plans.

After hours and during weekends and holidays, students may call 214-645-8690 to reach the physician on call in General Internal Medicine. If a student is experiencing a medical emergency, he or she should report to the Emergency Care Center at UT Southwestern University Hospital or any emergency room of choice and identify himself or herself as a student of this institution. For urgent mental health care after hours, call 214-645-8680 to reach the 24 hour crisis line, staffed by off-site mental health clinicians trained in crisis management. Students already seen by Student Wellness can reach the clinician on call from Student Wellness or the crisis line staff.

All students are required to obtain and maintain health insurance coverage while enrolled at UT Southwestern Medical Center. The State of Texas has contracted with Academic Health Plans to provide an affordable insurance option for Texas students. However, students may choose any private insurance company of their liking. Students should be knowledgeable of the specific coverage of their individual health insurance plan. Co-pays are accepted at the time of service and the student’s insurance will be billed for services in the Student Health and Student Wellness. Students are responsible for deductibles and co-insurance. While UT Southwestern does not require students to have long-term disability insurance it is strongly recommended. Options for coverage are available on the Student Services website and include

disability insurance offered by the American Medical Association, the Texas Medical Association, and DoctorDisability.

Medical records of all students seen in Student Health Services and Student Wellness and Counseling are strictly confidential and are subject to the Family Educational Rights and Privacy Act.

According to the UT System and the Texas Department of Health require that students must be current on the required immunizations prior to matriculation. See Required Immunizations in the Student Information section for more information.

The Transplant Services Center is a clinical and academic service department that recovers, processes, stores, and distributes tissues, including but not limited to corneas, sclera, skin, musculoskeletal, and cardiovascular allografts. These tissue grafts are provided to physicians, hospitals, or surgery centers for transplant procedures which restore function, improve the quality of life and, in some cases, save lives. Other services, including autograft preservation/storage and assistance with The Joint Commission Tissue Standards compliance, are available to physicians and hospitals by individual arrangement.

Research and teaching tissues are available to the Medical Center faculty and to researchers outside the University on request. The Transplant Services Center strives to contribute to advancements in transplantation technology as well as clinical care through these cooperative efforts.

To meet the medical needs of the community, the Transplant Services Center promotes public and professional education to increase donor awareness. Transplant Services' mission is "to provide quality tissue grafts for transplantation, teaching, research, and medical need that is responsive and appropriate to both the recipient need and the donor family."

The Bryan Williams, M.D. Student Center provides a range of offerings from structured programs to informal activities, such as intramural sports and sport clubs, group fitness programs, special events, and about 120 student organizations. The state-of-the-art recreational facility is available for students, residents, faculty, and staff. Membership for students is included in the student services fee. Admission requires a valid UT Southwestern ID card. For more information, visit <http://www.utsouthwestern.edu/life-at/campus-academic-life/student-center/facilities/student-center.html>

FIRE SECURITY

UT Southwestern is committed to protecting the safety of those who work on, study at, or visit the campus, and to safeguarding the resources under its stewardship. UT Southwestern works to maintain a campus that is free of recognized hazards and in compliance with

applicable local, state, and federal fire and life safety codes, as well as occupational safety best practices.

UT Southwestern complies with the fire and life safety standards and recommendations currently adopted by the Texas State Fire Marshal's Office, as they may be amended from time to time. While UT Southwestern, by virtue of being a state agency, is not covered by the Occupational Health and Safety Act of 1970 (OSHA), UT Southwestern refers to standards adopted under OSHA in assessing and managing occupational safety risks and improving workplace practices and operations.

Environmental Health and Safety (EH&S), working in coordination with the Occupational Safety and Fire Protection Committee (OSFPC), is responsible for ensuring compliance with these standards and best practices. Through its Fire and Occupational Safety Program, EH&S conducts periodic inspections of campus facilities and construction sites to ensure compliance with fire and life safety standards, as well as to identify workplace safety or housekeeping issues in order to prevent workplace injuries and improve workplace practices and operations. Deficiencies and corrective actions identified through the inspection process are reported to appropriate Department or Center personnel.

GANG-FREE ZONES

Premises owned, rented, or leased by UT Southwestern, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years of age or older. *See Texas Penal Code, Section 71.028.*

HAZING

Hazing is prohibited by state law (Sections 37.151–157 and 51.936, Texas Education Code), by the regents' Rules and Regulations, Rule 50101, and by the UT Southwestern Handbook of Operating Procedures. The term "hazing" is defined broadly by statute to mean any intentional, knowing or reckless act occurring on or off the campus of an educational institution that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or primarily include, students at an educational institution.

Hazing, whether it occurs on or off campus, via electronic means, or with or without the consent of the student, is prohibited, and violators are subject to criminal prosecution and to student disciplinary action by the institution.

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

INCLEMENT WEATHER

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

INFECTIOUS AND ENVIRONMENTAL HAZARDS

Contact with patients is an integral part of the medical education at UT Southwestern. Contact with patients may entail exposure to hazards. Such hazards include exposure to patients with contagious diseases that can be transmitted to students and other health care providers by way of airborne droplets or needle-puncture wounds involving infected body fluids. Examples of these diseases include tuberculosis, hepatitis B, and AIDS.

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

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

Should a hazardous exposure occur, the medical school will cover the costs of initial testing and any medically indicated prophylactic treatment not covered by insurance. The

individual student will be responsible for all remaining costs that may result from the hazardous exposure. Students are strongly urged to obtain their own comprehensive health insurance in case an unexpected illness or injury occurs.

Information on disability insurance is available through the Office of Enrollment Services.

INSTITUTIONAL COMPLETION, GRADUATION RATES

In accordance with the federal Student Right-to-Know and Campus Security Act, the university produces a report of the completion or graduation rates of certificate- or degree-seeking, full-time students entering the University and distributes this report by campus mail. It is readily available to all students. Any prospective student may, upon request, obtain a copy of the graduation report prior to enrolling or entering into any financial obligation by writing to the Office of Enrollment Services, UT Southwestern, 5323 Harry Hines Blvd., Dallas, TX 75390-9096.

INTELLECTUAL PROPERTY

Intellectual Property Complete rules and guidance for the management and disposition of technology developed in the course of research at UT Southwestern, including licensing, distribution of royalties, handling of income generated by the sale or licensing of tangible by-products of research, including relevant policies regarding copyrighted material can be found in Chapter 13 – Intellectual Property (INP) of the Handbook of Institutional Policies and Operating Procedures.

INFORMATION RESOURCES

Students are expected to observe ethical, responsible behavior in using UT Southwestern information resources. UT Southwestern information resources are the property of UT Southwestern and are intended to support authorized research, instruction, patient care, and administrative activities. Access to these information resources is a privilege. Users must use UT Southwestern information resources for UT Southwestern business only and not for personal use, except for acceptable incidental personal use permitted by UT Southwestern policy.

As UT Southwestern property, all UT Southwestern information resources are subject to access and monitoring without notice to the user for any purpose consistent with the duties and missions of the institution, including without limitation responding to public information requests, court orders, subpoenas or litigation holds, conducting maintenance, or conducting inventories or investigations. Complete rules and guidance for use of UT Southwestern information resources can be found in Chapter 6 – Information Security, Privacy and Resources (ISR) of the Handbook of Institutional Policies and Operating Procedures.

MISSING PERSONS

Individuals concerned about the well-being of a person from UT Southwestern can contact the University Police at any time by dialing 311 from a University phone or 214-648-8311 from a cell phone or off campus phone. The Southwestern Medical Park Apartments management can be contacted at 214-956-9300. When a caller generates a missing-person report, dispatch will make a record of the call with the name and number of the caller. The record shall indicate the relationship between the caller and the resident, as well as the last time and place the caller saw or heard from the resident or student. Concerned individuals are encouraged to share any information that may be relevant to locating the absent resident. UT Southwestern Police will take appropriate action to investigate the report and determine whether the situation rises to the level of an emergency, including (but not necessarily limited to) visiting the room where the resident lives.

Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing resident's roommate or friends to ascertain the resident's whereabouts, contacting the student's workplace, checking access card usage, or attempting to contact the missing student via email, cell phone, and/or room phone. In addition, the appropriate Deans or their designee will be notified. If a student has identified a confidential contact, UTSW will notify that individual no later than 24 hours after the student is determined to be missing.

STUDENT ORGANIZATIONS

A number of organizations offer students opportunities for association with individuals of shared interests or backgrounds. These organizations provide personal and professional development opportunities for members and add value to the individual school and community. Any student organization seeking to become a registered or sponsored student organization must comply with the procedures set forth in the Student Organization Manual, which is published by and maintained in the Office of Student and Alumni Affairs. Each student

organization, whether registered or not, must conduct the affairs of the organization in accordance with the Regents' *Rules*, UT Southwestern's *Handbook of Institutional Policies and Operating Procedures*, and the Student Organization Manual.

A list of organizations is available from the Bryan Williams, M.D. Student Center or on the UT Southwestern website at:

<http://www.utsouthwestern.edu/life-at/campus-academic-life/student-center/student-orgs/index.html#>

STUDENT TRAVEL

Students traveling more than 25 miles from the UT Southwestern campus to activities organized, sponsored, and funded by the institution are subject to the UT Southwestern student travel policy. The student travel policy includes the required use of seat belts by all motor vehicle passengers, the prohibition of any alcohol or illegal substances, passenger limitations, licensing and training of all vehicle operators, proof of insurance and vehicle inspection, and the legal operation of motor vehicles. Reimbursement for travel from UT Southwestern funds, including student organization funds, is subject to UT Southwestern policies and procedures pertaining to the documentation of reimbursable expenses.

No registered student organization may require its members to travel at any time. Should a student organization sponsor optional travel for its members, the organization must submit an Intent to Travel Form to the Director of the Bryan Williams, M.D. Student Center or the Postdoctoral Affairs Office at least four (4) weeks before domestic travel and two (2) months before international travel. With the exception of postdoctoral associations, the organization must submit a detailed trip itinerary, roster identifying all travelers (including non-students), and completed Release and Indemnification forms for all travelers, to the Office of Student and Alumni Affairs no later than 48 hours before departure. Copies of the student travel policy and required forms are available from the Office of Student and Alumni Affairs.

TOBACCO RESTRICTIONS

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

USE OF UNIVERSITY NAME

The University seal, logo and the names UT Southwestern Medical Center, The University of Texas Southwestern Medical Center, Southwestern Medical Center, UT Southwestern Medical School, UT Southwestern Graduate School of Biomedical Sciences, and UT Southwestern School of Health Professions are registered trademarks of The University of Texas System. UT Southwestern policies and procedures governing the use of the University name and registered trademarks can be found in Chapter 2 – Administration (ADM) of the Handbook of Institutional Policies and Operational Procedures.