



2019 - 2020 General Catalog

Reservation of Rights

This is a general information publication only. Every effort is made to ensure that the degree requirements and course information, applicable policies, and other materials contained in the UT Southwestern Medical Center Catalog are accurate and current for its three schools – UT Southwestern Medical School, UT Southwestern Graduate School of Biomedical Sciences, and UT Southwestern School of Health Professions. 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.

UT Southwestern reserves the right to make changes to the Catalog at any time without prior notice. The official online Catalog is revised annually and contains currently applicable policies and information. The University no longer produces an official printed copy version of the Catalog.

In accordance with UT System Board of Regents Rule 10701: Policy Against Discrimination, to the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.



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.

[Mission \[/about-us/mission-history/#mission \]](/about-us/mission-history/#mission)

[Values \[/about-us/mission-history/#values \]](/about-us/mission-history/#values)

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[] Accreditation

The University of Texas Southwestern Medical Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award master's, doctoral (Ph.D./D.P.T.), and medical professional (M.D.) degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of UT Southwestern Medical Center.

Normal inquiries about UT Southwestern Medical Center, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to UT Southwestern Medical Center and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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.](http://profiles.utsouthwestern.edu/profile/103382/daniel-podolsky.html), UT Southwestern [leaders \[/about-us/leadership/ \]](/about-us/leadership/) 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.



About UT System

UT System Board of Regents

The [Board of Regents \[https://www.utsystem.edu/board-of-regents \]](https://www.utsystem.edu/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.

UT System Leadership

The [University of Texas System \[http://www.utsystem.edu/ \]](http://www.utsystem.edu/) is one of the nation's largest systems of higher education, with 14 institutions that educate more than 235,000 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.

The UT System is led by **Chancellor James B. Milliken [https://www.utsystem.edu/chancellor/biography]**, a national leader of public higher education with more than 30 years of experience who was named Chancellor in September 2018. He oversees a public university system that includes six medical schools and employs more than 100,000 health care professionals, researchers, faculty, and support staff.



Student Success

Institutional Completion and Graduation Rates

In accordance with the federal Student Right-to-Know and Campus Security Act, the university publishes a report of the completion or graduation rates on its [Facts and Figures \[/about-us/facts/ \]](#) webpage. UT Southwestern also publishes goals for student achievement and the success of its students in achieving those goals on its [Student Achievement Goals \[/edumedia/edufiles/education_training/student-achievement-goals.pdf \]](#) webpage.

Student Achievement

UT Southwestern measures its students' achievements in numerous ways. Two significant areas of accomplishment are the passing rates with respect to national licensing exams and time-to-degree. All three Schools meet or exceed benchmarks with respect to pass rates and/or time-to-degree.

UT Southwestern publishes [goals for student achievement \[/edumedia/edufiles/education_training/student-achievement-goals.pdf \]](#) and the success of its students in achieving those goals.

Student Information

[\[\] Expectations and Responsibilities of Students](#)

Throughout their educational experiences at UT Southwestern, students are held to the ethical and professional standards of their school, program of study, and corresponding profession. All students are expected and required to obey federal, state, and local laws; to comply with the UT System Regents' Rules and Regulations and all policies, procedures, rules and regulations of The University of Texas 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; to observe standards of conduct appropriate for an academic medical institution; and, to accept full responsibility to pay all tuition, fees and other costs associated with enrollment.

In addition to the policies contained in this catalog, UT Southwestern has established institutional policies and procedures outlining students' responsibilities in the *Handbook of Institutional Policies and Operating Procedures* [<https://utsouthwestern.policytech.com/?anonymous=true&siteid=1>]. Chapter 10 of the *Handbook* is dedicated to students, postdoctoral scholars, residents, and fellows. *Handbook* policies address student conduct and discipline; fitness for participation; leaves of absence; academic decisions; complaints and resolutions; payment of tuition and fees; reasonable accommodations due to disability; and, student rights under the Family Educational Rights and Privacy Act (FERPA).

The *Handbook* details requirements for admission and enrollment, including insurance coverage, immunizations, background checks and drug screening requirements. The *Handbook* also outlines UT Southwestern's commitments to ensuring that its working, educational, and training environments are free from discrimination and to providing equal opportunities for qualified applicants and students with disabilities.

The *Handbook* is in electronic form and accessible to enrolled students via the UT Southwestern intranet site. Copies of policies may be obtained from the Office of Enrollment Services or the Dean's Office of the applicable school. Additional policies and expectations apply within individual schools, programs, and courses.

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[\[\] Admissions and Post-Acceptance Information Applicable to Students in All Schools](#)

School-specific information is contained within the Catalogs of each school.

[\[\] Academic Fresh Start](#)

An applicant who has earned a baccalaureate degree while enrolled under the "academic fresh start" statute, Section 51.931 of the Texas Education Code, who applies to a UT Southwestern graduate program will be evaluated only on the grade-point average established by the course work completed after enrollment under the "academic fresh start" statute, along with the other admissions criteria of the applicable school and program. (Refer to the Evaluation of Applicants section of the school-specific Catalog).

[\[\] 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.

[\[\] Criminal Background Check](#)

Clinical rotations and other educational experiences in clinical settings are an essential element of the curriculum for UT Southwestern clinical training programs. Individuals who cannot participate in clinical activities due to an unsatisfactory background check are unable to fulfill the requirements of the clinical training program. Therefore, it is [UT Southwestern policy](https://utsouthwestern.policytech.com/docview/?docid=1069&anonymous=true) [<https://utsouthwestern.policytech.com/docview/?docid=1069&anonymous=true>] that all students participating in a clinical training program must submit to and satisfactorily complete a background check within 30 days prior to beginning a clinical training program or returning from a break in enrollment 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.

Applicants who have been conditionally accepted into a clinical training program must submit to and satisfactorily complete a background check prior to enrollment. A conditional offer of admission is contingent upon satisfactory completion of the background check and may be rescinded.

For safety, security, or regulatory purposes, or as necessary to further the goals of the institution, current students may be required to complete a background check to determine suitability for continued enrollment in a clinical training program. Current students who have a break in enrollment (e.g., an approved leave of absence) must complete a background check as a condition of re-enrollment in a clinical training program.

UT Southwestern's complete policy and procedure for conducting background checks is contained in the *Handbook*, and available through the Office of Enrollment Services.

Drug Testing

UT Southwestern is committed to ensuring that all students perform the clinical duties associated with their education and training in a safe, productive, and effective manner. In accordance with this institutional commitment, it is the [policy \[https://utsouthwestern.policytech.com/docview/?docid=896&anonymous=true \]](https://utsouthwestern.policytech.com/docview/?docid=896&anonymous=true) of UT Southwestern that all students must submit to a drug screen within 30 days prior to beginning a clinical training program or returning from a break in enrollment. Verification of satisfactory results must be received by the Office of Enrollment Services prior to the student's first day in the clinical training program.

Students must obtain the required drug screen from the third-party vendor designated by UT Southwestern. Failure to timely submit to a drug screen or to provide satisfactory results in accordance with this policy may result in delayed enrollment, revocation of acceptance, or disciplinary action, up to and including dismissal. Students who receive a positive drug screen may also be subject to additional action under other UT Southwestern policies, including but not limited to [EDU-151 Student Conduct and Discipline \[https://utsouthwestern.policytech.com/docview/?docid=7055&anonymous=true \]](https://utsouthwestern.policytech.com/docview/?docid=7055&anonymous=true).

UT Southwestern's complete policy and procedure for conducting drug screens is contained in the *Handbook*, and available through the Office of Enrollment Services.

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[] International Applicants

The [Office of International Affairs \[http://www.utsouthwestern.edu/international \]](http://www.utsouthwestern.edu/international) ensures that foreign nationals holding nonimmigrant visas who are at UT Southwestern for the purpose of internships, academic training, research, or employment obtain and maintain legal temporary United States visa status and/or employment authorization, in accordance with federal law and UT Southwestern policies. The Office of International Affairs should be contacted a minimum of four months prior to an international student's first day of orientation to allow for the review and processing of immigration documents, visa application at a U.S. Consulate/Embassy abroad, and timely arrival on campus.

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. 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 \[http://www.ece.org \]](http://www.ece.org) for a fee. For applications and fee information, contact ECE, P.O. Box 514070, Milwaukee, WI 53202-3470, 414-289-3400, or visit the ECE website. 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 will issue a Form I-20, "Certificate of Eligibility for Nonimmigrant F-1 Student Status," 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 financial support 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, 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.

The Office of International Affairs will provide additional instructions to admitted students so that the appropriate documentation can be submitted in order to determine eligibility for the Form I-20.

Once a student is issued the Form I-20, the document must be presented to U.S. consular officials when applying for the F-1 visa abroad. It is the responsibility of the incoming student to inform the Office of International Affairs on the progress of the visa application.

A visiting senior medical student who is enrolled in his or her final year of studies at an international medical school must apply for a B-1 visa in order to complete medical electives at UT Southwestern. Participation in a maximum of two medical electives for a total of eight weeks is allowed.

Immediately after an F-1 student enters the United States, said student is required to report in person to the Office of International Affairs. Further information may be obtained from the Office of International Affairs.

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[] Information Applicable to All Enrolled Students

Academic Calendar

Insurance Requirements

- **Health Insurance** – All UT Southwestern students are required to have and maintain major medical health insurance coverage while enrolled. UT Southwestern has contracted with Academic Blue Student Health Plan, a Blue Cross Blue Shield plan, to make health insurance available to students who do not have insurance coverage from another provider. All alternative insurance plans must comply with the PPACA (Patient Protection and Affordable Care Act). International students should consult the Office of International Affairs for more information regarding the requirements for international students. Proof of coverage is required or mandatory coverage by the Student Health Plan will be provided.
- **Professional Liability Insurance** – In accordance with Regents Rule 50501, UT Southwestern students in academic programs that involve direct contact with patients (“covered academic programs”) are required to purchase professional liability insurance. Premium rates, coverage limits, eligibility, exclusions, and responsibilities are set forth by the University of Texas System Professional Medical Liability Benefit Plan (the “Plan”).
- **Disability Insurance** – Although UT Southwestern does not require students to have long-term disability insurance, it is very strongly recommended. Resources to consider are available on UT Southwestern’s [Student Disability Insurance \[/education/students/student-health-service/disability-insurance.html \]](/education/students/student-health-service/disability-insurance.html) page.

[] Required Immunizations

All students must comply with immunization requirements in accordance with [UT Southwestern policy \[https://utsouthwestern.policytech.com/docview/?docid=1066 \]](https://utsouthwestern.policytech.com/docview/?docid=1066). Students enrolled at UT System institutions will assume the full cost of the immunizations. Students enrolled in a clinical training program must have the following:

- **Tetanus-diphtheria-pertussis** – One (1) dose of adult Tdap is required. If last Tdap is more than 10 years old, you must receive another tetanus booster (Tdap or Td vaccine).
- **Tuberculosis Screening** – One (1) TB screening (PPD skin test or IGRA blood test) on or after January 1 of current year is required. If history of a positive PPD reading exists, documentation of a chest X-ray within six months of enrollment is required (must send radiology report of chest X-ray).
- **MMR (Measles, Mumps, Rubella)** – Two (2) doses of MMR vaccine or two (2) doses of Measles, two (2) doses of Mumps, and one (1) dose of Rubella; or titers positive for immunity to Measles, Mumps, and/or Rubella. If submitting serologic proof of immunity (titer), a copy of the lab report is required.
- **Varicella (Chicken Pox)** – Two (2) doses of Varicella vaccine or titer positive for immunity to Varicella. History of chicken pox disease is not accepted as a form of immunity. If submitting serologic proof of immunity (titer), a copy of the lab report is required.
- **Hepatitis B** – Three (3) doses of vaccine followed by a positive quantitative Hepatitis B Surface Antibody (titer). The titer is required even if you had the Hepatitis B vaccines as a child. If the titer is negative, you should receive a Hepatitis B booster and recheck the titer in 4-8 weeks. A copy of the lab report is required.
- **Bacterial Meningitis** – One (1) dose of bacterial meningitis vaccine if younger than age 22 prior to your first day of classes. The vaccine must be administered within the past 5 years and at least 10 days prior to enrollment.

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.

Proof of immunization is required for students who are less than 22 years old at the time of their enrollment at UT Southwestern.

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 \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=1066 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=1066)

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.

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.

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. Students are required to carry comprehensive health insurance in case an unexpected illness or injury occurs. Disability insurance is recommended. Information on

obtaining disability insurance is available through the Office of Enrollment Services.

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 provide proof of Hepatitis B immunity prior to enrollment; receive a tuberculosis screening intermittently during their enrollment; and otherwise comply with the immunization requirements set by state law and the Texas Higher Education Coordinating Board. Clinical students receive training in blood-drawing techniques and patient-isolation policies prior to clinical participation. 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 instructions from their Schools as part of onboarding that outlines the proper course of action should a hazardous exposure occur. 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). 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.

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[] Student Housing

UT Southwestern [Medical Park apartments \[/education/student-services/housing/index.html \]](/education/student-services/housing/index.html) 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.

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.

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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 curriculum plans within the three Schools. Course requirements for each Program are listed in the appropriate School chapters of the online catalog.

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[[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 \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=7055 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=7055). 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.

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[[Fitness for Participation in UT Southwestern Activities

Throughout their educational experiences at UT Southwestern, learners must be held to the ethical and professional standards of their chosen professions. Impaired learners can have a negative impact on the learning and working environment, and may present a safety hazard to themselves, others, or the public. Accordingly, it is UT Southwestern [policy \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=172 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=172) that all learners must be able to participate in UT Southwestern-related activities in a fit and safe manner. Learners must not be unable to participate in UT Southwestern-related activities because of intoxication or other impairment, regardless of whether these activities take place on property or in buildings owned or controlled by UT Southwestern. Learners are expected to manage their health and behavior so that they can participate in UT Southwestern-related activities in a safe, productive, and effective manner.

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[[Policies 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 \[/education/title-ix/contact-us/ \]](#) for handling in accordance with [UT Southwestern's sex discrimination policy \[https://utsouthwestern.policytech.com/docview/?docid=171&anonymous=true \]](https://utsouthwestern.policytech.com/docview/?docid=171&anonymous=true) 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 Institutional Equity and Access also are available to the student. If the student cannot resolve the grievance through these routes, the student may appeal to the Provost in writing within 10 calendar days. The Provost, or appropriate designee, may 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) convene an ad hoc 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 Institutional Equity and Access, or to a Title IX Coordinator for investigation, as appropriate.

An investigation by an ad hoc 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 Provost's decision. The President will issue a final, written decision to the student within 30 calendar days. An investigation conducted by the Office of Institutional Equity and Access or by a Title IX Coordinator will follow applicable complaint and resolution procedures pursuant to [institutional policies \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=171 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=171), including timetables and appeals.

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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 \(ISR\) \[https://utsouthwestern.policytech.com/?anonymous=true&siteid=1 \]](https://utsouthwestern.policytech.com/?anonymous=true&siteid=1) of the *Handbook of Institutional Policies and Operating Procedures*.

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Leave of Absence

A student may request a [non-medical leave of absence \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=1072 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=1072) 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 \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=164 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=164).

Active Military Service: 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 by the student's School and Program of study.

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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 \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=1119 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=1119). 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.

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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 Life, Bryan Williams Student Center. 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 \[/education/students/student-orgs/ \]](/education/students/student-orgs/) is available from the Bryan Williams, M.D. Student Center.

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Student Organization Travel

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 Life no later than 48 hours before departure. Copies of the student travel policy and required forms are available from the Office of Student Life, Bryan Williams Student Center.

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☐☐ Intellectual Property

Complete rules and guidance for the management and disposition of intellectual property 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*.

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☐☐ 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. Students also are expected to follow any applicable policies regarding reporting absences.

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☐☐ Smoke-Free Campus

UT Southwestern has a responsibility for and is committed to maintaining a safe and healthy environment for our students, employees, and customers. In keeping with this philosophy, UT Southwestern maintains a tobacco-free workplace free of all forms of tobacco products and smoking devices as defined in its [Tobacco-Free Environment policy \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=7511&anonymous=true \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=7511&anonymous=true).

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☐☐ Use of UT Southwestern Medical Center 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 Operating Procedures*.

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Tuition & Fees

The [2019-20 Tuition and Fee Schedule \[/about-us/administrative-offices/financial-aid/assets/tuition-fees-2019-2020.pdf \]](#) is available on UT Southwestern's [Financial Aid \[/about-us/administrative-offices/financial-aid/ \]](#) website.

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.

UT Southwestern expects individual students and student organizations to responsibly discharge their financial and contractual obligations, as outlined in its [Student Debts Policy \[https://utsouthwestern.policytech.com/dotNet/documents/?docid=1075 \]](https://utsouthwestern.policytech.com/dotNet/documents/?docid=1075).

[[In-State and Out-of-State Residency Classifications

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. A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident. A non-U.S. citizen, a foreign national, or a permanent resident of the United States not eligible to be classified as a resident of Texas is classified as a nonresident. A non-U.S. 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 \[http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm \]](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm). 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 of Texas. If the student's classification as a resident of Texas 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.

Texas statutes provide that a certain number of nonresident students may be 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. However, not all out-of-state scholarship recipients will be granted the in-state tuition rate, as state law sets a maximum percentage of students who may receive this benefit.

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[[Fees Applicable to all UT Southwestern Students

Application Filing Fee: Application fees are outlined in the admissions section for each School.

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

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 of the graduation fee. This fee is assessed regardless of whether or not a student participates in graduation ceremonies.

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.

Medical Services Fee: Medical Students in their first, second, and third years, Graduate School students, and School of Health Professions students pay a medical services fee of \$225 per academic year. Students enrolled in the fourth year of Medical School pay a medical services fee of \$150. The Medical Services Fee is used for Student Health Services.

Returned Check Fee: A fee of \$30 will be charged on any check cashed by and returned to the university. If two or more checks are returned, a student's check-cashing privileges will be suspended for one year.

Student Services Fee: Medical School students in their first, second, and third curricular years pay \$750 annually and \$500 in their fourth curricular year of enrollment. Graduate School students pay \$42 per semester hour enrolled, with a maximum of \$250 per term and \$750 annually. School of Health Professions students pay \$40 per semester hour enrolled, with a maximum of \$750 annually. The student services fee is used to support Student Health Services; the Bryan Williams, M.D. Student Center; and other student services.

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[[Incidental Fees

UT Southwestern identification badges may be replaced for a replacement fee of \$10.

Lab carrel keys can be replaced for a replacement fee of \$35.

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.

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[[Campus Parking

Limited parking facilities are available on campus. Students wishing to park on campus are required to register their vehicle and obtain a permit and pay an annual parking registration fee. The fee for students is \$120 for 2019-2020. 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 permits are available for individuals with disabilities. Individuals in need of handicapped parking should contact the Office of Parking Services and will be required to provide appropriate supporting documentation.

Non-resident students should be aware that 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 but fail to timely register the vehicle in Texas or fail to display a current inspection certificate may be in violation of Texas law.

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[[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 may send 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 notice. A student who fails to pay tuition and fees in full, including any late fees assessed, to the university when the payments are due is subject to all penalties and actions authorized by law, including, but not limited to: 1) bar against admission at the institution; 2) withholding of diploma or official transcript; or 3) inability to participate in graduation ceremony.

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[[Refund of Tuition and Fees

No [refund \[https://utsouthwestern.policyletech.com/docview/?docid=759&anonymous=true \]](https://utsouthwestern.policyletech.com/docview/?docid=759&anonymous=true) will be made until the expiration of 12 class days after the beginning of classes. A matriculation fee may be deducted from the refund to students who withdraw. Students may appeal a refund within one year after official withdrawal.

Graduate School of Biomedical Sciences and School of Health Professions

Fall and Spring Refund of Tuition and Fees

Only Graduate School students who personally paid tuition are eligible for a direct refund. Students whose tuition is paid by a sponsor, donor, or scholarship will not personally receive a refund, and the tuition will be refunded to the source.

Eligible students in the Graduate School of Biomedical Sciences and the School of Health Professions who officially withdraw from UT Southwestern will receive a refund of a percentage of tuition and refundable fees based on the schedule below.

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

Refund procedures are the same for summer, fall, and spring semesters.

Medical School

Medical School students, including Medical Scientist Training Program (MSTP) students enrolled full-time in Medical School coursework, who withdraw in the fall or spring of the academic year will receive refund of tuition and fees based upon the schedule below:

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

In addition, Medical School students who withdraw in the fall will receive a 100 percent refund of tuition and fees for the second half of the year (spring).

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[] 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.

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COVID-19 Update: Information and resources can be found [here](#).

UT Southwestern
Medical Center

Graduate School of Biomedical Sciences Tuition & Fee Schedule

2019-2020

	Point of Service Fees	Per Semester Credit Hour	Per Term Costs (Full-time, estimated at 12 SCH)	Per-Year Costs (Full-time, estimated at 24 SCH)
Statutory Tuition				
Resident		50		
Non-Resident		465		\$11,160
Differential Tuition				
Biomedical Engineering Program		50		\$1,200
Designated Tuition		196.21		\$4,709.04
Fees				
Student Service Fee		42	\$225 (maximum cap)	\$750 (maximum cap)
Medical Service Fee			\$75	\$225 (maximum cap)
Computer Use Fee			\$81.66	\$245
Malpractice Fee				\$14.50
Graduation Fee	\$120			
Dissertation Publish & Archive Fee	\$85			
Dissertation Copyright Fee (optional)	\$50			
Thesis Archiving Fee	\$15			
Tuition Installation Fee	\$25			
Application Fee	\$50			
Late Registration	\$220			
ID Card Replacement	\$10			

Within the Graduate School, 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 students' dissertation mentors or from an institutional NIH training grants associated with various areas of research training, with the exception of students in the Clinical Psychology program.

For information on specific Programs, visit the Graduate School's [Cost and Financial Support page \[/education/graduate-school/cost-financial-support/ \]](#). All students studying for a Ph.D. in Basic Sciences receive a nationally competitive research assistantship of \$35,000 per year throughout the course of their Ph.D. studies.

Differential Tuition Supplement: The Differential Tuition Supplement for Biomedical Engineering courses is \$50 per semester credit hour.

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



Medical School Tuition & Fee Schedule

2019-2020

	First Year Medical Student	Second Year Medical Student	Third Year Medical Student	Fourth Year Medical Student
Statutory Tuition				
Resident	6,550	6,550	6,550	6,550
Non-Resident	19,650	19,650	19,650	19,650
Differential Tuition				
Designated Tuition	13,104	13,104	13,104	13,104
Fees				
Student Service Fee	750	750	750	500
Medical Service Fee	225	225	225	150
Computer Use Fee	245	245	245	245
Malpractice Fee	25	25	25	25
Lab Fee (annual)	35	32	26	26
Biomedical Imaging Fee (previously Microscope)	100	50		
Graduation Fee				120
Tuition Installment Fee	25	25	25	25
Late Registration	220	220	220	220
ID Card Replacement Fee	10	10	10	10
International Visiting Student App Fee				150

Incidental Costs

For incidental costs, please refer to the Medical School [Cost of Attendance \[/about-us/administrative-offices/financial-aid/cost-of-attendance/medical/ \]](#).



School of Health Professions Tuition & Fee Schedule

2019-2020

	Actual	At 24 SCH	Notes
Statutory Tuition (per credit hour)			
Resident	\$50	\$1,200	
Non-Resident	\$465		
Differential Tuition (per credit hour)			
Physician Assistant Program	\$75	\$1,800	
Physical Therapy Program	\$75	\$1,800	
Designated Tuition (per credit hour)			
Graduate	\$196.83	\$4,724	
Fees (annual unless noted otherwise)			
Student Services Fee (per credit hour)	\$40	\$750	Capped at \$750
Medical Service Fee	\$225	\$225	
Computer Use Fee	\$245	\$245	
Malpractice Fee:			
All except Physician Assistant	\$14.50	\$14.50	
Physician Assistant	\$14.50	\$14.50	
Lab Fee (per lab course)	\$10		
Lab Fee - Dissection (per lab course)	\$410		
Graduation Fee	\$120		
Tuition Installment Fee	\$25		
Application Fee	\$50		
Late Registration	\$220		
ID Card Replacement Fee	\$10		

Differential Tuition Supplement

- Physician Assistant Studies courses – \$75 per semester credit hour
- Physical Therapy courses – \$75 per semester credit hour

Variable Course Fees

Clinical Nutrition

Course	Fee
CN5331	\$50
CN5332	\$50

Physician Assistant Studies

Course	Fee
Basic Life Support	\$45
Advanced Cardiac Life Support	\$130

Physical Therapy (DPT prefix)

Course Number	Fee
#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)

Courses	Fees
#5101	\$22
#5308, #5310	\$105
#5313	\$210
#5407, #5504	\$270
#5409	\$580
#5505	\$320

Prosthetics & Orthotics Master's Program (New)

Course	Fee
MPO 5101	\$872
MPO 5504	\$570
MPO 5505	\$683
MPO 5407	\$523

Course	Fee
MPO 5308	\$294
MPO 5409	\$1,246
MPO 5310	\$565
MPO 5313	\$635

Radiation Therapy (RT prefix)

Courses	Fee
#3211, #3212, #3301, #3302, #3314, #3412, #3413, #3421, #4323, #4422	\$25
#3301	\$50
#3304, #3405, #4406, #4407, #4315	\$200
#4216	\$10
#4302	\$60

Radiation Therapy Master's Program (New)

Courses	Fee
5201	\$50
HCS 5306	\$100
RT 5206	\$50
RT 5301	\$25
RT 5401	\$50
RT 5202	\$200
RT 5204	\$100
RT 5205	\$100
RT 5305	\$100
RT 5306	\$100
RT 5303	\$50
RT Pathway	\$150
RT 3314	\$150
RT 5304	\$50
RT 4315	\$100
HCS 5230, RT5307, 5308	\$100
RT 5311	\$50
RT 5307, 5308	\$50
RT Pathway	\$150
RT 5310	\$100
RT 5212	\$150

RT 5101	\$50
RT 5102	\$50
RT 5300	\$200
RT 5207	\$50
RT Pathway	\$150
RT 5203	\$50
RT Pathway	\$150
RT 3301	\$75

Financial Aid

UT Southwestern makes student financial assistance available through a number of loan, scholarship, and grant 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. Aid may be received from various sources: federal programs, state programs, private foundations and corporations, individual contributors, and institutional programs. Detailed information regarding the aid programs is available from the Office of Student Financial Aid.

The Medical Center's philosophy is that financing education is primarily the responsibility of the student; however, UT Southwestern seeks, within its means, to assist financially the qualified student whose 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.

In order to be eligible for financial assistance, the student must file the [Free Application for Federal Student Aid \(FAFSA\)](https://fafsa.ed.gov/) [<https://fafsa.ed.gov/>] for the specific academic year. The FAFSA is available October 1 of the year preceding the student's start date, and should be submitted as early as possible in order to be assured full consideration. The FAFSA must be renewed each year for financial aid to be renewed.

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.

Students recommended for certain awards by their departments may be asked to provide additional information, for eligibility purposes as well as for dissemination to donors (with student consent).

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[[Scholarships, Fellowships, and Special Funds

UT Southwestern students benefit from both a robust endowment and an active scholarship program maintained by the Southwestern Medical 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 (as allowed by law) in awarding scholarships, including such considerations as career interests, residency status, high school attended, undergraduate institution, 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 may 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.

Scholarship Committees for the various academic programs are charged with selecting recipients for many awards, and the Office of Student Financial Aid determines the particular fund from which each student will receive aid.

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[[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, based on the availability of funds. 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 most students who file a FAFSA. The amount of the the Direct Loan is determined by Federal eligibility rules regarding a student's program and level. Unsubsidized loans accrue interest from the time of disbursement. 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 full emergency loan policy can be obtained from the Office of Student Financial Aid.

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☐☐ 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.

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☐☐ 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.

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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 \[http://www.utsouthwestern.edu/police \]](http://www.utsouthwestern.edu/police).

Applicants for enrollment 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. An 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.

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[[Emergency Response

The [Emergency Response Guide \[http://www.utsouthwestern.net/intranet/administration/safety/emergency/emergency-response/ \]](http://www.utsouthwestern.net/intranet/administration/safety/emergency/emergency-response/) 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, students and visitors may face on the UT Southwestern campus. Students enrolled in any of UT Southwestern's three schools can access the guide on the UT Southwestern intranet.

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. 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.
- **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 \[https://my.swmed.org:44350/psp/PAPRD/?cmd=login&languageCd=ENG&_ \]](https://my.swmed.org:44350/psp/PAPRD/?cmd=login&languageCd=ENG&_).

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.

Applicants or students with any questions should contact the Office of Safety and Business Continuity by email. campusemergency@utsouthwestern.edu
[mailto:c%61m%70u%73%65m%65%72%67e%6E%63%79@uts%6F%75th%77es%74ern.e%64u]

- **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.

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[[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.

Safety and Business Continuity, 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, Safety and Business Continuity 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.

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[[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*.

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[[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 *Handbook of Institutional Policies and 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.

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[[Missing Persons

Individuals concerned about the well-being of a person affiliated with 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. Concerned individuals are encouraged to share any information that may be relevant to locating the missing individual.

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 individual's residence.

If the missing individual resides in the Southwestern Medical Park Apartments, management can be contacted at 214-956-9300. Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing student's roommate or friends to ascertain the student'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 "missing person" contact, UTSW will notify that individual no later than 24 hours after the student is determined to be missing.

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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:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.

8. **Accrediting Organizations.** Accrediting organizations may access an education record required to carry out accrediting functions.
9. **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 record, so long as at least one parent is designated by the student.
10. **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.
11. **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.
12. **Disciplinary Hearing Results.**
 - 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.
 - 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.
 - 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.
13. **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.
14. **On 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.

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[[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

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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:

- to the student;
- pursuant to the written consent of the student;
- pursuant to the exception for UT Southwestern officials with a legitimate educational interest;
- 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, and 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.

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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.

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Facilities and Services

[\[\] Bryan Williams, M.D. Student Center \[/education/students/student-life/facilities/student-center.html \]](#) 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 badge.

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[\[\] 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.

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[\[\] 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.

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[\[\] 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.

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[\[\] The 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 \[https://library.utsouthwestern.edu/main/ \]](#) 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 send an email libraryask@utsouthwestern.edu [mailto:%6Cibr%61r%79a%73k@u%74s%6Fut%68wes%74e%72n.edu] after business hours.

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Information Resources provides computing, voice, audiovisual, and data communication services to the UT Southwestern campus, including the hospital and clinics. The IR department 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.

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The Office of International Affairs ensures that foreign nationals holding nonimmigrant visas who are at UT Southwestern for the purpose of internships, academic training, research, or employment obtain and maintain legal temporary United States visa status and/or employment authorization, in accordance with federal law and UT Southwestern policies. The [Office of International Affairs \[/about-us/administrative-offices/international-affairs/ \]](#) should be contacted as soon as possible to allow visa and other requirements to be handled with a minimum of anxiety.

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The Office of Medical Education (OME) provides academic support for the Medical School. OME professionals collaborate with faculty to design, develop, implement, and manage Medical School courses. The OME Office also prepares instructional materials; incorporates interactive learning techniques; integrates technology into the curriculum; provides data management for educational assessments; and prepares dashboards and reports that are used for monitoring, management, and revision of the curriculum.

OME supports the Medical Education Curriculum Committee and its subcommittees and helps faculty members develop teaching skills, conduct educational research to improve teaching and learning, and develop grants to fund educational innovations.

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Student Academic Support Services (SASS) offers a comprehensive array of resources and support services to enhance student learning and is free to all students. These retention-based activities, which are provided to students both individually and in groups, include the following:

- **Learning Skills and Academic Assessment/Advising/Counseling:** For students experiencing academic problems, learning skills and academic assessment/advising/counseling services are available. This service is also available to students who are performing satisfactorily but seek to improve their technique. Group seminars are presented for the benefit of all students and address common issues such as effective use of resources, time management and test-taking skills. Students may complete self-assessments as part of the seminars, to develop insight into their beliefs and behaviors towards learning and resilience.
- **Support for Students with Disabilities:** The SASS Director also serves as the designated campus Learning Specialist for students with disabilities. The Learning Specialist is available to meet with students who believe they may need reasonable accommodations due to disability. The Learning Specialist assists students with disabilities seeking reasonable accommodations to request and provide required documentation. When reasonable accommodations are approved by the Academic Advisory Committee (AAC), the Learning Specialist coordinates accommodation activities and participates in monitoring the progress of students receiving accommodations due to disability.
- **Medical Leave of Absence:** The Director of SASS reviews requests for Medical Leave of Absence (MLOA) due to the student's own health condition. The Director meets with the student to assist in completing the request for leave as a reasonable accommodation, obtains necessary information from the student's school and program of study, processes the request through the Academic Advisory Committee, informs the Office of Enrollment Services and the Deans of Student Affairs about the parameters of the MLOA, and monitors the timing for the students return.

In addition to the services for students in all three schools described in this section, SASS provides specific support to medical students with the following:

- **Tutoring (Supplemental Learning) Program:** Peer tutoring support for the pre-clinical curriculum is offered at no-charge for all interested medical students. Students are made aware of SASS tutoring services during MS1 Orientation, and receive regular announcements regarding participation opportunities via e-mail, classroom announcements and in meetings with faculty. Upper class students with content expertise and teaching experience lead small group sessions on a weekly basis.
- **USMLE: Step-1 Preparation:** The Director of SASS is also the course director for a required pre-clerkship course: *Step 1 Preparation*. The pass/fail course is offered in six-week blocks from January through May of the second year, to provide support and accountability as students prepare for their first national board exam.

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The UT Southwestern Simulation Center, an American College of Surgeons Accredited Education Institute located in West Campus Building 3, is one of the most advanced simulation centers in the country. For learners, simulators expand the breadth and depth of their skills by offering opportunities for practice

and ensuring mastery of standardized processes. For patients, simulation training enhances the quality and safety of care they receive as providers are better prepared and more proficient during their training years and as they enter practice.

UT Southwestern has long used simulators in its training. Now, that commitment to producing exceptionally trained physicians and to ensuring the highest standards of safety and care has entered an exciting new phase.

The Simulation Center utilizes multiple modalities when educating learners including: task, AR/Vr, robotic, standardized patients, and high fidelity modalities. The facility consist of 20 standardized patient rooms, six inpatient rooms, five high fidelity rooms, a robotic operating room, and a large Multiskills room. With around 50,000 square feet of medical educational simulation space, UT Southwestern learners are introduced to everything from basic to highly complex medical simulation experiences.

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[] Student Health Services and Student Wellness and Counseling, located in the in the Aston Building and the Student Support Services “S” Building respectively, 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 call 9-1-1 or go to the nearest emergency room. 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 clinics. 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.

Records of all students who are treated in Student Health Services and Student Wellness and Counseling are confidential in accordance with applicable law and UT Southwestern policy.

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.

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[] 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.”

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