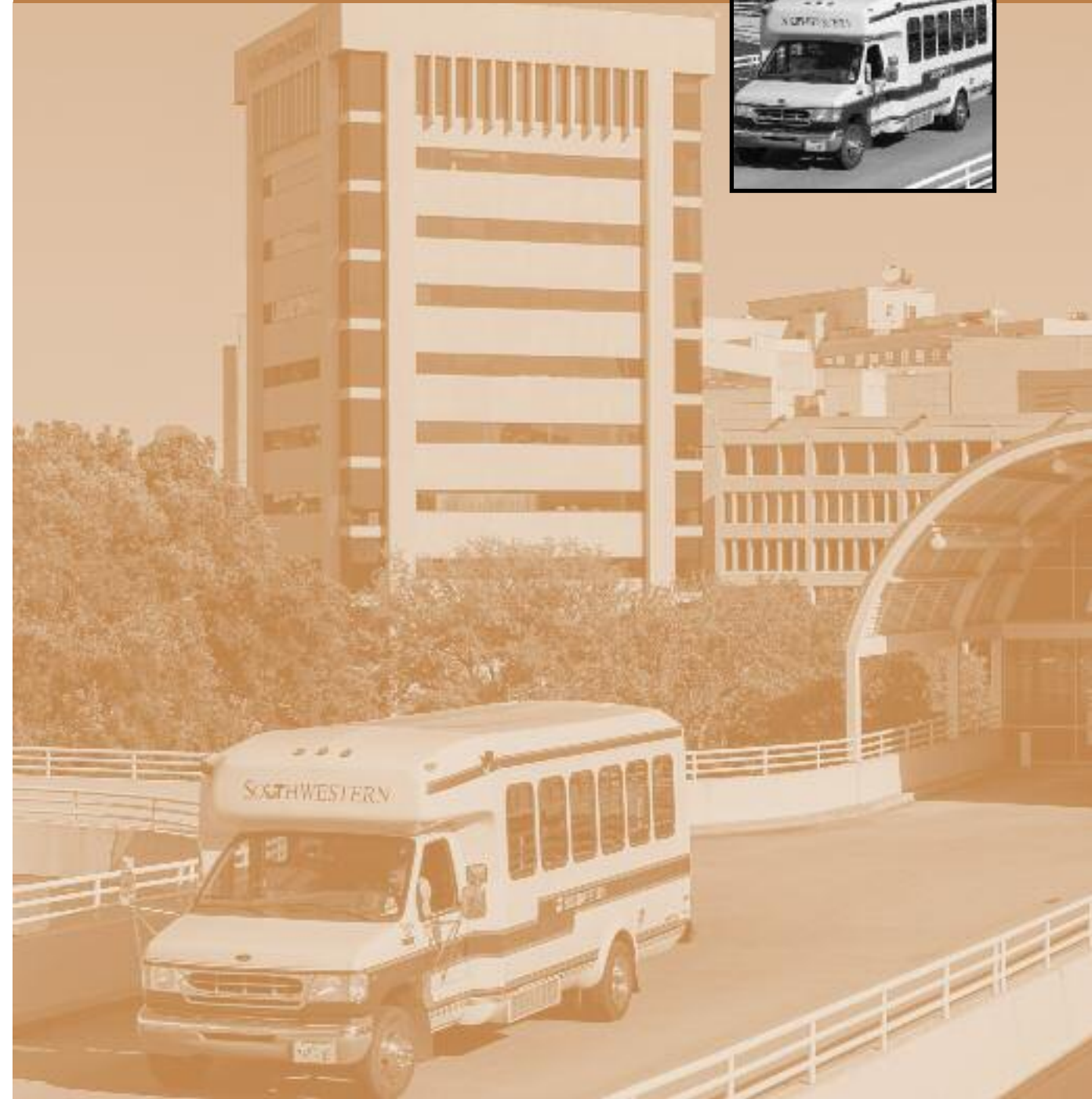


STUDENT INFORMATION • Division of Basic Science • biological chemistry • biomedical engineering • cancer biology • cell regulation • genetics and development • immunology • integrative biology • molecular biophysics • molecular microbiology • neuroscience • Division of Clinical Science • clinical psychology • clinical sciences



GRADUATE DEGREE PROGRAMS

Programs leading to the degrees of Doctor of Philosophy or Master of Science are offered in the following academic areas:

| PROGRAM | DEGREE |
|-------------------------------------|----------|
| Division of Basic Science | |
| Biological Chemistry | Ph.D. |
| Cancer Biology | Ph.D. |
| Cell Regulation | Ph.D. |
| Genetics and Development | Ph.D. |
| Immunology | Ph.D. |
| Integrative Biology | Ph.D. |
| Molecular Biophysics | Ph.D. |
| Molecular Microbiology | Ph.D. |
| Neuroscience | Ph.D. |
| Biomedical Engineering* | Ph.D. |
| Division of Clinical Science | |
| Clinical Psychology | Ph.D. |
| Clinical Sciences | M.S.C.S. |

*Joint program with The University of Texas at Arlington

Descriptions of these programs are given elsewhere in this catalog. Education and training backgrounds on all faculty members of UTSW can be viewed by using the “faculty finder” function on <http://www.utsouthwestern.edu/>

Each degree program is guided by a separate Graduate Studies Committee. Subject to approval of the Dean of UT Southwestern Graduate School of Biomedical Sciences, designated representatives of the graduate faculty have responsibility to recommend applicants for admission, to determine requirements for degrees in their area, to determine course offerings, to evaluate the academic progress of students in their area, and to administer all other aspects of the program in their area.

ACADEMIC CALENDAR

The academic year of UT Southwestern Graduate School of Biomedical Sciences is divided into three terms. Students are registered each academic session. Of necessity, the calendar varies in detail from year to year. Classes for the fall term usually begin in mid-to-late August and

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

ADMISSIONS

Information regarding admissions and online application is available on the UT Southwestern website at www.utsouthwestern.edu/graduate-school/index.html. Application via the web is required. Application procedures and deadlines are detailed on the application website.

REQUIREMENTS FOR ADMISSION

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

- 1) A bachelor’s degree or its equivalent from an accredited institution in the United States or proof of equivalent training at a university in another country. Each applicant is required to have one official transcript from each institution of higher learning attended (including postgraduate studies) sent to the Admissions Office.
- 2) Evidence of relevant academic preparation for the graduate training sought. If the bachelor’s degree was earned in an unrelated field, evidence of prior formal preparation (usually via postgraduate studies) must be submitted.
- 3) Scores on the Graduate Record Examination General Test. International students from countries where English is not the official language must also submit scores on the Test of English as a Foreign Language.

Applicants must request that the Graduate Record Examination (GRE) and TOEFL scores be sent directly to the Admissions Office. The code number for UTSW is 6686.

Applicants must have taken the GRE within five years preceding the expected date of enrollment in UT Southwestern Graduate School of Biomedical Sciences. GRE scores older than five years will not be acceptable unless the applicant recently has been engaged in graduate study at this or another accredited university.

ESSENTIAL FUNCTIONS

All students who enroll in UT Southwestern Graduate School must be able to perform specific essential functions. Essential functions are the basic activities that a student must be able to do to complete a graduate program curriculum, including original research. No applicant who can perform the Graduate School’s essential functions – either with or without reasonable accommodations – will be denied consideration for admission. The following are essential functions for graduate students at UT Southwestern Medical Center. Each graduate program may require additional essential functions to accommodate unique aspects of that program, and such requirements may be subject to change.

- 1) **COMMUNICATION:** Graduate students must be able to communicate effectively and efficiently orally and in writing. Candidates also must be able to read and comprehend written material.
- 2) **INTELLECTUAL AND COGNITIVE ABILITIES:** Graduate students must be able to measure, calculate, reason, analyze, synthesize, integrate, and apply information. Problem solving, the main challenge in research, requires these intellectual abilities.

BEHAVIORAL AND SOCIAL ATTRIBUTES:

Graduate students must possess the emotional health required to use their intellectual abilities fully, including good judgment, maintaining an appropriate work schedule, and meeting program expectations on schedule. Graduate students must be able to tolerate challenging workloads and function effectively under stress. They must be able to adapt to changing circumstances and learn to function in the face of uncertainties and ambiguities inherent to the research enterprise. Integrity, concern for others, and interpersonal skills are all needed for success in graduate studies.

- 4) **ETHICAL STANDARDS:** Graduate students must demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, and staff of UT Southwestern Medical Center and with patients, where appropriate.

EVALUATION OF APPLICANTS

Admission committees for individual graduate programs (Clinical Psychology, Clinical Sciences,



and Biomedical Engineering) and the admissions committee for the Division of Basic Science consider all of the following in evaluating each applicant's acceptability:

- 1) Scores on the Graduate Record Examination General Test;
- 2) Academic performance in college as reflected in the grade-point average;
- 3) The rigor of the undergraduate curriculum and its appropriateness as preparation for study in the graduate program sought;
- 4) Recommendations from appropriate professors and/or mentors;
- 5) Experiences in scientific research activities;
- 6) Socioeconomic background;
- 7) Ability to communicate in English;
- 8) Personal integrity;
- 9) Race and/or ethnicity;
- 10) The applicant's statement of motivation for a career in scientific research and/or teaching.

A personal interview is required and is initiated by invitation from the appropriate admissions committee. The committee interviews applicants who are viewed as having the greatest likelihood of succeeding in graduate study based on the listed considerations. The interview provides further evidence of acceptability.

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

■ ACADEMIC FRESH START

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

statute may not receive any course or prerequisite credit for courses taken 10 or more years prior to enrollment.

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

■ DEADLINES FOR APPLICATION

The deadlines for completed applications may vary from program to program. Potential applicants should refer to the relevant program descriptions that follow for this information. Early application, well in advance of such deadlines, is strongly advised. In addition, the GRE should be taken several months in advance of the deadlines.

Successful applicants will be notified by mail by a designee of the Dean of the Graduate School and may be sent a statement of any restrictions that might be imposed. Unsuccessful applicants also will be notified in writing.

■ RESIDENCY DEFINED

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, a prospective student is classified as a resident of Texas, a nonresident, or a foreign student. Residency for admission and tuition purposes at a public college or university in Texas is different from residency for voting or taxing purposes.

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

- 1) Graduated from a public or private high school or received the equivalent of a high school diploma in Texas;
- 2) Resided in Texas for at least three years as of

the date the person graduated from high school or received the equivalent of a high school diploma; and

- 3) Continuously resided in Texas for one year prior to the census data of the academic term in which the person is enrolled. (Section 54.052, *Texas Education Code*)

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

The student is responsible for registering under the proper residence classification. If there is any question about the student's right to classification as a resident of Texas, it is the student's obligation to consult the Admissions Office and have his or her status officially determined. The applicable statutory provisions are set forth in Sections 54.052 et seq., *Texas Education Code*. Rules and regulations and interpretations have been issued by the Texas Higher Education Coordinating Board for the effective and uniform administration of these provisions. A brochure on residency determination is available in the Admissions Office.

Students must file a Core Residency Questionnaire for classification as a resident. If the student's classification as a resident becomes inappropriate for any reason, the student must notify the proper administrative official at the Medical Center. Information and advice regarding residency status are available from the Office of the Registrar. If an applicant or student is classified as a nonresident and wishes to be reclassified as a resident, he or she must submit the Core Residency Questionnaire.

An individual classified as a nonresident may qualify, under certain exceptions specified in the rules, for resident tuition rates and other charges while continuing to be classified as a nonresident. For more information, visit the Office of Student Financial Aid and/or the website at www.collegeforalltexas.com/apps/financialaid/tofa.-cfm?Kind=E.

■ STUDENT TRANSFER

UT Southwestern Graduate School does not encourage applications from or admission of students by transfer from another institution.

However, students may apply, be accepted, and enroll in advanced standing based in part or in exceptional circumstances on prior study and/or research experience at the graduate level. Students seeking advanced standing must apply to the Graduate School as described in the Admissions section of this catalog. A completed application must be accompanied by a written statement requesting and justifying advanced standing in a specific graduate program. The faculty of the pertinent graduate program will determine if admission or advanced standing is merited based on an analysis of the extent to which requirements of the degree have been met by prior accomplishments. Based on the analysis, a suitable curriculum for completion of degree requirements will be designed. The minimum requirements for degrees are fully described under the Requirements for Graduate Degrees section of this catalog. Students enrolling in advanced standing will assume the same obligations and receive the same benefits as those admitted as typical first-year students.

■ INTERNATIONAL APPLICANTS

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

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

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

Transcripts of records from foreign universities must be evaluated with subject, grade, and grade-point average breakdowns. It is preferred that the applicant provide the transcript(s) with this information translated into English to facilitate review. Translation service is available from Educational Credential Evaluators for a fee. For applications and fee information, contact ECE, P.O. Box 514070, Milwaukee, WI 53202-3470, 414-289-3400, or visit the website at www.ece.org.



ECE evaluations should be sent directly to the Office of the Registrar. ECE requires at least one month to prepare an evaluation after all documentation is complete.

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

1) If the student is awarded a stipend, a letter from the dean indicating the amount of the stipend is sufficient; or 2) in the case of those students who will receive partial or no funding from UT Southwestern, a financial statement must be provided guaranteeing adequate funds as stated above for educational, living, and other

expenses while in the United States. Form I-20 A-B must be presented to U.S. consular officials when applying for a visa. It is the responsibility of the nonregistered alien to inform the Medical Center's Office of International Affairs accurately of his or her visa status and to advise that office of any changes. Further information may be obtained by writing to the Office of International Affairs.

■ MEDICAL INSURANCE REQUIREMENTS

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

■ REQUIRED IMMUNIZATIONS

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

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

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

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

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

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

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

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

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

■ BACTERIAL MENINGITIS

All new students to UT Southwestern, in conjunction with their initial registration, receive information approved by the Texas Department

of Health related to bacterial meningitis. This information includes the symptoms of the disease; how it may be diagnosed and its possible consequences if untreated; how the disease is transmitted; how it may be prevented; and the relative risk of contracting the disease for students of higher education. The information also discusses the availability and effectiveness of vaccination against treatment for the disease and sources of additional information. Students are requested to confirm their receipt of this information.

Students younger than 30 are required to provide a health practitioner-signed certificate showing immunization for bacterial meningitis within the preceding five years. The immunization must be documented at least 10 days prior to the start of the term. All immunization records are maintained by Student Health Services.

■ CRIMINAL BACKGROUND CHECK

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

■ ACTIVE MILITARY SERVICE

A student who withdraws from the graduate 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.

REGISTRATION

Before registering, both new and continuing students must consult their graduate advisers regarding specific courses and obtain approved course registrations. Permission must be secured from the appropriate instructor to enroll in classes outside the student's major program. Registration is completed with the Office of the Registrar through the Program office.

Late registration will be allowed only by permission of the instructor(s) responsible for the course or courses the student wishes to take, with concurrence of the Dean, and is subject to a late registration fee.

The typical academic load in credit hours varies with the program and other factors. The minimum full-time registration is nine hours in a fall or spring term and six hours in the summer term. Changes in course load (adding or dropping) during a term require written approval of the student's graduate adviser, the faculty member teaching the course and the registrar (see also the Expenses section). A course may be added or dropped without record of the student's performance only during the first 12 academic days (nine academic days for the summer term). After that time, if the student withdraws from a course, a grade of **WP** (Withdraw-Passing), **WF** (Withdraw-Failing) or **W** (Withdraw) will be assigned.

A student must be registered currently for the appropriate dissertation or thesis course to receive advice or direction from his or her mentor(s) during the preparation of a thesis or dissertation. A student is required to be registered during the term in which the oral defense examination of the thesis or dissertation is held.

■ STUDENT RESPONSIBILITY

A student is responsible for understanding degree requirements and for enrolling in courses necessary for his or her degree Program. The student also is responsible for knowing university regulations regarding the standard of work and conduct required for continued enrollment in the Graduate School. If a student needs additional information, the graduate school office should be

consulted. To obtain a complete list of requirements for a particular degree, the student should combine the general requirements detailed in this section with the special requirements listed under the graduate program of choice.

SPECIAL GRADUATE STUDENTS

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

- 1) Complete the special student application form from the Office of the Registrar;
- 2) Present satisfactory evidence of preparation for the course and secure written permission from the instructor of the course involved;
- 3) Secure written approval of the Dean; and
- 4) Pay all appropriate fees and costs.

Such special graduate students may enroll for no more than nine credit hours in one term, 18 credit hours in total. Registration will be permitted only if undue crowding of facilities will not result.

■ AUDITORS

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

CONCURRENT ENROLLMENT

■ THE UNIVERSITY OF TEXAS SYSTEM INSTITUTIONS

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

and waiver of specified fees apply only to students following the concurrent enrollment procedures specified by the registrar of the home campus.

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

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

■ OTHER PUBLIC INSTITUTIONS OF HIGHER EDUCATION

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

- 1) The student will pay the full tuition charges to the first institution at which he or she is registered.
- 2) If the minimum tuition at the first institution is the same as or greater than the Medical Center's minimum, the amount charged for tuition will be the hourly rate.
- 3) If the minimum tuition at the first institution is lower than the Medical Center's minimum, the amount charged for tuition will be the difference in the minimum charges, but in no case will the amount charged for tuition be less than the Medical Center's hourly rate.

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

COURSES OF INSTRUCTION

The graduate courses offered are listed under program descriptions. The unit of measure

for credit in graduate work is a credit hour. A four-digit system generally is used for designating courses, with the second digit indicating the number of credit hours. If the second digit is zero, this indicates the course is offered for varying hours of credit. Certain courses, such as research and seminar, may be repeated for credit.

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

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

ACADEMIC POLICIES

■ ENROLLMENT

Students are expected to be enrolled full time for the duration of their studies at UT Southwestern. First-year students in the Division of Basic Science take 12 credit hours in the fall term, 12 credit hours in the spring term and six credit hours in the summer term. In subsequent years they are enrolled in nine credit hours in the fall, nine credit hours in the spring, and six credit hours in the summer.

Typically, didactic course work is completed in the first two years, and then students are enrolled for research seminars or journal clubs totaling

full-time enrollment equivalency. Course requirements for each graduate program are listed in the appropriate chapters of this catalog and online at www.utsouthwestern.edu/graduateschool/index.html.

■ GRADES

Credit is given for grades **A**, **B**, **C**, and **Pass**.

This standard grading system is not feasible for some courses, so the symbols **S** (Satisfactory) or **U** (Unsatisfactory) are used. Some courses are graded either way. For a course that allows an option, the student must select one grading system at the time of enrollment. At the discretion of the Program Steering Committee, courses graded **S** or **U** may or may not be included in the number of credits required for a specific degree Program.

The symbol **I** (Incomplete) is a temporary grade designation used only when the student has not completed all assignments by the conclusion of the course. This grade is valid for only 12 months. An extension of this time period may be granted at the discretion of the faculty member if sufficient written justification is obtained from the student. If the student completes the required work before the end of the 12-month period, the faculty member submits an appropriate grade to the registrar. If the student does not complete the required work during this period, a grade consistent with the grading scheme for the particular course in question must be assigned.

If a student withdraws from the Graduate School, the transcript will indicate for each course either **WP** (Withdraw-Passing), if the student is passing at the time of withdrawal; **WF** (Withdraw-Failing), if the student is not passing at the time of withdrawal; or **W** (Withdraw) if no assessment of the student is available at the time of withdrawal.

A graduate student remaining in residence who withdraws from a course after the 12th academic day will receive a grade of **WP** or **WF**, as appropriate.

Individual faculty members retain primary responsibility for assigning grades and making evaluations. In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a good-

faith effort to resolve the matter with the faculty member involved. Further appeals should be directed to the Program Chair. Appeals must be filed within 30 days of the distribution of final course grades. The judgment of the Program Chair is final unless compelling evidence suggests differential treatment or mistake.

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

■ RETENTION, PROBATION, AND DISMISSAL

A student must make satisfactory progress in the prescribed course of study as determined by the Program's Steering Committee. A grade-point average of at least 3.0 must be maintained to remain in good standing. Also, Ph.D. Programs require a student to pass a qualifying examination in the topic area of the degree Program.

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

The following are representative of conditions or circumstances that will result in probation or dismissal from the Graduate School:

- 1) The student fails any course;
- 2) The student's academic deficiencies (e.g., GPA below 3.0) are not resolved within the time period required by the Dean (generally, one term);
- 3) The student fails to pass the qualifying examination;
- 4) The student fails the defense of the thesis or dissertation; or
- 5) The student fails to make satisfactory academic progress toward the completion of the degree.

■ PROCEDURES

The Steering Committee will consider any questions concerning a student's academic progress in which probation or dismissal is a possible outcome and will make a recommendation to the Dean of the Graduate School. The student will be allowed to appear before a representative of the Graduate Program

either independently or in consultation with the student's dissertation committee to present evidence as to why probation or dismissal is inappropriate. The Dean will consider the evidence presented by the student and the recommendation of the Graduate Program faculty and render a decision.

The Dean will forward written notification of probationary status to each student placed on academic probation, detailing the reason for the academic probation and the methods by and time period within which a student can remedy the probation and return to good standing. Should a student be placed on academic probation as the result of failure to maintain at least a 3.0 GPA, the GPA must be raised to at least 3.0 during the next term in which the student is registered.

Should the Graduate Program faculty recommend dismissal and the Dean concur, written notification of dismissal to the student will be forwarded as soon as reasonably possible.

■ APPEALS

A student may appeal academic probation or dismissal from the Graduate School by forwarding a written appeal to the Dean requesting reconsideration and stating in clear and concise language the reasons the academic probation or

dismissal is inappropriate. The appeal must be received by the Dean within 10 business days of the student's receipt of the notification of academic probation or dismissal. The Dean will review the written appeal and will meet with the student to discuss the student's grounds for appeal. To the extent schedules allow, within 10 business days after receipt of the appeal, the Dean will forward a written response to the student as soon as the evidence is evaluated. The Dean's decision on the appeal will be final.

■ STUDENT CONDUCT AND DISCIPLINE

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

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

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

■ APPROPRIATE TREATMENT OF STUDENTS

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



Students who believe they have been mistreated have access to a process for registering a grievance that is fair and minimizes the possibility of retaliation. Some grievances may be resolved informally, while others may require a more formal process. Grievances requiring a more formal process follow the procedure detailed in the Appropriate Treatment in Medicine policy, available in the Office of the Vice President for Student and Alumni Affairs. Students may consult the UT Southwestern Nondiscrimination Policy and the Sexual Harassment and Sexual Misconduct Policy. Complaints of this nature should be directed to the UT Southwestern Office of Equal Opportunity and Minority Affairs.

■ POLICY AGAINST DISCRIMINATION

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

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

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

Title IX of the Education Amendments of 1972 protects people from sex discrimination (which includes sexual misconduct, sexual harassment, and sexual violence) in educational programs and activities at institutions that receive federal financial assistance. Students with concerns about sex discrimination should seek assistance from the Title IX Coordinator or a deputy Title IX coordinator. UT Southwestern Medical Center's

Title IX Coordinator is Dr. Charles Ginsburg, Senior Associate Dean of UT Southwestern Medical School. Dr. Melanie Cobb, Professor of Pharmacology, is the Title IX Deputy Coordinator for the Graduate School of Biomedical Sciences.

Students who feel discriminated against on the basis of race, color, national origin, religion, age, veteran status or disability can seek resolution of the grievance internally through an appointment with the appropriate graduate program chair or Program Steering Committee. If the student cannot resolve the grievance through this process or if the program chair is the subject of the grievance, the student should appeal to the Dean of the Graduate School. The Dean will meet with the student and may elect to 1) call for the appropriate faculty committee to investigate the grievance and make recommendations concerning the matter; 2) choose to investigate the matter personally; or 3) refer the matter to the Office of Equal Opportunity for investigation. If the decision rendered by the Dean is unsatisfactory to the student, the student may appeal to the President of UT Southwestern, who will render the final decision.

Students can find information regarding the Department of Education, Office of Civil Rights external process for filing a discrimination complaint at <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

■ GENERAL GRIEVANCE PROCEDURE

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

■ WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION

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

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

A student who withdraws from the Graduate 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.

REQUIREMENTS FOR GRADUATE DEGREES

■ GENERAL REQUIREMENTS

- 1) The student must demonstrate a high order of scholarly achievement in his or her chosen field of study, including appropriate research and professional competencies. The Program Steering Committee, through designated graduate advisers and mentors, determines the student's program of study and evaluates whether adequate mastery has been acquired.
- 2) For any graduate degree, a student must be in academic residence for at least two terms of full-time enrollment. In practice, the master's degree usually requires one to two years of graduate study while the doctorate usually requires four or more years. (Some courses used to meet this requirement may be taken at other universities participating in an interinstitutional program.)

- 3) The student must discharge all financial and other obligations to the Medical Center. In the event of nonpayment, one or more actions may be taken by the Dean: 1) readmission may be denied; 2) a student's grades and official transcript may be withheld; and 3) the degree to which the student would otherwise be entitled may be withheld.

In addition to the foregoing general requirements, there are specific requirements in each degree program (see program descriptions for further information).

■ SPECIFIC REQUIREMENTS FOR THE MASTER'S DEGREE

Each Program Steering Committee determines the number of hours of course credit required for the master's degree. Additionally, the Program specifies whether the student is required to complete a thesis, or its equivalent, that is acceptable to a supervisory committee appointed to direct and evaluate the thesis. Master's degree candidates from a Program requiring a thesis must submit to the Graduate School office an electronic copy of the thesis plus a report of the final oral examination signed by the supervisory committee members. For a master's degree by examination, the program chair must submit to the graduate school office a written report documenting that the degree requirements have been met. Deadline dates for submission of approved theses for each term are published in the annual academic calendar from the Office of the Registrar.

■ SPECIFIC REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Each Program specifies a minimum number of credit hours to meet requirements for admission to candidacy in the Program. In all Programs, students must pass a qualifying examination, as specified by the Program, in order to demonstrate mastery of and the ability to perform scholarly work in a field.

When the student is deemed by the Program Steering Committee to have met all academic requirements and has passed the qualifying examination, he or she is formally admitted to



candidacy. The degree is awarded after the candidate has conducted independent research under the guidance of a supervising professor, prepared a dissertation, and successfully defended it in an oral examination before an appointed committee.

Doctoral degree candidates must submit to the Graduate School office an electronic copy of the dissertation and a report of the final oral examination signed by the supervisory committee members. Deadline dates for submission of approved dissertations for each semester are published in the annual academic calendar prepared by the Office of the Registrar.

■ GRADUATION

Degrees may be conferred at the end of any term, but only one commencement ceremony is held each year – at the end of the spring term. All students on whom degrees have been conferred since the previous graduation will be listed in the commencement program.

EXPENSES

All tuition and fees are subject to change without prior publication and become effective when enacted. The Texas Legislature does not set the specific amount for any particular fee. The student fees listed in this

catalog are authorized by state statute; however, the specific amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

■ TUITION

Statutory tuition for Texas residents enrolled in all curricula of UT Southwestern Graduate School of Biomedical Sciences, with one Program exception (below), is \$50 per credit hour in 2013-2014 with a minimum tuition of \$120 per term. Tuition for nonresident students enrolled in all Programs of UT Southwestern Graduate School except Biomedical Engineering is \$401 per credit hour.

Statutory tuition for Texas residents enrolled in the Joint Program in Biomedical Engineering (offered with The University of Texas at Arlington) is \$50 per credit hour in 2013-2014. Statutory tuition for nonresident students enrolled in the Joint Program in Biomedical Engineering is \$401 per credit hour. The differential tuition supplement for this Program is \$50 per credit hour for both Texas residents and nonresidents.

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

■ DESIGNATED TUITION FEE

The designated tuition fee is \$100 per credit hour.

■ TUITION INSTALLMENT PAYMENTS

Students may elect to pay tuition and certain fees in three installment payments. At the time of registration, students wishing to participate in the installment payment option will be required to sign a promissory note and a truth-in-lending form. These documents will specify the terms and conditions of the payment plan. Students will incur a \$15 charge when participating in the plan. A \$10 late fee will be charged for each payment not received by the due date.

The Office of Accounting will provide notices as reminders of payment due dates; however, students are obligated to pay on or before the due date regardless of the receipt of a reminder. A student who fails to provide full payment of tuition and fees, including late fees assessed, to the university when the payments are due is subject to one or more of the following actions at the university's option: bar against admission at the institution and all penalties and actions authorized by law. Tuition and fees for the summer term must be paid in full at the time of registration.

■ AUDITOR'S FEE

An auditor's fee of \$25 per course is required for people not registered for credit and not currently enrolled as a UT Southwestern Graduate School of Biomedical Sciences student. If a person is currently enrolled as a student, the auditor's fee is \$5 per course. Customary laboratory fees apply for each laboratory course. A nonstudent library deposit of \$25 is required to use the library. Permission of the instructor is required for registration as an auditor.

■ COMPUTER USAGE AND TECHNOLOGY FEE

UT Southwestern provides student computer resources in multiple locations. All graduate students pay a computer usage fee of \$81.66 per term.

■ GRADUATION FEE

A graduation fee of \$115, payable at registration for the final term, is required of all students who will receive a degree from UT Southwestern Graduate School of Biomedical Sciences. Students who withdraw before graduation are entitled to a refund. No refund can be given for students who graduate in absentia.

■ INCIDENTAL FEES

Lost student identification cards may be replaced for \$5, lost mailbox keys for \$6, and lab-carrel keys for \$10.

The Library recovers the cost of some services, such as photocopying and laser printing at 10 cents per page and color laser printing at \$1 per page. Charges for other cost-recovery-based services vary. Theses and other manuscripts can be archived for \$13 per volume. Dissertations can be published and archived for \$81 per volume with an optional copyright fee of \$45. Lost books are charged at replacement cost plus a nonrefundable \$15 processing fee. There is no charge for literature searching or routine processing of interlibrary loan requests made by students; however, there is a fee for expedited interlibrary loan delivery.

■ LABORATORY COURSE FEE

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

■ LATE REGISTRATION FEE

A late registration fee of \$210 is charged to any student who has not registered on or before the last day of registration.

■ MEDICAL SERVICES FEE

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

■ MICROSCOPES

Rental microscopes, when required by course instructors in Biomedical Communications, are

available at a charge of \$75 per term. Students may choose to provide their own microscopes; if so, individual microscopes must meet the specifications set forth by the Department of Cell Biology of UT Southwestern Medical School.

■ **RETURNED CHECK FEE**

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

■ **STUDENT SERVICES FEE**

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

■ **CAMPUS PARKING**

Limited parking facilities are available on campus. Students, trainees, or Fellows wishing to park on campus are required to register their vehicle and obtain a permit and pay an annual parking registration fee. The fee was \$115 for 2012-2013. Student parking is restricted to designated areas, and violations of the parking regulations may result in fines and/or loss of parking privileges.

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

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

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

■ **DISABILITY INSURANCE**

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

■ **HEALTH INSURANCE**

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

■ **STUDENT HOUSING**

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

■ **TEXTBOOKS**

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

REFUNDS

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

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

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

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

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

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

■ **REFUND OF TUITION AND REGISTRATION FEES (SUMMER TERM)**

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

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

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

■ **RETURN OF TITLE IV FUNDS**

A student attending UT Southwestern Medical Center who has received student financial aid and who officially withdraws, takes an approved leave of absence, or is dismissed may be liable to return all or a portion of any aid received if the student's separation (withdrawal, leave, or dismissal) occurs after a term has begun and before completion of the academic term. The Office of Student Financial Aid utilizes approved federal formulae to determine the amount of applicable financial aid

as of the separation date. Financial aid funds that must be returned by the separating student will be designated to the appropriate financial aid program in accordance with federal regulations.

A student's separation date is 1) the date the student begins the withdrawal process or officially notifies UT Southwestern of an intent to withdraw; or 2) the student's last date of attendance at a documented, academically related activity.

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

STUDENT FINANCIAL AID

All students accepted as regular students in the Division of Basic Science are supported during their Ph.D. studies. A competitive stipend is provided, including health insurance. Most students are charged tuition and fees at the in-state rate.

Financial support for Biomedical Engineering and Radiological Sciences students is available on a competitive basis in the form of graduate or research assistantships. A request for an assistantship should be made at the time of application for admission. Applicants should contact the Office of Student Financial Aid for more information.

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

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

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

In order to be eligible for financial assistance, the student must first determine financial need by filing a copy of the Free Application for Federal Student Aid for the specific academic year. The FAFSA generally is available beginning Jan. 2 preceding the start of the academic year. Financial need is defined as the difference between the reasonable cost of education and the amount that the student and the student's family can reasonably be expected to provide.

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

Packets of application materials may be obtained from the Office of Student Financial Aid. Awards are made on a first-come, first-served

basis. Application materials should be submitted as far in advance of enrollment as possible in order to be assured full consideration.

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

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

■ **TYPES OF ASSISTANCE**

Student financial aid comprises three general categories: loans, grants or scholarships, and employment. The aid may be received from various sources: federal programs, state programs, private foundations and corporations, individual contributors, and institutional programs. The table below

| PROGRAM TYPE | PROGRAM SOURCE | PROGRAM NAME |
|-------------------|----------------|--|
| Employment | Federal | Federal College Work Study Program |
| Employment | State | Texas College Work Study Program |
| Grant/Scholarship | Institution | Student Deposit Endowment Scholarship |
| Grant/Scholarship | Institution | Student Deposit Scholarship |
| Grant/Scholarship | Institution | Texas Public Education Grant |
| Loan | Federal | Federal Perkins Loan |
| Loan | Federal | Federal Stafford Loan |
| Loan | Federal | Federal Supplemental Loan for Students |
| Loan | Private | EXCEL Student Loan |
| Loan | Private | TERI Student Loan |
| Loan | Private | TERI-PEP Student Loan |
| Loan | State | College Access Loan |
| Loan | State | Health Education Loan Program |

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

■ **SCHOLARSHIPS, FELLOWSHIPS, AND SPECIAL FUNDS**

Information on availability of these funds can be obtained from the Office of Student Financial Aid. UT Southwestern Medical Center does not consider ethnicity, gender, age, or religion in awarding scholarships or fellowships. UT Southwestern will honor other expressed wishes of donors in awarding scholarships, including such considerations as career interests, residency status, and year in school. Scholarships may be awarded on the basis of financial need or academic performance. There are instances when a combination of financial need and academic performance is used to select the recipient.

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

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

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

The Student Scholarship Committee determines the validity and appropriateness of criteria and makes selections when criteria do not automatically identify the recipient.

■ **LOANS**

Loans are financial obligations that must be repaid. Interest and repayment terms vary among

the different programs, and UT Southwestern follows a policy of offering the student the most favorable loan for which he or she qualifies if funds are available in the program. All financial aid programs administered by UT Southwestern are subject to the conditions, limitations, and requirements prescribed by the agency sponsoring the program.

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

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

■ **TUITION EXEMPTIONS**

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

- 1) Honorably discharged veterans of military service who were residents of Texas at the time of their entry into military service;
- 2) Dependent children of armed forces, Texas National Guard, or Texas Air National Guard personnel who were killed in action, died while in service, were missing in action, or whose deaths were directly connected with military service;
- 3) Children of firefighters or peace officers who were disabled or killed in the line of duty;
- 4) Students raised in foster care or other residential care under the Department of Family and Protective Services.

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

■ PAYMENT OF FEES FOR STUDENTS WITH DISABILITIES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C., Section 1232g, and the Texas Public Information Act, Texas Government Code, Section 552.001 et seq., are, respectively, a federal and state law governing the review and disclosure of student educational records. In accordance with these laws, the university has adopted the following policy. Individuals are informed of their rights under these laws through this policy, which is included in the University's official policies and catalogs. This catalog will be made available for inspection through the Dean's office, and the official policies are available in most administrative offices.

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

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

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

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

■ DIRECTORY INFORMATION

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

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

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

■ ACCESS TO FILE

Upon written request, the university shall provide a student with access to his or her educational records. The Office of the Registrar has been designated by the institution to coordinate the inspection and review procedures for student educational records, which include admissions files, academic files, and financial files. Students wishing to review their educational records must make written requests to the registrar listing the item or items of interest. Educational records covered by FERPA will be made available within 45 days of the request.

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

1) academic records from the Office of the Registrar, Registrar; 2) student services records from the Office of Student and Alumni Affairs, Vice President for Student and Alumni Affairs; and 3) financial records from the Business Office, Executive Vice President for Business Affairs, or the Office of Student Financial Aid, Director of Student Financial Aid.

Educational records do not include:

1) financial records of the student's parents or

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

■ CHALLENGE TO RECORD

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

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

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

The educational records will be corrected or amended in accordance with the decision of the

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

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

■ COPIES

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

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

■ STUDENT WORKS

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

■ COMPLAINTS

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

ORGANIZATIONS

■ GRADUATE STUDENT ORGANIZATION

The Graduate Student Organization, formed in 1973, is directed by an executive committee consisting of elected representatives from each of the graduate programs. This committee serves as a

formal liaison between the graduate students and administration. It also sponsors social functions and is responsible for supplying information to new and prospective students. For more information about the Graduate Student Organization, consult the GSO Handbook or contact the secretary, Graduate Student Organization, UT Southwestern Graduate School of Biomedical Sciences.

■ SIGMA XI

The Society of the Sigma Xi is a national honorary organization of American scientists dedicated to fostering excellence in scientific research.

Each year the Sigma Xi chapter at the Medical Center sponsors a Graduate Student Research Forum at which selected graduate students have an opportunity to present results from their research. A faculty committee judges abstracts submitted from the graduate student body. Selected students receive an appropriate award.

MISCELLANEOUS INFORMATION

■ AIDS, HIV, AND HEPATITIS B VIRUS POLICY

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

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

The UT System has made educational material about methods of transmission and prevention of

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

■ CAMPUS SECURITY

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

To report a campus emergency, dial 8-8911 from University telephones or 214-648-8911 from cellphones. To contact University Police for nonemergency matters, dial 214-648-8311.

■ COPYRIGHT AND FILE SHARING

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

sharing could violate federal copyright laws.

Unauthorized distribution of copyrighted material may subject students to disciplinary action by the institution, may result in access to UT Southwestern Information Resources being denied, and may result in civil and criminal penalties as well. UT Southwestern cannot protect students from copyright infringement actions, and may be required to assist a complainant who is pursuing an action. Information concerning the legal consequences of copyright violations may be found in Copyright Law of the United States of America and Related Laws Contained in Title 17 of the U.S. Code, Circular 92 (<http://www.copyright.gov/title17/92chap5.html#504>). The University's policies on use of UT Southwestern networks (including file sharing) may be found in Information Resources Policy No. 200-30 (Network Security Management, <http://inside.utsouthwestern.edu/irwebfiles/200-30.pdf>).

■ FIRE SECURITY

Occupational Safety and Fire Protection monitors operations campuswide to ensure job safety and the integrity of fire protection systems and services. Fire drills are conducted semiannually in all buildings at UT Southwestern, and corridor clearance policies are strictly enforced to help ensure safe evacuation. Basic Fire Safety Classes are mandatory for all new employees. More information can be found at <http://www.utsouthwestern.net/intranet/administration/president/policies/handbook/chapter-05/>

■ GANG-FREE ZONES

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

■ HAZING

Hazing is prohibited by state law (Section 51.936, incorporating Sections 37.151–157, *Texas*

Education Code), by the Regents' *Rules and Regulations*, Rule 50101, and by the UT Southwestern *Handbook of Institutional Policies and Operating Procedures* (EDU-152). The term "hazing" is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person acting alone or with others, directed against a student that endangers the mental or physical health or safety of the student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or primarily include, students at an educational institution.

Hazing with or without the consent of the student is prohibited, and a violation of this prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to student disciplinary action by the institution as well as possible criminal prosecution. Initiations or activities by organizations may include no feature that is dangerous, harmful, or degrading to a student, and a violation of this prohibition renders both the organization and the participating individuals subject to student disciplinary by the institution as well as possible criminal prosecution.

It is an offense not only to engage in hazing but also to encourage, direct, aid, or attempt to aid in hazing, to recklessly permit hazing to occur, or to fail to report hazing that has occurred or is being planned. Any person reporting a specific hazing event in good faith and without malice involving a student to the Dean or other appropriate official of the University is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report.

■ INCLEMENT WEATHER POLICY

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

■ INFECTIOUS AND ENVIRONMENTAL HAZARDS POLICY

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

Although the risk of contracting serious illness from these hazards is very small, UT Southwestern seeks to reduce incidents of students' exposure to infectious diseases and environmental hazards. Students completing clinical rotations may be required to receive a skin test for tuberculosis intermittently during their enrollment.

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

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

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

■ INSTITUTIONAL COMPLETION OR GRADUATION RATES

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

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

■ INTELLECTUAL PROPERTY POLICY

The Intellectual Property Policy and Guidelines of the UT System, found in Series 90000 of the Regents' *Rules and Regulations*, covers inventions, discoveries, trade secrets, technology, and computer software developed by students employed by the University or who use University facilities. The University handles all legal and business matters involving protection and commercialization of the intellectual property. After costs are deducted, income from intellectual property is split 50-50 between UT Southwestern and the responsible creator(s), including students.

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

■ INTERNET GUIDELINES

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

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

■ MISSING PERSONS

Individuals concerned about the well-being of a person from UTSW can contact the UT Southwestern Police at any time by dialing 311 from a University phone or 214-648-8311 from a cell

phone or off campus phone. The Southwestern Medical Park Apartments management can be contacted at 214-956-9300. When a caller generates a missing-person report, dispatch will make a record of the call with the name and number of the caller. The record shall indicate the relationship between the caller and the resident, as well as the last time and place the caller saw or heard from the resident or student. Concerned individuals are encouraged to share any information that may be relevant to locating the absent resident. UTSW Police will take appropriate action to investigate the report and determine whether the situation rises to the level of an emergency, including (but not necessarily limited to) visiting the room where the resident lives. Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing resident's roommate or friends to ascertain the resident's whereabouts, contacting the student's workplace, checking access card usage, or attempting to contact the missing student via email, cell phone, and/or room phone. In addition, the appropriate Deans or their designee will be notified. If a student has identified a confidential contact, UTSW will notify that individual no later than 24 hours after the student is determined to be missing. For more information, visit http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/University_Police/annual-crime-report-nu-oct-2011.pdf

■ SOLICITATION POLICY

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

■ STUDENT ABSENCES

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

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

■ STUDENT TRAVEL

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

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

■ TOBACCO RESTRICTIONS

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

■ TRANSPORTATION

Bicycles may be practical transportation for students living near the campus. Bicycles may be parked in designated spaces. Bicyclists not experi-

enced at riding in traffic may want to consider alternative forms of transportation.

Students living any great distance from campus may find a car necessary. A permit must be obtained to park on campus. Carpools are encouraged and are given preference in the event of limited parking.

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

■ USE OF UNIVERSITY NAME

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

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

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