General Information

DISCLAIMER

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and The University of Texas Medical Branch at Galveston (UTMB) or The University of Texas System. The University of Texas Medical Branch at Galveston reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Provisions of this Catalog

UTMB's Catalog consists of five separately published components:
- UTMB General Information Catalog
- Graduate School of Biomedical Sciences Bulletin
- School of Health Professions Bulletin
- School of Medicine Bulletin
- School of Nursing Bulletin

UTMB's Catalog provides general information, including degrees and programs offered, admission, orientation and registration, tuition and fees, academic policies, student life, student support services, and the institutes.

Each bulletin for UTMB's four schools provides the school's calendars, program-specific degree requirements, course offerings, and other school-specific information.

The catalog is effective with the 2017-2018 academic year, and each of the component bulletins is effective until a subsequent bulletin is published. Copies of the most current issue of the catalog or any of the bulletins are available online at http://www.utmb.edu/enrollmentservices/. Approved corrections, edits, deletions and additions to the catalog and bulletins are also available at this site.

Policy on Equal Opportunity/Affirmative Action

UTMB, in accordance with applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a Vietnam–era veteran in any of its policies, practices, and procedures. Also, UTMB does not discriminate on the basis of sexual orientation. This includes, but is not limited to, admissions, employment, financial aid, educational services, access to facilities, and services. UTMB, in accordance with applicable federal and state laws and regulations, is committed to developing and implementing affirmative action strategies with respect to minority individuals, women, Vietnam–era veterans, and persons with disabilities.

Campus Security Report

In compliance with the Campus Security Act of 1990, UTMB prepares an annual Campus Security Report that is available to applicants, students, and employees online at (www.utmb.edu/securityreport ). Printed copies of the report are available upon request from the University Police at (409) 772–1503.

Compliance with Americans with Disabilities Act

UTMB complies with the Americans with Disabilities Act (ADA) of 1990; the ADA Amendments Act of 2008; Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB solely on the basis of the disability. Copies of the ADA and Section 504 of the Rehabilitation Act of 1973 are available in the Office of Student Services, 2nd floor, Jamail Hall.

Compliance with Title IX of the Education Amendments of 1972

UTMB complies with Title IX of the Education Amendments of 1972 and state and local requirements regarding discrimination on the basis of sex. Under this law, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Continued on inside back cover
Accreditation

UTMB is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, masters, doctoral, and professional degrees. For questions about UTMB's accreditation, contact the Commission on Colleges at:

1866 Southern Lane
Decatur, GA 30033–4097
Telephone (404) 679-4500
Fax (404) 679–4556

The School of Nursing graduate and undergraduate programs are accredited by the Commission on Collegiate Nursing Education. The undergraduate program is approved by the Board of Nurse Examiners for the State of Texas.

The School of Medicine is accredited by the Liaison Committee on Medical Education, a specialized accrediting body. The School of Medicine is also a member of the Association of American Medical Colleges.

Programs within the School of Health Professions are accredited by the following agencies:

- Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Accreditation Council for Occupational Therapy Education (ACOTE)
- Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)
- Commission on Accreditation for Physical Therapy Education (CAPTE)
- The Committee on Accreditation for Respiratory Care (CoARC)

In the Graduate School of Biomedical Sciences, the Master of Public Health and the Doctorates of Population Health Sciences and Rehabilitation Sciences are accredited by the Council on Education for Public Health (CEPH).

Medical Residency programs are accredited by The Accreditation Council for Graduate Medical Education (ACGME).

HIPAA

HIPAA is the Health Insurance Portability and Accountability Act of 1996. It includes stringent standards defining appropriate and inappropriate disclosures of individually identifiable health information and how patient rights are to be protected. All UTMB students, along with faculty and staff, are provided and required to complete training to assure understanding of and compliance with HIPAA privacy rules.
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UTMB Mission Statement

UTMB's mission is to improve health for the people of Texas and around the world by offering innovative education and training, pursuing cutting edge research and providing the highest quality patient care.

UTMB is an inclusive, collaborative community of forward thinking educators, scientists, clinicians, staff and students dedicated to a single purpose—improving health. We prepare future health professionals for practice, public service and lifelong learning through innovative curricula and individualized educational experiences. We advance understanding and treatment of illness and injury through groundbreaking research, in the lab and at the bedside, including commercialization of such research as appropriate. We deliver skilled and patient-centered health care. And we continue to shape the future of health sciences education, research and clinical care by always asking, “What’s next?”

About the University

Established in 1891 as The University of Texas Medical Department, UTMB has grown from one building, 23 students and 13 faculty members, to one of the nation's leading university health sciences centers. Today, UTMB numbers more than 3,000 students, 500 residents and 12,000 employees.

Its 84-acre Galveston campus is home to four health sciences schools (Medicine, Nursing, Health Professions and Graduate Biomedical Sciences), three institutes for advanced study, a major medical library, and one of only two national laboratories dedicated to the safe study of infectious threats to human health. There are more than 25,000 living UTMB alumni, with 4,500 graduates practicing medicine in Texas, the highest number from any of the state's medical schools.

UTMB offers the full range of primary and specialized medical care through its network of Galveston based hospitals and more than 80 clinics at 40 sites, including standalone campuses located in Angleton and League City.

UTMB is a component of The University of Texas System and, as the state's first academic health center, has been defining health care in Texas for generations by providing a diverse and highly skilled health professions work force, advancing the understanding and treatment of illness and injury, and serving as a leading source of medical care for patients from throughout the state.

Although UTMB is located in the greater Houston metropolitan area and is a member of its world famous Texas Medical Center, the University's history and culture are inextricably linked with its island home. On September 13, 2008, UTMB and Galveston together faced Hurricane Ike, a storm that inflicted more than $1 billion of damage to campus facilities but also cleared the way to a most promising future. The storm forced a statewide conversation about UTMB's importance to the region and the critical need not only to re-build the institution, but also to commit to its growth and revitalization.

In the storm's wake:

• a new leadership team was forged,
• the University ended two consecutive fiscal years with a positive margin to reinvest in its mission,
• enrollment reached an all-time high,
• UTMB researchers received a prestigious Clinical and Translational Science Award,
• the clinical enterprise expanded its activities to the mainland with great success,
• state leaders committed more than $1 billion to UTMB, including funding to build a long-needed new hospital bed tower,
• the organization embarked on a $450 million capital campaign, which is already halfway to a successful conclusion, and
• UTMB’s culture has become much more entrepreneurial, focused on innovation and growth, buoyed by exceptional community support, and committed to national recognition.
The University's research strengths in microbial diseases and vaccines are world-renowned, and planning for comparably regarded programs in other selected areas is under way. Collaborations with other Texas Medical Center organizations continue to grow, and will be important in order for UTMB to realize its full potential. The University's undergraduate medical education program is among the most successful in the nation in producing a diverse and well-prepared group of new health professionals each year.

UTMB, the first academic health center in Texas, has conferred more than 34,000 degrees throughout its 120-year history. UTMB is a proud member of the Texas Medical Center, collaborating with other great Houston-area medical institutions.

UTMB employs nearly 13,000 people statewide, including more than 1,000 faculty members. More than 3,000 health sciences students and 600+ residents were enrolled in fall 2016, the largest enrollment in the history of the institution. Its annual budget for fiscal year 2016 exceeds $2 billion, and UTMB researchers were awarded grants and contracts totaling more than $120 million in fiscal year 2016. Its clinical enterprise, which currently includes John Sealy Hospital in Galveston and a network of 80+ clinics at more than 70 sites on and off the island, had more than 1 million outpatient visits and 30,000 inpatient admissions in fiscal year 2016.

The Academic Enterprise

Opened in 1891, UTMB’s School of Medicine combines a rich history of service with a forward-thinking spirit to fulfill its role as a public trust for the people of Texas and beyond. With 20 departments as well as numerous centers and institutes, the School of Medicine is a leader in education, diversity, translational research and clinical care.

More than 4,500 UTMB graduates are practicing medicine in Texas, the highest number from any Texas medical school. Counted among UTMB graduates are 31 Texas Medical Association presidents, three American Medical Association presidents and three Texas Nursing Association presidents.

UTMB takes tremendous pride in the diversity of its student body; the School of Medicine’s undergraduate medical education program ranks in the top 10 among medical school nationally in graduating Hispanic and African-American doctors.

UTMB’s Faculty Group Practice includes more than 550 physicians providing specialty care and primary care for the entire family, including state-of-the-art preventive, diagnostic and treatment services. As an academic medical practice, many UTMB physicians are also teachers and researchers working toward the continued improvement of the practice of medicine.

The School of Nursing, established in 1890, was the first school of nursing in the Southwest. As the first university affiliated school of nursing west of the Mississippi, UTMB’s School of Nursing (SON) has set the standard for progressive nursing education. The Baccalaureate Nursing Program offers the Bachelor of Science in Nursing (BSN) degree and has two tracks: the BSN-Traditional which is completed in four semesters, and the online RN-BSN Track which is completed in two semesters.

The school also boasts the first Master of Science (MSN) program in Texas, with a focus on excellence in clinical practice, education, and leadership. The SON graduate degree programs have won national awards for excellence by U.S. News and national online student surveys. The MSN program prepares graduates to make significant contributions to the improvement of health care through advanced clinical practice and evidence based research that meets the complex health challenges and needs of society. The MSN program consists of six tracks: Family Nurse Practitioner (FNP), Adult Gerontology Primary Care Nurse Practitioner (AGPCNP), Neonatal Nurse Practitioner (NNP), Clinical Nurse Leader (CNL), Executive Nurse Leader (ENL) and Nurse Educator (NE). All of the six tracks are offered in the online format.

The Doctor of Nursing Practice (DNP) program received initial CCNE accreditation in 2013 and the first class graduated in 2014. The online program offers a terminal practice degree in
nursing and enrolls master's prepared nurse practitioners. The program's mission is to prepare advanced practice nurse leaders who can transform health care with an emphasis on improving access to quality care and reducing health disparities. The program is designed to prepare nurse practitioners with strong clinical competencies, leadership, inquiry, and science skills with a focus on vulnerable populations and people at risk for health disparities due to socioeconomic status, lack of insurance, poor access, age, and/or minority status.

UTMB's Nursing PhD Program is online, using synchronous and asynchronous delivery, with only one required on-campus orientation/residency week (five days) each year. There are two entry levels: BSN to PhD and MSN to PhD. The program has as its foundation a focus on health promotion, human response, and healing with research emphasis in bio-behavioral research, vulnerable populations, and contemporary pedagogies. This unique focus gives students the opportunity to investigate nursing from a holistic perspective.

The School of Health Professions, which currently enrolls more than 800 students, offers baccalaureate degrees in Clinical Laboratory Sciences and Respiratory Care, master's degrees in Occupational Therapy, Clinical Laboratory Sciences, Nutrition and Metabolism, Physician Assistant Studies, Transfusion Medicine, a professional doctorate in Clinical Laboratory Science and Physical Therapy, and post professional certificates in several areas. The School of Health Professions' degree programs are regularly recognized nationally and have won numerous national awards for excellence by U.S. News and national online student surveys. In addition to designing and implementing innovative ways to deliver instruction to students at distant locations, the school continuously explores opportunities to expand its program offerings and interprofessional learning.

The Graduate School of Biomedical Sciences, with 326 students enrolled in 2016, comprises 14 graduate programs: ten based in departments of the School of Medicine, one in the School of Nursing, one in the Institute for the Medical Humanities, and two that are interdisciplinary.

The graduate programs and degrees are:
- Biochemistry and Molecular Biology (M.S., Ph.D.)
- Cell Biology (M.S., Ph.D.)
- Clinical Science (M.S., Ph.D.)
- Experimental Pathology (M.S., Ph.D.)
- Human Pathophysiology and Translational Medicine (M.S., Ph.D.)
- Master of Medical Science (M.M.S.)
- Masters of Public Health (M.P.H)
- Medical Humanities (M.A., Ph.D.)
- Microbiology and Immunology (M.S., Ph.D.)
- Neuroscience (Ph.D.)
- Nursing Doctoral (Ph.D.)
- Pharmacology and Toxicology (M.S., Ph.D.)
- Population Health Sciences (M.S., Ph.D.)
- Rehabilitation Sciences (Ph.D.)

A new Health Education Center is under construction that will provide 160,000 square feet of new educational space on campus. The Health Education Center will help bridge that gap by providing the technologically advanced training necessary to future physicians, biomedical researchers, nurses, physician assistants, clinical laboratory scientists, and occupational, physical and respiratory therapists, as well as experts in nutrition and rehabilitation science. The new building, scheduled to open in the spring of 2019, will feature collaborative instructional spaces to accommodate UTMB's expanding interprofessional education programs which will include a state-of-the-art simulation center with patient care units, birthing and operating room suites, a community home environment and labs for learning essential and advanced patient care skills.
Simulated patient care situations will provide a low-risk environment for learners to interact with highly realistic human simulators, practice skills and make patient care decisions. The HEC will also house simulation debriefing rooms where faculty members can facilitate discussions about students’ skill performance and decisions while providing an opportunity to learn from each other and become safer, more effective health care professionals.

The Clinical Enterprise

The University has been doing business as “UTMB Health” since fall 2010, following an extensive rebranding initiative and recognized need to ensure that the University’s mission—improving health—is clear to the entire population served by UTMB. Although applicable to the academic enterprise, which trains future health professionals and undertakes groundbreaking research to improve diagnosis and treatment, the mark is widely used throughout UTMB’s Health System.

The Health System and the Faculty Group Practice provide a comprehensive range of services throughout the lifespan, in campus- and community-based facilities. The Health System operates hospitals in Galveston, League City and Angleton as well as one of only three Level I trauma centers serving all ages in populous Southeast Texas. The Trauma Center serves a nine-county region of approximately 1.25 million people. In addition, the Health System operates a network of primary care and specialty clinics both on and off the island.

Programs of clinical excellence include: women’s and children’s health, burns and trauma care, cardiology, cancer, asthma, diabetes and metabolic diseases, and geriatrics.

Major Health System Facilities

UTMB serves patients from throughout Texas, and features an extensive network of primary and specialty care clinics and centers that complement hospitals on three campuses. Among its network of clinics in the rapidly growing Bay Area in northern Galveston County, UTMB recently opened the Multispecialty Center and Stark Diabetes Center, which offers a wide range of primary and specialty medical care with a focus on disease management. UTMB’s League City Campus, also in the Bay Area, is a standalone facility on a 65-acre campus that offers a 24-hour emergency department, inpatient and outpatient care and surgical services.

UTMB’s Angleton Danbury Campus is an acute care hospital serving the communities of Angleton, Danbury, Rosharon and the surrounding areas. As the first trauma designated facility in Brazoria County, the facility and its care teams, serve more than 60,000 patrons from throughout southern Brazoria County.

John Sealy Hospital in Galveston is a 12-story, 414-bed, general care teaching hospital that is undergoing modernization to serve patients, faculty and staff, well into the future. John Sealy includes a “hospital within a hospital” for children, comprising 26 pediatric acute care beds and four pediatric intensive care beds.

The Jennie Sealy Hospital facility features 310 patient rooms, including 60 dedicated ICU beds; a 28-bed day surgery unit; and 20 state-of-the-art operating suites. It also connects to UTMB’s new Clinical Services Wing, which contains the pharmacy, laboratory space, and support services.

In addition, UTMB operates a network of Regional Maternal and Child Health clinics throughout East, Southeast and South Texas, and currently operates a Texas Department of Criminal Justice Hospital on its Galveston campus. An affiliated Shriners Hospital for Children–Galveston is adjacent to UTMB’s campus and serves pediatric burn patients. UTMB clinical and research faculty with expertise in burns and wound healing maintain privileges at Shriners Hospital.
Notable Programs, Institutes and Centers of Excellence

Home to more than 45 Centers and Institutes, UTMB is known for its excellence in aging, neuroscience, cardiology, cancer, asthma, burns, and infectious diseases/vaccines. UTMB research on the universal flu vaccine has received much attention in our region and is just one example of the myriad ways in which UTMB scientists are making strides in improving health worldwide.

Below are highlights of some UTMB Centers and Institutes and a full listing and details may be found online at https://www.utmb.edu/centers.

Institute for Translational Sciences (ITS)

The Institute is the academic home of UTMB’s Clinical Translational Sciences Award (CTSA) from the National Institutes of Health/National Center for Research Resources. Through its CTSA award, the institute seeks to facilitate translational research as a rigorous discipline, develop translational research training programs at all levels in the graduate continuum, effectively conduct and bridge step 1 translational research to steps 2 and 3, and interface productively with the national CTSA consortium. In particular, this CTSA helps UTMB build teams of researchers with diverse skills who can work effectively toward positive health outcomes. These teams also serve as exemplary learning environments for the next generation of translational investigators. UTMB’s General Clinical Research Center (GCRC) resides within the CTSA and is part of a national network of centers with a primary mission to provide a research infrastructure for clinical investigators who receive grant support from other NIH components or from other Federal agencies. The GCRC has more than 45 consecutive years of funding.

Institute for the Medical Humanities (IMH)

The Institute is committed to moral inquiry, research, teaching, and professional service in medicine and health care. Members engage in research on ethical and legal problems in clinical practice and biomedical research; and on philosophical, historical, visual, literary, and religious dimensions of medicine and health care. This broad-gauged inquiry provides the foundation for the activities of the Institute faculty in medical and graduate teaching, clinical ethics consultation, and health policy analysis locally and in state, national, and international academic and public forums.

Institute for Human Infections and Immunity (IHII)

UTMB’s world-class infectious disease research programs are breaking new ground in understanding the nature of infectious diseases, and are working to translate new research concepts into products aimed at controlling emerging infectious diseases and mitigating their effects on society. IHII programs are the hub of infectious disease research at UTMB. The institute’s mission is to coordinate, facilitate and enhance the activities of UTMB’s research centers and programs that focus on advancing the fields of infection and immunity.

IHII programs and centers include the Galveston National Laboratory, the Center for Biodefense & Emerging Infectious Diseases, the Center for Tropical Diseases, the Sealy Center for Vaccine Development, the World Reference Center for Emerging Viruses and Arboviruses, and the McLaughlin Endowment for Infection and Immunity.

Sealy Center for Vaccine Development (SCVD)

Established in 2001, the SCVD numbers more than 75+ faculty from fourteen medical departments and incorporates the expertise of more than 100 cutting-edge UTMB research programs. The center’s mission is to create, perfect and promote the most effective and safest disease prevention strategies by fostering collaborative and programmatic research and facilitating the translation of laboratory findings to clinical care. Examples of diseases and pathogens for which vaccine development research and/or clinical trials are being conducted include: parasitic...
and respiratory diseases, arboviruses, sexually transmitted diseases, hemorrhagic fevers, and enteric bacteria. SCVD members also examine influences on vaccine acceptance and uptake, and address issues relevant to the development of public policies governing health care. In addition, the center facilitates education and training in vaccinology for graduate students, postdoctoral fellows and physicians.

**Galveston National Laboratory (GNL)**

Within a state-of-the-art facility, an extraordinary group of scientists are engaged in efforts to translate research ideas into products aimed at controlling emerging infectious diseases and defending our society against bioterrorism. The GNL is a national resource that complements and enhances UTMB’s decades of prominence in biomedical research and provides a world renowned resource for training researchers in infectious diseases. As one of only two National Biocontainment Laboratories constructed with funding awarded in October 2003 by the National Institute of Allergy and Infectious Diseases/National Institutes of Health (NIAID/NIH), the GNL provides much needed research space and specialized research capabilities to develop therapies, vaccines, and diagnostic tests for naturally occurring emerging diseases such as SARS, West Nile encephalitis and avian influenza – as well as for microbes that might be employed by terrorists. Products likely to emerge from research and investigations within the GNL include novel diagnostic assays, improved therapeutics and treatment models, and preventative measures such as vaccines. The GNL is the only national laboratory in Texas.

**Center for Biodefense and Emerging Infectious Diseases Research**

UTMB’s Center for Biodefense and Emerging Infectious Diseases (CBEID) was established in 2003, the same year the National Institutes of Health (NIH), National Institute for Allergy and Infectious Diseases (NIAID), selected UTMB as one of eight institutions to lead a Regional Center of Excellence for Biodefense and Emerging Infectious Diseases Research (RCE), and to receive a grant to construct on UTMB’s campus, one of two National Biocontainment Laboratories, now known as the Galveston National Laboratory. The 10-year, $105M RCE grant served as the foundation for investigator-driven research at UTMB and collaborating institutions in Texas, New Mexico, Oklahoma, Arkansas, and Louisiana. This award was a direct response to the need for strong infrastructure and multifaceted research, training and development activities applying the best basic, translational and clinical science to the generation of new diagnostic and vaccine countermeasures for NIAID Category A, B, and C pathogens and emerging and re-emerging infectious diseases.

The main goal of the CBEID is to support the mission of the Institute for Human Infections and Immunity (IHIII) by coordinating activities and research involving infectious agents, particularly emerging infectious diseases and agents of bioterrorism. The CBEID has two main objectives:

- To reduce the vulnerability of the US and other nations to the use of biological weapons for warfare and terrorism.
- To alleviate suffering from emerging and tropical infectious diseases through application of basic, translational, and field research, and through education.

The strategic research philosophy that has guided the CBEID’s development is to enable the best available intellectual and physical resources to be integrated and focused on defense against biological weapons, as well as emerging and tropical infectious agents of major global importance.

**Sealy Center on Aging**

The center facilitates communication and collaborative scholarship among researchers at UTMB related to aging. A specific goal is to build bridges between basic scientists and clinicians who share common interests in aging. The center sponsors a variety of activities directed toward fostering, strengthening and expanding efforts in aging research, education and community service.
at UTMB. It is home to The Claude Pepper Older Americans Independence Center, which seeks to identify predictors of physical function and recovery from illness in hospitalized geriatric patients; identify potential treatments to improve function and accelerate recovery; determine the efficacy of treatments in clinical trials in geriatric patients; and increase the number of investigators involved in geriatric research. UTMB is one of 15 Pepper Centers located throughout the United States and funded by the National Institute on Aging.

**UTMB National Heart, Lung, and Blood Institute (NHLBI) Proteomics Center**

UTMB's NHLBI Proteomic Center for Airway Inflammation is one of 10 highly interactive, multidisciplinary Proteomic Centers in the US. The NHLBI took the initiative to establish these centers to enhance and develop innovative proteomic technologies and apply them to relevant biological questions that will advance our knowledge of heart, lung, blood, and sleep health and disease. This initiative is intended to complement and enhance the NHLBI’s ongoing research programs, which represent substantial investments in clinical research, genomic research, basic biology, technologies, and training and education programs.

**UTMB Cancer Center**

Established in 2005, the center strives to coalesce all ongoing efforts in cancer research, clinical care, education and prevention into a larger cancer center effort with multidisciplinary, multi-departmental and multi-institutional components to provide the most up-to-date and compassionate care for the cancer patient.

**The University of Texas System**

Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic universities and six health institutions and is one of the nation’s largest systems of public higher education, and one that strives for excellence in productivity, efficiency and transparency.

The 14 independent UT System institutions together exemplify a diverse learning community that fosters innovation, ignites inquiry and values responsible stewardship. System institutions continuously work to ensure Texas students have access to unparalleled educational opportunities that allow them to thrive and grow. Every day, UT health institutions provide world-class health care that enables Texas residents to live longer and healthier lives, and System staff, students and faculty conduct innovative research that leads to groundbreaking discoveries.

**Health Institutions:**
- UT Southwestern Medical Center
- UT Medical Branch at Galveston
- UT Health Science Center at Houston
- UT Health Science Center at San Antonio
- UT MD Anderson Cancer Center
- UT Health Science Center at Tyler

**Academic Institutions:**
- UT Arlington
- UT Austin
- UT Dallas
- UT El Paso
- UT Permian Basin
- UT Rio Grande Valley
- UT San Antonio
- UT Tyler
Community

Founded in 1836, Galveston Island is located on the Texas Gulf Coast, just 45 miles southeast of Houston. With a population of approximately 50,000, Galveston has the amenities of a larger city, but the friendly feel of a small town. With 32 miles of beach, Galveston attracts approximately 5 million visitors annually and hosts special annual events, including the largest motor cycle rally of its kind, Mardi Gras, Dickens on the Strand, historic home tours, and the Lone Star Triathlon & 70.3 Ironman Competition. Visitors generate an estimated $800 million economic impact annually. Galveston is home to six historic districts with over 60 structures listed as representing architectural significance in the National Register of Historic Places, and it is home to the 1877 Tall Ship Elissa. The Island has a multifaceted economic base with expanding job markets in tourism (including a growing cruise ship industry), health care, marine-related fields and other areas. American National Insurance Company, one of the largest life insurance companies in the United States, is based in Galveston. Education and banking also are job fields that contribute to the strong, diverse economy.
Degrees Offered
UTMB offers the following degrees.

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES (GSBS)**

Master of Arts
  - Medical Humanities

Master of Medical Science

Master of Public Health

Master of Science
  - Biochemistry and Molecular Biology
  - Cell Biology
  - Clinical Science
  - Experimental Pathology
  - Human Pathophysiology and Translational Medicine
  - Microbiology and Immunology
  - Pharmacology and Toxicology
  - Population Health Sciences

Post-Baccalaureate Research Training Certificate Program

Doctor of Philosophy
  - Biochemistry & Molecular Biology
  - Cell Biology
  - Clinical Science
  - Experimental Pathology
  - Human Pathophysiology and Translational Medicine
  - Medical Humanities
  - Microbiology and Immunology
  - Neuroscience
  - Nursing
  - Pharmacology and Toxicology
  - Population Health Sciences
  - Rehabilitation Sciences

Post-Doctoral Certificate Programs

**SCHOOL OF HEALTH PROFESSIONS (SHP)**

Bachelor of Science in Clinical Laboratory Sciences

Bachelor of Science in Respiratory Care

Master of Occupational Therapy

Master of Physician Assistant Studies

Master of Science
  - Clinical Laboratory Sciences
  - Health Professions
  - Nutrition and Metabolism
  - Transfusion Medicine

Doctor of Occupational Therapy

Doctor of Physical Therapy

Post-Graduate Certificate
  - Pediatric Physical Therapy
  - Categorical Certifications in Clinical Laboratory Sciences

**SCHOOL OF MEDICINE (SOM)**

Doctor of Medicine

**SCHOOL OF NURSING (SON)**

Bachelor of Science in Nursing

Master of Science in Nursing

Doctor of Nursing Practice

Post-Master’s Certificate Programs

**COMBINED M.D./PH.D. PROGRAM**

Doctor of Medicine and Doctor of Philosophy
## Academic Calendars

*The current Master UTMB Academic Calendar may be found online at https://www.utmb.edu/enrollmentservices/. Each school also maintains more specific details of their calendars on their web sites and in their school bulletins.*

<table>
<thead>
<tr>
<th>2017-2018 Academic Calendar</th>
<th>2018-2019 Academic Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revised and Approved by SAC on 4/20/2017</strong></td>
<td><strong>Approved by SAC on 11/20/2015</strong></td>
</tr>
<tr>
<td><strong>Fall 2017</strong></td>
<td><strong>Fall 2018</strong></td>
</tr>
<tr>
<td>19-Aug</td>
<td>Welcome Weekend</td>
</tr>
<tr>
<td>21-Aug</td>
<td>Orientation Week</td>
</tr>
<tr>
<td><strong>Week 1</strong> 28-Aug</td>
<td>Classes Begin, 28-Aug</td>
</tr>
<tr>
<td><strong>Week 2</strong> 4-Sep</td>
<td>Labor Day, 4-Sep</td>
</tr>
<tr>
<td><strong>Week 3</strong> 11-Sep</td>
<td>Census Date, 12-Sep</td>
</tr>
<tr>
<td><strong>Week 4</strong> 18-Sep</td>
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<tr>
<td><strong>Week 5</strong> 25-Sep</td>
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<tr>
<td><strong>Week 6</strong> 2-Oct</td>
<td></td>
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<tr>
<td><strong>Week 7</strong> 9-Oct</td>
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<tr>
<td><strong>Week 8</strong> 16-Oct</td>
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<tr>
<td><strong>Week 9</strong> 23-Oct</td>
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<td><strong>Week 10</strong> 30-Oct</td>
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<tr>
<td><strong>Week 11</strong> 6-Nov</td>
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<tr>
<td><strong>Week 12</strong> 13-Nov</td>
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<tr>
<td><strong>Week 13</strong> 20-Nov</td>
<td>Thanksgiving Break, 2 3 &amp; 24-Nov</td>
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<tr>
<td><strong>Week 14</strong> 27-Nov</td>
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<tr>
<td><strong>Week 15</strong> 4-Dec</td>
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<tr>
<td><strong>Week 16</strong> 11-Dec</td>
<td>Last Day of Classes, 15-Dec</td>
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<tr>
<td>18-Dec</td>
<td>Winter Break</td>
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<tr>
<td>25-Dec</td>
<td>Winter Break</td>
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<tr>
<td>Week</td>
<td>Date</td>
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<tr>
<td>Week 1</td>
<td>4-Jan</td>
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<tr>
<td>Week 2</td>
<td>8-Jan</td>
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<tr>
<td>Week 3</td>
<td>15-Jan</td>
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<tr>
<td>Week 4</td>
<td>22-Jan</td>
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<tr>
<td>Week 5</td>
<td>29-Jan</td>
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<tr>
<td>Week 6</td>
<td>5-Feb</td>
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<tr>
<td>Week 7</td>
<td>12-Feb</td>
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<tr>
<td>Week 8</td>
<td>19-Feb</td>
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<tr>
<td>Week 9</td>
<td>26-Feb</td>
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<tr>
<td>Week 10</td>
<td>5-Mar</td>
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<tr>
<td>Week 11</td>
<td>12-Mar</td>
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<tr>
<td>Week 12</td>
<td>19-Mar</td>
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<tr>
<td>Week 13</td>
<td>26-Mar</td>
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<tr>
<td>Week 14</td>
<td>2-Apr</td>
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<tr>
<td>Week 15</td>
<td>9-Apr</td>
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<tr>
<td>Week 16</td>
<td>16-Apr</td>
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<tr>
<td></td>
<td>23-Apr</td>
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**Summer 2018**

<table>
<thead>
<tr>
<th>Week</th>
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<th>Event</th>
<th>Week</th>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Week 1</td>
<td>30-Apr</td>
<td>Classes Begin, 30-April</td>
<td>Week 1</td>
<td>6-May</td>
<td>Classes Begin, 6-May</td>
</tr>
<tr>
<td>Week 2</td>
<td>7-May</td>
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<td>Week 2</td>
<td>13-May</td>
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<tr>
<td>Week 3</td>
<td>14-May</td>
<td>Census Date, 14-May</td>
<td>Week 3</td>
<td>20-May</td>
<td>Census Date, 21-May</td>
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<tr>
<td>Week 4</td>
<td>21-May</td>
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<td>Week 4</td>
<td>27-May</td>
<td>Memorial Day, 27-May</td>
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<tr>
<td>Week 5</td>
<td>28-May</td>
<td>Memorial Day, 28-May</td>
<td>Week 5</td>
<td>3-Jun</td>
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<tr>
<td>Week 6</td>
<td>4-Jun</td>
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<td>Week 6</td>
<td>10-Jun</td>
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<tr>
<td>Week 7</td>
<td>11-Jun</td>
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<td>Week 7</td>
<td>17-Jun</td>
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<tr>
<td>Week 8</td>
<td>18-Jun</td>
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<td>Week 8</td>
<td>24-Jun</td>
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<tr>
<td>Week 9</td>
<td>25-Jun</td>
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<td>Week 9</td>
<td>1-Jul</td>
<td>Independence Day, 4-Jul</td>
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<td>2-Jul</td>
<td>Independence Day, 4-Jul</td>
<td>Week 10</td>
<td>8-Jul</td>
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<td>Week 11</td>
<td>9-Jul</td>
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<td>Week 11</td>
<td>15-Jul</td>
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<td>Week 12</td>
<td>16-Jul</td>
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<td>Week 12</td>
<td>22-Jul</td>
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<tr>
<td>Week 13</td>
<td>23-Jul</td>
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<td>Week 13</td>
<td>29-Jul</td>
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<tr>
<td>Week 14</td>
<td>30-Jul</td>
<td></td>
<td>Week 14</td>
<td>5-Aug</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>6-Aug</td>
<td>Last Day of Classes, 11-Aug</td>
<td>Week 15</td>
<td>12-Aug</td>
<td>Last Day of Classes, 16-Aug</td>
</tr>
<tr>
<td></td>
<td>13-Aug</td>
<td>No Classes</td>
<td></td>
<td>19-Aug</td>
<td>No Classes</td>
</tr>
</tbody>
</table>

*Subject to Change
Admission Requirements

Overview

The people of the state, through The University of Texas System, provide excellent facilities for education and research in the health sciences. It is the responsibility of each school to enroll those students who demonstrate the academic potential to complete the curriculum, and who could best serve the health care needs of the citizens of Texas. Staff of colleges and professional schools make every effort to guide and assist all students in their preparation. Ultimately, it is the student’s effort, capacity, and accomplishment that earn the student an opportunity for education in the health sciences.

The educational policies of UTMB are founded upon the regulations of the Board of Regents of The University of Texas System. UTMB is an upper-level, graduate, and professional-study institution. Once submitted, the application for admission and all supporting documents becomes the property of UTMB and are not returned to the individual submitting them or on whose behalf they are submitted.

Admissions and Competitive Scholarship Criteria

UTMB and each of its component schools will not use an applicant’s performance on a standardized test in the admissions or competitive scholarship process as the sole criterion for consideration or as the primary criterion to end consideration of the applicant. If an applicant’s performance on a standardized test is used in the admission or competitive scholarship process, the applicant’s performance must also be used to compare the applicant’s test score with those of other applicants from similar socioeconomic backgrounds to the extent that those backgrounds can be properly determined.

In addition, no weights will be assigned to any one factor considered in the admissions or competitive scholarship process for these programs. The University and its component schools may consider any or all of the following factors in making admissions and competitive scholarship decisions: socioeconomic background while in undergraduate school; an applicant’s academic record as a high school student and undergraduate student; if an applicant would be the first of his/her family to graduate from a graduate or professional program; multilingual proficiency; while as an undergraduate, applicant was employed, helped to raise children, or experienced other similar factors; region of residence during application; community involvement; commitment to a particular field of study; the comparative availability of members of that profession in the applicant’s region of residence; applicant was automatically admitted to a general academic teaching institution as an undergraduate student; and, a personal interview.

As authorized by the Board of Regents, UTMB has added race and ethnicity to the broad range of criteria considered for student admission and for awarding of scholarships and fellowships beginning with the academic year 2006–2007.

Applicants are encouraged to contact the school or program for additional and specific criteria for admissions. For questions, please contact Enrollment Services at (409) 772-1215.

Application Deadline Dates

Most programs at UTMB have a deadline for receipt of applications and supporting documents. These deadlines vary by program and application year. Applicants are advised to contact the program to which they are seeking admission for specific deadline dates.

Criminal Background Checks

Criminal background checks are a requirement for matriculation into degree and certificate granting programs at UTMB. Background check reports and drug screening results may be provided to affiliated healthcare facilities that the student will be attending as part of their required
course of study. Students will need to consult the specific school bulletin for complete information and requirements that pertain to their program and school.

In addition, if a student applies for on-campus housing, the University is entitled to check the student's criminal history record and will notify the student if this information is used to deny housing, as stated in Texas Government Code, Section 411.094.

**UNDERGRADUATE REQUIREMENTS FOR ADMISSION**

**General University Requirements**

To be considered for admission to any undergraduate program at UTMB, students must meet the following general requirements. All credentials must be submitted directly from the issuing institution to the Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305. Candidates applying to a program that utilizes a centralized application service, please refer to the school specific bulletin for information.

1. Submit a properly completed application for admission. Applicants may complete an online application by visiting the Office of Enrollment Services home page (http://web.utmb.edu/enrollmentservices).
2. Submit the appropriate application fee (see appropriate school bulletin).
3. Unless otherwise directed, an official transcript from each college-level institution in which the student ever enrolled must be submitted directly from the issuing institution to the Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305.
4. The student must have earned a minimum of 60 semester credit hours of acceptable college-level course work from an approved institution.
5. Refer to the appropriate school bulletin/website for specific GPA requirements.
6. In order to be admitted, the student must be accepted by UTMB's program and school to which admission is sought. Acceptance will be based upon competitive evaluation of the qualifications of the applicant with consideration of the availability of space and resources.

For additional admission requirements for specific schools, refer to the school bulletins/website.

**Additional Undergraduate Admission Policies**

**Texas Social Science Requirement**

Texas law requires that no person may receive an undergraduate degree unless he or she has taken and passed 6 semester credit hours in American (including Texas) government and 6 semester credit hours in American history. Three hours of Texas history may be substituted for one-half the history requirement. To meet the prerequisite requirements, history and government courses must have been completed with a grade of C or higher.

The Texas government requirement may be satisfied by correspondence study prior to or after matriculation of the student. History, government, and political science courses are not offered at UTMB. The SON requires all prerequisites to be completed prior to the start of classes.

**Texas Success Initiative (TSI)**

The Texas Success Initiative (TSI), formerly Texas Academic Skills Program (TASP), is a state-legislated program designed to improve student Success in College. All undergraduate students, including non-degree seeking undergraduate students, must provide evidence of meeting TSI prior to matriculation.

Undergraduate students who have earned a baccalaureate at an international institution are not automatically exempt from TSI at UTMB.

**Test of Essential Academic Skills (TEAS)**

Pre-licensure baccalaureate nursing applicants are required to take version V of the ATI (Assessment Technologies Institute) TEAS (Test of Essential Academic Skills) test. The results of this assessment are included in the overall evaluation of the application. This test can be scheduled through the ATI testing site, www.atitesting.com, and must be completed by the application deadline.
The University of Texas Medical Branch at Galveston (UTMB) CORE CURRICULUM POLICY

Students who will be receiving their first baccalaureate degree UTMB must successfully complete the Texas Core Curriculum requirements. The core curriculum consists of 42 semester credit hours in specified component areas. The table below lists core curriculum requirements and courses that may be used to satisfy them. All courses used to satisfy the CORE Curriculum must be completed with a grade of “C” or better.

If a student's transcript from another Texas public college or university indicates that the student has completed that institution's core curriculum, no additional core curriculum requirements will be imposed. If a student has not completed the core requirement at another Texas institution prior to entering UTMB, UTMB will accept academic credits from another Texas public college or university for the core curriculum courses successfully completed, with grades of C or better only. UTMB may accept academic coursework from private or out of state academic institutions to satisfy the core curriculum requirement based on UTMB policies for acceptance of transfer credit.

**Texas Core Curriculum Component Areas and Requirements**

<table>
<thead>
<tr>
<th>Component Area</th>
<th>Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (English rhetoric/composition)</td>
<td>ENGL 1301, ENGL 1302, ENGL 1311, ENGL 1312, ENGL 2311, ENGL 2314, ENGL 2315, or equivalent*</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 hours in Algebra—MATH 1314 or higher or 3 hours in Statistics—MATH 1342, MATH 1442, MATH 2342, MATH 2442, or PSYC 2317, or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Courses with prefixes BIOL, CHEM, GEOL, PHYS, HORT, ZOOL, or HECO 1322 or other natural sciences</td>
<td>12</td>
</tr>
<tr>
<td>Humanities and Visual and Performing Arts</td>
<td>Must include: 3 hours in visual/performing arts—Courses with prefixes ARTS, DANC, MUAP, MUSEN, MUSI, DRAM, or equivalent 3 hours in “other,” including literature, philosophy, modern or classical language/literature, and cultural studies**</td>
<td>6</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Must include: 6 hours in U.S. history—either HIST 1301&amp; HIST 1302, or HIST 1301 &amp; HIST 2301 6 hours in political science—GOVT 2301 &amp; GOVT 2302, or GOVT 2301 &amp; GOVT 2305, or GOVT 2301 &amp; GOVT 2306, or GOVT 2305 &amp; GOVT 2306. 3 hours in social/behavioral science—Courses with prefixes ANTH, ECON, CRIJ, GEOG, PSYC, SOCI, SOCW, or other social and behavioral sciences</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Texas Core Curriculum Semester Credit Hours: 42

* Communication application of English means the basic proficiency skills acquired during introductory courses and including a working competency in grammar, writing, speaking, and listening/comprehension in English.

** Humanities application of language skills includes a study of literature in the original language, and/or the cultural studies related to a modern or classical language.

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1 Texas Common Course numbers are provided for guidance. Information is available online at http://www.tccns.org, click on ACGM (The Lower-Division Academic Course Guide Manual of Texas Higher Education Coordinating Board Community and Technical Colleges Division). Applicants are encouraged to contact UTMB’s Office of Enrollment Services or the respective school/program office to inquire about other courses that may satisfy Core Curriculum requirements.

A revised Texas Core Curriculum centered on increasing student learning and improving student success will go into effect in Fall 2014. Detailed information can be found on the Texas Higher Education Coordinating Board’s website at http://www.thech.state.tx.us/index.cfm?objectid=6AB82E4B-C31F-E344-C78E3688524B44FB or by contacting the UTMB Office of Enrollment Services.
GRADUATE REQUIREMENTS FOR ADMISSION

Applicants applying to a program utilizing a centralized application service should refer to the school specific bulletin/website for instructions. Candidates applying to a program that utilizes a centralized application service, please refer to the school specific website for information.

1. Submit a properly completed application for admission. Applicants may complete an online application by visiting the Office of Enrollment Services Website (http://web.utmb.edu/enrollmentservices/).

2. Submit the appropriate application fee (see the appropriate school bulletin).

3. Unless otherwise directed, an official transcript from each college-level institution in which the student ever enrolled must be submitted directly from the issuing institution to the Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305. SON MSN applicants should have their transcripts submitted to the Nursing Centralized Application Service (NursingCAS) at NursingCAS, P.O. Box 9201, Watertown, MA 02471.

4. If required by the program, request that an official copy of scores earned on the, Graduate Record Exam (GRE) from the Educational Testing Service be submitted to Enrollment Services.

For additional admission requirements for specific schools or programs, refer to the school bulletin.

SCHOOL OF MEDICINE REQUIREMENTS FOR ADMISSION

Students applying for admission to the School of Medicine M.D. program, must first apply through the Texas Medical and Dental Schools Application Service in Austin. Specific information may be found at https://www.utsystem.edu/tmdsas/ or

Texas Medical and Dental Schools Application Service (TMDSAS)
P.O. Box 2175
Austin, TX 78767
Telephone: (512) 499-4785

Further information regarding entrance to the School of Medicine can be found on the schools website at https://som.utmb.edu/Admissions/default.asp.

M.D./Ph.D. COMBINED DEGREE PROGRAM

Students applying for admission to the M.D./Ph.D. Combined Degree Program should submit an application to the American Medical College Application Service (AMCAS) at http://www.aamc.org/students/amcas/start.htm. This application is for the Combined Degree Program only. Additional information may be found at http://www.utmbreadmission.edu/mdphd/.

Students interested in admission to the Graduate School of Biomedical Sciences only should submit an application to UTMB.

Students interested in admission to the School of Medicine only should submit an application to the TMDSAS.

ACADEMIC FRESH START

Texas Education Code Section 51.931, “Right to an Academic Fresh Start,” was established beginning with the fall semester 1993. This bill gives prospective undergraduate students who are residents of Texas the option of electing to have courses taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken 10 or more years prior to enrollment. The latter provision precludes satisfying prerequisites based upon work ignored under Academic Fresh Start.
In addition, graduate and medical applicants may take advantage of Academic Fresh Start. A graduate or medical applicant who has enrolled under the provision of ignoring course work undertaken 10 or more years prior to enrollment at UTMB and who has subsequently received a baccalaureate degree, has the GPA calculated for admission using only course work taken after approval of Academic Fresh Start. Questions regarding Academic Fresh Start and requests to take advantage of this policy should be directed to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

**INTERNATIONAL STUDENTS**

Applicants whose tertiary-level education has been completed at international institutions or applicants who will be attending on an F-1 Visa, must meet the following requirements, in addition to providing the credentials for their prospective program:

1. Take and score satisfactorily on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) if the native language is not English. A minimum satisfactory score is a total of 550 (or a score of 213 on the computer-based exam or a score of 79 on the internet-based exam) or 6.5 for IELTS. However, TOEFL or IELTS score requirements are one of the many criteria of a student’s admission and the requirement could vary based upon previous education, GPA, and related factors. Test of Spoken English is recommended for applicants to the GSBS.

2. Submit a course by course verified/attested evaluation of all foreign coursework. Evaluations must be obtained through one of the three credentialing services approved by UTMB. Additional information can be found on the Office of Enrollment Services website at [http://www.utmb.edu/enrollmentservices/](http://www.utmb.edu/enrollmentservices/) or by calling (409) 772-1215.

It is the goal of UTMB’s School of Medicine to accept only those students who are guaranteed to complete the full four years of the curriculum based on citizenship or permanent resident status. Therefore, only applicants who are permanent US residents or American citizens will be considered for interview and admission. Foreign coursework will not count towards satisfying any of the required courses listed in the Education Requirements section. All prerequisites must be taken at a regionally accredited US or Canadian college or university.

It is important that the international student apply well in advance of the anticipated term of enrollment in order to have enough time, if accepted for admission, to secure a student visa and make travel arrangements to UTMB.

As a condition of enrollment, all international students who are nonimmigrant aliens (such as those with F-1 visas) shall be required to furnish proof of existing health and repatriation insurance coverage. Coverage must be equal to the plan offered to UTMB students through The University of Texas authorized insurance program. Students who fail to comply with this requirement will not be allowed to register for classes. Information about any available policy and coverage amounts may be obtained from the Office of Enrollment Services.

The Office of Enrollment Services prepares the paperwork (I-20) necessary to apply for an initial student visa or to request continuation of a visa for educational purposes. The following requirements must be met prior to the initiation of the I-20 form:

1. The applicant must be accepted as a degree-seeking student by one of UTMB’s schools and submit all official credentials.

2. The applicant must submit an official score report providing evidence of a minimum score of 550 on the TOEFL (213 on the computer-based exam) or 6.5 on the IELTS, if the applicant’s tertiary work has been completed at international institutions.

3. The applicant must provide satisfactory evidence of financial support. The amount of financial support considered to be adequate for each 12-month period is listed below and...
is subject to change. However, international students with a UTMB graduate assistantship will pay the in-state tuition rate while the assistantship is in effect. Estimated cost for each 12-month period:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>School of Medicine</th>
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</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td></td>
<td></td>
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<tr>
<td>In-State</td>
<td>9,162</td>
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<tr>
<td>Out-of-State</td>
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<td>Living Expenses</td>
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<td>18,024</td>
<td>18,024</td>
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<tr>
<td>Personal Expenses</td>
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<td></td>
<td>9,900</td>
<td>9,900</td>
<td>9,900</td>
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</tbody>
</table>

Each international student should have at least $2,500 (U.S.) in available funds upon arrival at UTMB, because the student must secure housing, have funds for other essentials, and pay registration tuition and fees.

**Limitation on Admission of Nonresident Students**

No nonresident in the state of Texas shall be enrolled as a new or transfer student in any school or program when all of the three following conditions occur:

1. There is a limitation on the number of students who will be enrolled in the class of which such nonresident would be a member if he or she were enrolled.
2. The result of enrolling such nonresident would be to increase to greater than 10 percent the percentage of nonresidents enrolled in the class of which such nonresident would be a member if he or she were enrolled.
3. At the time of the proposed enrollment of such nonresident, admission to the school or program is being denied to one or more Texas residents who have applied for admission and who reasonably demonstrate that they are probably capable of doing the quality of work that is necessary to obtain the usual degree awarded by the school or program.

**Readmission**

Former students of UTMB who have not been continuously enrolled and who wish to reenroll must complete and submit an application for readmission. Unless they have been on an approved leave of absence for the duration of their absence, regular admission requirements must be met. Processing procedures parallel those for admission in that official transcripts of college-level work not already on file must be submitted. Minimum GPAs must be met and, if a program change is involved, any associated requirements must be satisfied.

Students who withdraw from the University to perform active service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services and may be eligible for the same financial assistance provided before the student's withdrawal. See Texas Education Code, Section 51.9242

A graduate or professional student who withdraws from or defers admission to the institution to perform active military service in a combative operation will be readmitted to their program, previously earned coursework will be applied toward the program, and any standardized test score previously submitted will be accepted. Texas Education Code, Section 51.844
Grade Point Average Calculation for Admission to The School of Medicine

Grade point averages are calculated by the TMDSAS according to the guidelines of the Texas Coordinating Board for Higher Education which determines the procedures for calculating the GPA for students seeking admission to a graduate or professional school in the state of Texas.

Grade Point Average Calculation for Admission to The School of Nursing, School of Health Professions, or The Graduate School of Biomedical Sciences

Procedures for calculating the GPA for students seeking admission are as follows:

1. Only official transcripts from approved institutions of higher education are accepted for evaluation and grade point calculation.
2. All academic work undertaken and grades or symbols assigned at each institution are indicated on the official transcript(s).
3. All grades assigned for academic course work are used in calculating the various GPAs specified by the schools and programs.
4. A 4.0 scale is used in computing the GPA (i.e., A = 4.0 points per semester hour; B = 3.0; C = 2.0; D = 1.0; F = 0.0).
5. A grade or symbol indicating failure (e.g., F, WF, NC, or a Pass/Fail system failure) is counted as hours undertaken, but no grade points are earned.
6. Excluded from the GPA calculation are any credit by examination (CR), Quit (Q), Withdrew (W), Withdrew Passing (WP), Incomplete (I or X), and Pass grades within a Pass/Fail system.
7. The GPA is computed by multiplying each grade point (see items 4 and 5 above) by the semester (or equivalent) hours earned per course and totaling the products. The semester (or equivalent) hours of courses undertaken are then totaled. The total of quality points earned is divided by the total semester or quarter hours. The result is calculated to the 100th place, giving the official cumulative GPA.
8. Academic work at foreign colleges, universities, or preparatory schools may be excluded from the calculations. In such cases, the academic performance of the student and credit are evaluated by the registrar and UTMB’s school to which admission is sought. Publications regarding a given country’s educational programs (e.g., World Education Series, publications of the American Association of Collegiate Registrars and Admissions Officers) are used as references in making the determination.
9. Students approved for Academic Fresh Start will not have courses taken 10 or more years ago computed in their admission GPA.

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2 An approved institution is one that has received accreditation from one of the regional accrediting agencies. International students must have completed equivalent work at a recognized international institution.
Orientation

Each new student is required to participate in either an onsite or online orientation program. During orientation, a variety of information will be provided. Registration and fee payment are included in the orientation schedule. The following activities occur at onsite orientation:

- Information about the University and the school will be provided.
- Key University and school officers will be introduced.
- Special attention will be given to the student’s academic program, including academic advisement.
- Information about various UTMB services will be provided. Representatives of the areas will be introduced, and they will provide information about the services offered.
- Representatives from the Student Health and Counseling will discuss available health services and the health requirements that must be completed prior to registration.
- Students will have the opportunity to meet other new students, as well as faculty and staff in their areas of study.

These activities and many other events occur during the orientation period. One of the benefits of orientation is learning where to direct future questions. For more information, contact your UTMB School of choice or the Office of Student Life.

Registration

Registration is coordinated by the Office of Enrollment Services in cooperation with the school in which the student enrolls. Tuition and fees are due in full the last business day prior to the first day of class unless arrangements for installment payments have been completed. The first payment of the installment plan is also due the last business day prior to the first day of class. Most new students are preregistered by their school in advance of orientation. Students can check their UTMB MySTAR Student Center for their schedules and balances due.

For subsequent registrations, instructions are available in program director offices for degree-seeking students prior to the beginning of each term.

Non-degree-seeking students should request enrollment well in advance of the beginning date of the course because priority will be given to degree-seeking students. Non-degree-seeking students should report to the Student Affairs or Academic Affairs office of their school to request permission for continuing registration approval.

Demographic Information

All students are required to ensure that all personal and demographic records in the Enrollment Services Office reflect current data.

At the time of registration and throughout a student’s enrollment, it is the student’s responsibility to keep the Enrollment Services Office informed of (a) current address and phone number, and (b) permanent address and phone number. The updates may be made online using UTMB MySTAR Student Center.

Enrollment Services is located in suite 2,210, Ashbel Smith Building; telephone (409) 772-1215; fax (409) 772-5056. Office hours are 8 a.m.–5 p.m. Monday through Friday, except official holidays.

Eligibility for Registration

To be eligible for registration, the student must have been officially admitted as a new student, or officially readmitted following an absence, and must have satisfied all admission requirements, or must be a continuing student who is eligible to continue as a student at UTMB. Any student deemed ineligible due to an academic, administrative, or disciplinary sanction will be barred from registration.
New and readmitted students must provide verification of compliance with immunization and insurance requirements to Student Health and Counseling prior to registration. International students must also provide verification of compliance with medical, repatriation, and medical evacuation insurance requirements prior to registration.

All students with a “hold” on their registration due to an outstanding financial obligation to UTMB or for failure to meet an administrative obligation are denied registration until the hold is removed.

**Health Insurance**

All enrolled UTMB students are required to have and to maintain health insurance. Also, international students are required to furnish proof of health and repatriation insurance coverage. International students may enroll in the plan offered to UTMB students through The University of Texas System authorized insurance program or furnish proof of existing health and repatriation insurance coverage equal to the plan approved by The University of Texas System Board of Regents.

Information regarding student health insurance plan available through UT System can be found on the Academic Health Plan website at [https://utmb.myahpcare.com/](https://utmb.myahpcare.com/) and on the Student Health web site [http://www.utmb.edu/studenthealth](http://www.utmb.edu/studenthealth). For more information or assistance, contact UTMB Student Health.

Graduate students who are appointed as graduate assistants may participate in the group health insurance program for UTMB employees. Graduate students are also eligible for the same benefits as other UTMB students and may utilize the same services.

The registration of a student who fails to provide proof of Health Insurance by the required deadline may be cancelled by the student’s Dean of their School.

**Immunization Requirements**

All new students are required to comply with the Texas Higher Education Mandatory requirements, Texas Department of Health Services immunization regulations, the Center for Disease Control recommendations, and UTMB policies regarding required immunizations. Information regarding required immunizations may be found on the Student Health web site [http://www.utmb.edu/studenthealth](http://www.utmb.edu/studenthealth).

Students must provide written verification of specific immunizations. Students who are not in compliance with these requirements will not be allowed to participate in clinical activities involving direct patient contact. Further, registration may not be permitted until these requirements are met. Students who have not been continuously enrolled at UTMB and who have interrupted their studies at UTMB by one semester or more are required to meet the same health and immunization requirements as new students to be eligible to register.

**Bacterial Meningitis Information**

Bacterial meningitis is a serious, potentially deadly disease. Symptoms include severe headaches, fever, vomiting, stiff neck, rash, lethargy, light sensitivity, confusion, nausea, and seizures. The more symptoms a person have, the higher the risk of bacterial meningitis infection. When these symptoms occur, students should seek immediate medical attention.

Acknowledgement of receiving this information will be done through MySTAR as required by State Law (Chapter 51, Education Code, Section 51.9191).

In addition to acknowledging receiving the above information, all students under the age of 22 the first day of the semester must show proof of receiving the meningitis vaccine. For more information please visit Student Health website at [www.utmb.edu/studenthealth](http://www.utmb.edu/studenthealth).
Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) Infections, and Hepatitis B Virus (HBV) Policy

UTMB is in compliance with The University of Texas System Policy and Guidelines on Acquired Immune Deficiency Syndrome, Human Immunodeficiency Virus Infection, and Hepatitis B Virus. A copy of this policy and copies of the educational pamphlet about methods of transmission and prevention of HIV infection are available in the office of the student affairs dean in each of UTMB’s schools.

Late Registration

Late registration may be permitted by the Registrar in exceptional circumstances with the written approval of the dean, or the designated representative, and upon payment of a $100 late registration fee.

Registration Changes

When a student is registered for a course in a school other than the school in which he or she is officially registered, the policies of both schools regarding registration changes apply, with more restrictive policies taking precedence.

Adding and Dropping Courses

“Adding” and “dropping” refer to the established procedure by which students, after completing official registration for a specific enrollment period, add or drop one or more courses to their approved course of study prior to the census date, but remain enrolled for the term. Please refer to each school bulletin for specific policies and procedures. With appropriate approvals, a course may be added or dropped for a term until the census date, except for the School of Medicine, where adding and dropping is not permitted after the class has begun unless approved by the school. The census date for a term varies with the length of the term. The calendars for each school can be accessed on the school’s websites. Except for the time period indicated above, students may not add or drop a class, except for the unusual and extenuating circumstances as approved by the appropriate dean or a designee and the Registrar. Students adding or dropping a course may be subject to additional tuition and fees or may be eligible for a refund. Additional fee assessments are due and payable when the change is executed, unless the student is currently on an installment plan. In that case, the payments are adjusted accordingly.

When a student drops a course, no notation of the original course registration is entered on the student’s permanent academic record.

Each student is responsible for processing the schedule change by the appropriate deadline. The effective date of the change is the date of receipt by Enrollment Services, or the date the change was processed online by the student.

Withdrawing From a Course

“Withdrawing” from a course refers to the established procedure by which students, subsequent to the designated “drop” date for a given enrollment period, request to remove one or more courses from their schedule but wish to remain in other courses for which they are registered. Please refer to each school bulletin for specific policies and procedures. The following guidelines apply to all courses.

When a student is given permission to withdraw from a course, a symbol of W (withdrew), is assigned and is entered on the student’s permanent academic record. Each student is responsible for processing the withdrawal from a course by the appropriate deadline. The effective date of the change is the date of receipt of the withdrawal form by Enrollment Services, or the date the change was processed online by the student.
Withdrawal From School

Students who withdraw from school prior to the end of the academic period for which they are enrolled must submit to the appropriate dean, or designated representative, a written notice of withdrawal, indicating the period of time to be involved and intentions concerning resumption of studies. If the student intends to return and the request is approved, the dean may grant the student a leave of absence. Additional information regarding Leaves of Absence may be found in the individual school bulletins. If prescribed procedures are not followed, the student will be withdrawn from the University and will be required to re-apply for admission to the program. If the student does not intend to return, a notation is made to the student's academic record indicating the student has withdrawn from the program. A grade of W will be assigned for all courses currently enrolled when the student withdraws from school.

The transcript for a student who fails to follow the withdrawal process will reflect final course grades based on the course syllabi.

Student services and privileges, such as health services, library privileges, and facilities usage, are terminated when a student withdraws from the institution. At the time of withdrawal the student ID card should be surrendered.

Effect of Registration Changes

A change in the enrollment status can affect the student's financial aid eligibility and obligations (such as tuition and fees, scholarship awards, stipends, financial aid, veteran's benefits, and other governmental benefits) and international student status.

Whenever changing enrollment status, i.e., dropping a course(s), withdrawing from a course(s), or withdrawing from school, the student should review the award stipulations with a representative from Enrollment Services to determine the effect of the action on any assistance being received. The student should also meet with his/her dean or academic advisor to determine if there is any impact on the student's eligibility to progress in the degree program.

Following the close of a term, a student who elects not to return is expected to submit a letter of resignation and/or a Withdrawal Form to the school. Should the student later desire to resume student status, a new application for admission will be required. Requirements, procedures, and acceptance will be the same as for new students.

International students who are on an F-1 visa must meet with the International Student Representative in Enrollment Services prior to withdrawing from courses for a term. Other international students should consult with the International Office to determine if there is any impact on the student's eligibility to continue in the program, if the student withdraws from a course.

Students should also refer to the specific school bulletin for school registration-related policies regarding the effects of withdrawal and registration changes on their academic progress.
Tuition, Fees, and Other Charges

Tuition

Policies governing the payment and refunding of tuition, fees, and other charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. Tuition and fees are subject to change by legislative or Board of Regents action and may become effective without prior notice. The Texas Legislature does not set the specific amount for any particular incidental student fee. The student fees assessed below are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by University administration and The University of Texas System Board of Regents. Clarification of matters relating to payment or refund of charges should be obtained from the Office of Enrollment Services.

Detailed information regarding current tuition and fees may be found online at:
http://www.utmb.edu/enrollmentservices/tuitionandfees.asp

Payment of Tuition and Fees

Upon registration, students are assessed tuition and fees, which are payable by the announced deadline.

Payment can be made in person or online. UTMB accepts payment by cash, check, and the following credit cards: American Express, Discover, MasterCard, and Visa. Credit cards accepted are subject to change with sixty (60) days’ notice. UTMB also accepts e-check and credit card payments via https://mystar.utmb.edu/. UTMB reserves the right to refuse payment by check from those who have presented checks that were subsequently dishonored.

The registration of a student who fails to pay tuition and fees by the required deadline may be cancelled by the University Registrar.

Tuition and Fee Payment Options

The following tuition and fee payment options are available to students:
1. Full payment of tuition and fees in advance of the beginning of the semester.
2. Payment according to the provisions of an approved installment payment option.

Installment Payment Option

For schools other than the School of Medicine, for the fall and spring semester, payment of one-third of the tuition and fees is due in advance of the beginning of the semester, one-third is due prior to the start of the sixth class week, and the final one-third payment is due before the beginning of the 11th class week.

For the School of Medicine, payment of one-fourth of the tuition and fees is due in advance of the beginning of the academic year; the remaining balance is due in three payments during the year at announced deadlines.

Please note that certain costs may not be deferred under the installment plan. Student liability insurance must be paid in full at the time of registration.

Payment of tuition and fees by the deferred payment plan requires completion of the appropriate deferred payment plan option forms, available online at https://mystar.utmb.edu/. There is a nonrefundable $25 charge for the deferred payment plan. A $25 late fee per payment will be assessed those students who are delinquent in payments. A fee payment schedule will be available in the Student Accounts Office prior to the beginning of each semester. A student electing the installment payment plan is responsible for all fees due for the period of registration and for all calendar deadline dates relating to refunds, schedule changes, withdrawals, late fee charges, and other related costs at http://www.utmb.edu/enrollmentservices/tuitionandfees.asp.

A student who fails to make payment of tuition and fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior
to the end of the semester may be denied credit for the work done that semester; grades, official transcripts, and degrees may be withheld and re-registration may be denied.

**Effect of a Financial Obligation to the University**

The existence of a financial obligation to the University may result in one or more of the following actions at the University’s option:

1. a bar against readmission and re-registration;
2. withholding of the student’s grades and official transcript;
3. withholding of a degree to which the student otherwise would be entitled;
4. any and all other penalties and actions authorized by law.

**Tuition Rebate**

Resident students entering a baccalaureate degree program on or after September 1, 1997 may be eligible for a tuition rebate of up to $1,000 if the student:
1. is awarded a baccalaureate degree; and
2. has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and course credit earned exclusively by examination.

For more information contact Enrollment Services at enrollment.services@utmb.edu.

**Refund Policies**

When a refund is warranted, a check covering all refunds due will be mailed by the Bursar’s Office to the address on file in the Office of Enrollment Services within approximately 30 days.

Refunds of tuition and fees paid by a sponsor, donor, financial aid, or scholarship are refunded to the source rather than directly to the student who has withdrawn if the funds were made available through the sponsor.

**School of Nursing, School of Health Professions, Graduate School of Biomedical Sciences**

1. A student officially withdrawing from school during a fall or spring semester or a summer term that is 10 or more weeks in duration is entitled to a refund of tuition and certain fees according to the following schedule:
   - Prior to the first class day ...................................................... 100%
   - less $15 registration processing fee
   - During the first five class days of the term......................... 80%
   - During second five class days of the term.......................... 70%
   - During third five class days of the term .............................. 50%
   - During fourth five class days of the term ......................... 25%
   - After the 20th class day ...................................................... None

2. A student officially withdrawing from school during a summer term less than 10 weeks in duration is entitled to a refund of tuition and certain fees, as follows:
   - Prior to the first class day : .................................................. 100%
   - less $15 registration processing fee
   - During the first, second or third class day of the term ...... 80%
   - During the fourth, fifth or sixth class day of the term ...... 50%
   - After the sixth class day of the term ................................. None

3. A student who drops a course prior to the census day of a semester or fourth class day for a six-week summer term but who remains enrolled for other courses during that semester or term is eligible for a 100 percent refund of tuition and fees for the course dropped.
4. Several irregular term offerings exist among the schools. For information about refund dates for these terms, consult with a representative of the Office of Enrollment Services. Also, see the section of this catalog “Withdrawing From a Course” for procedures for courses that begin or end on irregular calendar dates.

School of Medicine

Medical students register for periods of approximately 12 months. For refund purposes, each of the 12-month periods is divided into two segments. The first segment coincides with the beginning of class, and the second begins in December. For a student who withdraws from medical school or who is placed on a leave of absence, refunds are authorized as follows.

First Segment

Prior to the first class day for the first segment, the student will receive a full refund for both the first and second segments, less the $15 registration processing fee. (Year 1 begins late August/early September; Years 2, 3, and 4 begin in June.)

After classes begin for the first segment, refunds will be issued as follows:

- During the first five class days: 80% for the first segment of the year and 100% for the second segment of the year.
- During the second five class days: 70% for the first segment of the year and 100% for the second segment of the year.
- During the third five class days: 50% for the first segment of the year and 100% for the second segment of the year.
- During the fourth five class days: 25% for the first segment of the year and 100% for the second segment of the year.
- After the 20th class day: No refund for the first segment of the year, 100% for the second segment of the year.

Second Segment

Prior to the first class day of the second segment, the student will receive a full refund of second segment tuition and fees, less the $15 registration processing fee, if not enrolled in first segment.

After classes begin for the second segment, refunds will be issued as follows:

- During the first five class days: 80% of the second-segment tuition and fees.
- During the second five class days: 70% of the second-segment tuition and fees.
- During the third five class days: 50% of the second-segment tuition and fees.
During the fourth five class days................................. 25% of the second-segment tuition and fees
After the 20th class day ................................................................. No refund

**Military Withdrawal and Refund Policy**

Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material.

**Residence Classification for Tuition Purposes**

Each student is responsible for registering and paying tuition according to the proper residence classification.


Each student is classified as a resident or nonresident for tuition purposes. Medical students are initially classified by the Texas Medical and Dental Schools Application Service; all other students are classified by the Registrar. A student who believes the initial classification to be in error, or who believes that residence for tuition purposes has been established subsequent to the initial classification, may have a review by submitting the Residence Questionnaire form to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

A student who wishes to appeal the classification by the Registrar may do so by writing a letter of appeal to the University Registrar that explains fully the basis for reclassification as a resident of Texas for tuition purposes. Upon receipt of the letter of appeal, the University Registrar will call a meeting of the Residence Appeals Committee. The decision of the Residence Appeals Committee is final and is communicated to the student in writing as soon as possible following the committee's action.

**Tuition and Fees Waiver Programs for Certain Non-Resident Persons and Exemptions**

Under certain circumstances some individuals who are classified as non-resident persons shall be permitted to pay resident tuition. Some of the most commonly used are delineated below. Information about other exemption and waiver programs may be obtained from Enrollment Services.

**Competitive Scholarships**

The holder of a competitive scholarship may be eligible to pay in-state tuition in lieu of out-of-state tuition for the semester/session/term for which the scholarship is valid. These types of waivers are not automatic and are only available provided they do not impose undue hardship on the School or University. The recipient must be selected by an official UTMB Scholarship Committee and the scholarship must be competitive (including Texas residents). The award must be at least $1,000 for the academic year.
Graduate Teaching or Research Assistantship

Individuals employed one-half time as graduate research or teaching assistants at UTMB in a field associated with the academic degree sought at UTMB are eligible to pay in-state tuition in lieu of out-of-state tuition for themselves and for spouses and dependent children attending UTMB.

To qualify for this exemption, the student must provide the proper documentation to the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305, at the time of registration or tuition and fee payment.

Students in the M.D./Ph.D. Combined Degree Program

Students formally admitted to M.D./Ph.D. Combined Degree Program and pursuing combined degrees are eligible to pay in-state tuition in lieu of out-of-state tuition, provided they hold a competitive scholarship or stipend.

Veterans and Dependents

Exemption of Texas Ex-Service Personnel (Hazelwood Fee Exemption Statute)

The State Legislature has directed that a legal resident of Texas is to be exempted from certain required fees, but not from deposits, when the individual meets all the following criteria:

1. Has resided in Texas for a period of not less than 12 months prior to the date of registration. (Exceptions are veterans who have re-enlisted and are stationed outside of Texas and spouses of active duty personnel stationed outside of Texas)
2. Declared Texas as their home of record at the time of entering service or entered service in the state of Texas
3. Has served for a minimum of 181 days of net active military duty excluding training time.
4. Was honorably discharged or separation of or discharge under honorable conditions (except those who were discharged because they were over the age of 38 or because of a personal request).
5. Not in default on any student loan made or guaranteed by the state of Texas.

If federal education benefits are less than what would be received as a Hazelwood exemption, the student may receive an exemption for the difference between the federal benefits and the student's maximum Hazelwood exemption. Federal benefit eligibility may not be exhausted through a default on a loan. No student may use the Hazelwood exemption for more than 150 credit hours, with the count beginning in fall 1995.

To obtain this exemption, the veteran who expects to utilize this benefit should obtain proof of eligibility or ineligibility of GIBILL/Montgomery benefits from the Veterans Administration and apply to the Office of Enrollment Services for instructions well in advance of the date of registration. Every applicant claiming the benefit of this exemption must submit satisfactory evidence of current Texas residence, evidence military status relating to their discharge and residency at time of entry (DD214), and evidence of entitlement to the exemption, other documents for residency as needed. Until such proof has been accepted by the Registrar in the Office of Enrollment Services and the entitlement has been established, the student must pay the regular fees from personal funds.

Benefits for Children of Texas Veterans

Exemption from payment of tuition and certain fees is provided to children of members of the armed forces who were killed in action or died while in the service in World War II, the Korean War, or the Cold War era and to orphans of members of the Texas National Guard and the Texas Air National Guard killed since Jan. 1, 1946, while on active duty. Procedures relating to this provision may be obtained from the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Additional information and Hazlewood applications may be found at the State of Texas Hazlewood information site: http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=500
Military Personnel, Commissioned Officers of the Public Health Service, and Dependents of Veterans Who Died While in Military Service

Under certain circumstances, these categories of students may be eligible to pay in-state tuition in lieu of out-of-state tuition for themselves, their spouses, and their dependent children. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Economic Development and Diversification Employees

Employees of certain companies identified by the THECB and their families may be eligible to pay in-state tuition in lieu of out-of-state tuition. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Teachers, Professors, and Their Dependents

Teachers and professors employed at least half-time on a regular monthly basis by any Texas public institution of higher education may pay in-state tuition in lieu of out-of-state tuition for themselves, their spouses, and their dependent children. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Registered Nurses in Postgraduate Nursing Degrees

Registered nurses who are authorized to practice professional nursing in Texas may be permitted to pay resident tuition and fees without regard to the length of time the registered nurse has resided in Texas if they meet the criteria and intend to teach in a program in Texas designed to prepare students for licensure as registered nurses. Details on the procedures to establish eligibility are available in the Office of Enrollment Services, 301 University Boulevard, Galveston, TX 77555-1305.

Children of Disabled Firemen, Peace Officers, Employees of the Texas Department of Criminal Justice, Game Wardens, Children of Prisoners of War or Persons Missing in Action, and Deaf or Blind Students

Under certain circumstances, these categories of students may be eligible for an exemption from all or some tuition and fees. Details on the procedures to establish eligibility are available in the Office of Enrollment Services.

FINANCIAL AID

The Office of Enrollment Services manages all financial aid programs at UTMB. Students may call (409) 772-1215 to discuss financial aid with a counselor, or visit the office for assistance. Walk-in hours are 8:00 a.m.–5:00 p.m. Monday–Friday. During these times, a counselor is available to meet with students to discuss their needs. Counselors are also available to answer questions by emailing sfinaid@utmb.edu. Additional information may be found on the Enrollment Services web site at: http://web.utmb.edu/enrollmentservices. Graduate students who seek appointment as graduate assistants should contact the director of their program.

Students applying for financial assistance must be enrolled in a degree-seeking or certificate-awarding program of study, must be enrolled at least half-time (half-time for undergraduate students is six hours; half-time for graduate students is five hours), and be making satisfactory progress towards completion of their program of study. Undergraduate students who are enrolled less than half-time may still qualify for assistance under the Federal Pell Grant program. Students who are receiving financial assistance and withdraw or take an approved leave of absence before completing at least sixty percent (60%) of the term must contact the Office of Enrollment Services to determine if any of the financial aid funds they have received for the term must be repaid as a result of the Return to Title IV calculation.
Basis for Awards

Most funding is awarded on the basis of financial need. Federal regulations require that any assistance provided from federal funds be contingent upon a careful determination of the student's financial need. The technique of need analysis establishes a reasonable estimate of the ability of the applicant and of the applicant’s family to contribute to educational expenses. Students may be expected to defray part of their expenses by contributing their savings or summer earnings, or both. Parents may be expected to contribute to the cost of education based on federal guidelines calculated when the student submits the Free Application for Federal Student Aid (FAFSA). If the applicant meets the criteria of an independent student based on federal financial aid guidelines, then the parent is not expected to contribute. The actual amount of contribution expected from parents is determined by such circumstances as the family's income, total assets, and number of dependents. Thus, financial need, in this context, may be defined as the difference between the cost of attending UTMB and the amount of the contribution by the student and the student's family. Enrollment Services calculates the cost of attendance based on costs for required tuition, fees, books and supplies (these items are considered as the educational component of the student budget) plus a reasonable amount of funding to cover living expenses. The budget can be adjusted to consider additional expenses such as child care, dependent care, or medical/dental expenses not covered by insurance. These expenses are reviewed on an individual basis and students with these types of expenses should contact Enrollment Services to discuss funding options.

In order to receive need-based institutional funds (loans, grants, scholarships), students must establish eligibility for exceptional financial need. This requires all students to submit their parents’ information on the FAFSA and use the IRS Data Retrieval tool when doing so. Students who wish to be considered for these funds must also submit UTMB’s Institutional Scholarship and Grant Verification Worksheet with appropriate signatures. Students who cannot secure parents information should contact Enrollment Services to discuss options that may be available in lieu of parent's information. The FAFSA can be filed online at (http://www.fafsa.ed.gov/).

Funding Priorities

Early applicants who have submitted a complete financial aid application packet and have established themselves with eligibility for exceptional financial need are given priority in awarding the Institutional Grant, Scholarship, and Institutional Loan programs; the campus-based programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, and Federal Work-Study); and Loans for Disadvantaged Students.

Because these programs are based on exceptional financial need, this approach helps ensure assistance to students who would be unable to attend for lack of financial resources. Students who are considered ineligible for financial aid on the basis of financial need may still apply for a Federal Direct Unsubsidized Loan or an alternative loan.

Awarding of Financial Aid Funding

All students who are eligible and who qualify for need-based financial aid will be awarded financial aid accordingly:

- The Federal Direct Subsidized Loan will be the first financial aid awarded. Students who do not wish to borrow and who are entitled to receive the Federal PELL Grant may receive the Federal PELL Grant only.
- Federal Work-Study (FWS) will be given to students who indicate they would like to participate in this program. This money is awarded on a “funds-available” basis (i.e., federal work-study is awarded until there are no more funds). Medical students must secure clearance from the Associate Dean of Student Affairs before being placed in a FWS position. International students are not eligible to receive Federal Work Study. All Federal Work Study
students must meet all UTMB employment screening including security clearance and drug screening. Available work-study jobs and applications are on UTMB's Human Resources website.

- Institutional scholarships and grants will be awarded next on a funds-available basis to students who demonstrate exceptional need.
- Institutional loans will be given to students on a funds-available basis.
- Financial aid will be taken away from students in the reverse order as needed, in accordance with the federal refund policy.

Financial Planning

The first semester of professional school is often a difficult period of adjustment and can be even more trying if a student has financial problems. It is important to apply early for financial aid so that funds can be made available at the beginning of the semester. In addition, since the total cost of attending professional school may be greater than anticipated, it is very important to plan carefully to meet those educational needs.

Students entering UTMB should plan a budget for the entire period for which they hope to receive financial aid. To assist students with the necessary calculations, sample budgets for all major programs at UTMB are available on the Office of Enrollment Services web site. These are suggested budgets for use in planning.

The financial aid programs at UTMB are designed to assist students in meeting the cost of professional education. In order to estimate how much financial assistance is necessary, each student should total expected costs.

Applying for Financial Aid

To complete an application for financial aid you must complete the Free Application for Federal Student Aid (FAFSA) each year. UTMB's institutional code for the FAFSA is 013976. Information regarding the current procedures and application forms, and instructions are available from the Office of Enrollment Services. It is important that application procedures be followed and priority dates met to avoid delays and possible decreases in financial aid. The system is web-enabled. After receiving and processing the FAFSA, you will be emailed a request for additional information if required. If no additional information is needed your file will be considered complete and ready to be awarded.

Programs of Student Financial Aid

Four categories of aid are available: grants, scholarships, employment programs, and loans. Details regarding each of the programs are available from the Office of Enrollment Services. The listing below indicates currently available aid programs, subject to the student's eligibility and funding. The following abbreviations are used:

- Graduate School of Biomedical Sciences (GSBS)
- School of Health Professions (SHP)
- School of Medicine (SOM)
- School of Nursing (SON)

Grant Programs

Federal PELL Grant Program (SHP and SON undergraduates)
Federal Supplemental Educational Opportunity Grant (SHP and SON undergraduates)
Texas Public Education Grants (SHP, GSBS, SOM, SON)
Texas Grant (SHP and SON undergraduates)
UTMB Designated Tuition Grant (SHP, GSBS, SOM, SON)
Scholarship Programs
Available scholarships can be found at http://www.utmb.edu/enrollmentservices/scholarships.asp. Once a student has been accepted for admission, an application can be accessed and completed via MySTAR.

Employment Programs
The Federal Work-Study Program is administered by the Office of Enrollment Services. If you are receiving Federal Work-Study, you will receive an email with Enrollment Services regarding the process for securing a job.

Loan Programs

- Primary Care Loan (SOM)
- Loans for Disadvantaged Students (SOM)
- Federal Direct Loan Program (SHP, GSBS, SOM, SON)
- Nursing Student Loan Program (SON)
- The Ella Kate and Wallace Ralston Medical and Nursing Students’ Loan Fund (SOM, SON)
- Federal Perkins Loan Program (SHP, GSBS, SOM, SON)
- Institutional Loans (Long-Term)—published list at http://www.utmb.edu/enrollmentservices/financialaid_loans.asp
- Institutional Loans (Short-Term)—published list at http://www.utmb.edu/enrollmentservices/financialaid_emergencyloans.asp

Some UTMB schools have other scholarships and/or emergency loan funds restricted to students enrolled in the particular school. For more information, students should contact the student affairs dean or director of UTMB's school in which they are enrolled.
Academic Integrity and Standards of Conduct

UTMB Honor Pledge

On my honor, as a member of the UTMB community,
I pledge to act with integrity, compassion, and respect
in all my academic and professional endeavors.

This pledge, created by UTMB students and faculty, was first used at Fall Orientation in August 2002. These expectations are part of the professional academic evaluation of students in all courses and serve as a capstone to UTMB’s Honor Policy (Conduct and Discipline Policy) and other codes and statements of principles of UTMB’s schools.

Academic integrity is central to all scholarly and professional endeavors. All UTMB students are expected to display the highest standards of academic integrity in every aspect of their academic and professional pursuits while enrolled at UTMB.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such an act.

Procedures to be followed in the event of alleged academic dishonesty are described in the Rules and Regulations of the Board of Regents of The University of Texas System and in UTMB Student Conduct and Discipline Policies and Procedures. Alleged academic dishonesty issues should be reported to the appropriate student affairs officer.

Professionalism

Professionalism Charter of UTMB’s Community

Preamble:

Everyone who works or studies at UTMB is a member of a community of professionals dedicated to advancing UTMB’s mission, vision and values. Members of UTMB’s community, though diverse in culture, educational backgrounds and beliefs, share a common set of professional values that help them remain true to UTMB’s historic commitment to the health of Texas. These values, or professional commitments, are outlined in this charter.

Professionalism is the standard of conduct for everyone at UTMB. The foundation for UTMB’s culture of professionalism is rooted in the trust placed in those who deliver patient care, conduct research, educate future health care professionals, provide administrative support, maintain a supportive environment, and strive to learn.

Each member of UTMB’s community has a responsibility to act with integrity, compassion, and respect toward one another and those we serve. Honoring this responsibility and being accountable constitute the essence of professionalism. UTMB’s Professionalism Charter was developed in this spirit.

The following professionalism commitments apply to each member of UTMB’s community.

Commitment to a culture of trust. Every member of UTMB’s community has a responsibility to fulfill obligations with compassion and respect. We work collaboratively toward a common goal of ensuring a safer and more efficient academic health institution. We immediately address lapses in behavior and support the remediation of problems.

Commitment to diversity. Every member of UTMB’s community seeks to understand differences and honors personal choices. We do not discriminate against each other or those whom we serve.
Commitment to competence and growth. Every member of UTMB’s community commits to lifelong learning. We are personally responsible for maintaining the knowledge, skills and attitudes necessary to be the very best we can be.

Commitment to confidentiality. Every member of UTMB’s community protects the privacy of personal and sensitive information about patients, families, co-workers, research participants, students and the institution. We are responsible for earning the trust and ensuring the safety of our community.

Commitment to honesty. Every member of UTMB’s community values truth and accountability. We act with integrity in our day-to-day activities. When we make mistakes, we acknowledge them and take corrective action.

Commitment to the responsible use of resources. Every member of UTMB’s community is a good steward of the resources entrusted to the university. We use money, equipment, time and space responsibly.

Commitment to value. Every member of UTMB’s community is dedicated to the continuous improvement of all programs and services to achieve the best results for patients, students, the workforce and our stakeholders. We seek to develop our capacity to deliver the best care, advance health education, promote preventive medicine and advocate public health policy.

Commitment to appropriate relations. Every member of UTMB’s community avoids using a position of power to unfair advantage. We recognize the inherent vulnerability of individuals who enter into educational, research, employment and therapeutic relationships and never exploit our position for any personal advantage.

Commitment to manage conflicts of interest. Every member of UTMB’s community recognizes, discloses and addresses real or perceived conflicts of interest. We work to maintain institutional and professional integrity.

Commitment to the appropriate discovery and use of knowledge. Every member of UTMB’s community embraces ethical practice related to the acquisition, use and dissemination of knowledge. We have a duty to uphold scientific standards.

This document has been adapted from Medical Professionalism in the New Millennium: A Physician Charter, Annals of Internal Medicine, 2002; 136 (3): 243–246, created by the ABIM Foundation, ACP-ASIM Foundation and European Federation of Internal Medicine under the auspices of the Medical Professionalism Project.
UTMB Student Rights and Responsibilities

This statement was developed by the Honor Pledge Committee and endorsed by the Student Government Association and Faculty Senate. It was written to succinctly list some pertinent responsibilities and rights that are covered in many institutional student policies. This statement includes expectations that address the educational environment and promote campus collegiality. This statement does not replace existing policies governing conduct and discipline or change the consequences.

Students have the right to:

• Campus facilities that promote successful student outcomes in learning and testing experiences
• A campus environment where academic integrity can thrive
• A timely appeal process
• A presumption of innocence if accused of wrongdoing
• A timely grading process
• Confidentiality, to the extent allowed under law, in the disciplinary and/or hearing process
• Respectful treatment from faculty, staff and fellow students
• Participate in the constructive evaluation of faculty and curriculum
• A campus environment that is safe and where both physical and intellectual property rights are respected.

Students will:

• Refrain from all forms of cheating including misappropriation in their own work
• Neither facilitate nor tolerate academic dishonesty
• Uphold University standards of behavior that do not violate the Regents’ Rules and Regulations, institutional rules, or federal, state, or local laws whether such conduct takes place on or off campus.
• Uphold the highest standard of confidentiality with respect to information about patients, clients, or research subjects
• Eschew the use of pressure, threat, abuse, bribery or other practices in order to gain undue advantage
• Be courteous and considerate to faculty and classmates in the classroom by refraining from conversation and other distractions (e.g. cell phones, tardiness).
• Be respectful

Hold each other accountable for behaviors that undermine a culture of diversity and inclusion

• Report violations of the Standards of Conduct, Student Handbook, Honor Pledge, UTMB Conduct and Discipline Rules or Professionalism Charter in order to improve the educational, patient care and work environment
• Be receptive to constructive criticism, feedback and dialogue about their professional development
• Assume responsibility and initiative for their learning.

Administrative Summons

A request to report to an administrative officer should be considered as imperative by the student. The student should report as requested or should notify the administrator that he or she cannot report at the requested time and should make specific arrangements to report at an alternate time.

UTMB IHOP policy 07.01.03, Student Conduct and Discipline, will be followed for any academic and non-academic conduct summons. Under the Student Conduct and Discipline policy, refusal of a student to accept delivery of the summons notice, failure to maintain a current
address with the registrar, or the failure to read mail or email is not good cause for the failure to respond to a summons. If a student fails to appear without good cause, as determined by the Student Affairs Officer or Student Conduct and Discipline Officer, the Student Affairs Officer or Student Conduct and Discipline Officer (after consultation with the Dean of the school) may bar or cancel the student’s enrollment or otherwise alter the status of the student until the student complies with the summons. If the student failing to appear as directed in a summons is the student against whom charges are being reviewed, in addition to the above, the Student Affairs Officer or Student Conduct and Discipline Officer may proceed with disciplinary action based upon other information available using the disciplinary procedures in the Student Conduct and Discipline policy.

**Use of Alcoholic Beverages**

*(Regents’ Rules and Regulations, Series 80102)*

**Rule and Regulation**

Sec. 1 Prohibition. The use of alcoholic beverages is prohibited on property and in buildings owned or controlled by The University of Texas System or any of its institutions. However, the Chancellor of U. T. System or the president of an institution may waive this prohibition with respect to any event sponsored by U. T. System or any of its institutions. An event is sponsored if a budgeted office, department, or division of U. T. System or any of its institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by U. T. System or any of its institutions.

Sec. 2 Does Not Apply. Section 1 immediately above does not apply to areas that are licensed under State law for the sale and service of alcoholic beverages, to a Special Use Facility during use by a non-institutional individual, group, association, or corporation for purposes permitted by the Regents’ Rules and Regulations, Series 80106, or to property, buildings, or facilities that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.

Sec. 3 Strict Enforcement. State law relating to alcoholic beverages will be strictly enforced at all times on property and in buildings owned or controlled by U. T. System or any of its institutions.

**Hazing**

Hazing in state educational institutions is prohibited by both state law (Sections 51.936 and 37.151 et seq., Texas Education Code) and by the Regents’ Rules and Regulations (Series 50101). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. UTMB IHOP policy 07.01.03, Student Conduct and Discipline, will be followed for all alleged hazing incidents.

**Individuals**

A person commits an offense if the person: 1. engages in hazing; 2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing; 3. recklessly permits hazing to occur; or 4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.
Organizations
An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Definition
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 alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity
b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
c. any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
e. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

Immunity
In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice, to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to $1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from $500 to $10,000 and/or confinement for up to two years.

Copyrighted Material
The unauthorized distribution of copyrighted material may subject a student to civil and criminal penalties. Information describing the penalties for violations, information about the institution’s policies on peer-to-peer file sharing, and information regarding disciplinary actions that may be pursued can be found in UTMB’s Student Disciplinary Policy, IHOP Policy 7.1.3, Student Conduct and Discipline, available at: https://www.utmb.edu/policies_and_procedures/IHOP/Student/IHOP%20-%202007.01.03%20-%20Student%20Conduct%20and%20Discipline.pdf
Solicitation
(As stated in Regents’ Rules and Regulations, Series 80103)

Rule and Regulation

Sec. 1 Prohibition of Solicitation. No solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility owned or controlled by U. T. System or any of the institutions unless permitted by the Regents’ Rules and Regulations.

Sec. 2 Exceptions to Prohibition. The following activities shall not be deemed solicitations prohibited by this Rule when conducted in accordance with the approved rules and regulations of U. T. System or any of the institutions. Such activities must be conducted in a manner that does not disturb or interfere with the academic programs or administrative activities of U. T. System or any of the institutions or any program or activity that is conducted by or is authorized by U. T. System or any of the institutions; does not interfere with entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities; does not harass, or intimidate the person or persons being solicited; and does not violate applicable State, Federal, or local laws or regulations:

2.1 Newspapers and Magazines. The distribution, sale, or offer for sale of a newspaper, magazine, or other publication by means of an unattended rack or vending machine in area(s) designated in advance by U.T. System’s Chancellor or the president of an institution or his or her delegate for the direction of such activity.

2.2 Food and Drink. The sale or offer for sale of food, drink, or any other product that may be lawfully sold by means of a vending machine that is operated by U.T. System or a subcontractor, under an approved written agreement, in an area designated in advance by the Chancellor of U.T. System or the president of an institution or his or her delegate. The University of Texas System Rules and Regulations of the Board of Regents Rule: 80103 Page 2 of 13.

2.3 Publications. The sale or offer for sale by U. T. System or a subcontractor, under an approved written agreement, of any publication of U. T. System or any of the institutions or of any book or other printed material to be used in the regular academic work of an institution.

2.4 Services. Any offering of services and related products by a third party or by U. T. System and/or one or more of the institutions on behalf of a third party (a “Third Party Service Offering”) established and maintained primarily for the convenience of students, faculty, staff, or patients. Such Third Party Service Offering must be established and maintained pursuant to a written agreement between the third party and any affected U. T. System entity or entities and such written agreement:

(a) clearly sets for the nature and scope of the solicitation activities that the third party is permitted to undertake on U. T. System property and is construed to prohibit any solicitation activities not specifically enumerated in such written agreement;
(b) is of specified duration with defined renewal procedures and periods; and
(c) includes appropriate provisions to protect the privacy of students, faculty, staff, and patients and requires compliance with Section 2 above.

A president who has exercised delegated authority to authorize a Third Party Service Offering that allows campus credit card marketing activities shall comply with all requirements of Chapter 761 of the Texas Business and Commerce Code and shall assure that a session on credit card and debt education, as well as protecting personal information from identity theft, is included in all orientation programs for new students.

2.5 Sale of Items at Events. The sale or offer for sale by U. T. System or any of the institutions or a subcontractor, under an approved written agreement, of food, drink, souvenirs, novelty items, and programs at athletic contests or other programs or events sponsored or authorized by U. T. System or any of the institutions.

2.6 Collections and Sales by University Organizations. The collection of contributions or the sale of merchandise, publications, food, or nonalcoholic beverages by the students’ association or by a registered student, faculty, or staff organization. A students’ association or a registered student, faculty, or staff organization may not conduct such solicitation activities on behalf of or for the benefit of any individual, association, organization, corporation, or group of individuals that is not registered as a student, faculty, or staff organization or that is not otherwise qualified under the criteria of Section 2.9 below to conduct solicitation. In the case of specific drives for disaster relief, the chief student affairs officer of the institution may approve a drive that complies with all other requirements of Section 2 immediately above. Texas law allows a registered student organization to be relieved from State sales tax liability in certain circumstances detailed in the Texas Tax Code. All proposed sales events are subject to applicable provisions of these Rules and to other institutional policies concerning the time, place, and manner of solicitation. The items offered for sale may not be items that the organization has obtained on consignment.

2.7 Collections of Fees or Dues. The collection of membership fees or dues by registered student, faculty, or staff organizations at meetings of such organizations scheduled in accordance with the facilities use regulations of any institution.

2.8 Admission Fees. The collection of admission fees for the exhibition of movies or for other programs that are sponsored or presented by U. T. System or any of the institutions or, if permitted by and scheduled in accordance with the approved rules and regulations of the institution, by the students’ association or by a registered student, faculty, or staff organization.

2.9 501(c) (3) Organizations. Solicitation of funds by any organization that can present to the Chancellor of U. T. System or the president of the institution, or his or her delegate, written evidence from the Internal Revenue Service that the organization has been granted an
exemption from taxation under *Internal Revenue Code* Section 501 (c) (3). Such solicitation must be conducted in an area(s) designated for that purpose by the chief administrative officer or his or her delegate. Persons soliciting on behalf of an organization must have credentials identifying them as authorized agents of the organization. Permission to solicit shall not be used by the organization as an endorsement by U.T. System or any of the institutions. No organization may solicit under this subdivision for more than a total of 14 days, whether continuous or intermittent, during each State fiscal year.

### 2.10 Goods and Services for Residence Halls

Occasional sales or offers of sales of goods or services that comply with applicable Federal, State, and local laws and regulations and are conducted solely for the resident(s) of an individual university residence hall room or an individual apartment when a resident of such room or apartment has given specific invitation in advance for salespersons to come to the individual residence hall room or individual apartment for that purpose. This exception does not authorize sales or offers of sales of goods or services within a university residence hall room or apartment by the occupant, door-to-door sales or offers of sales of goods or services, or sales or offers of sales of goods or services to persons who are present in an individual residence hall room or apartment but are not residents of such room or apartment.

### 2.11 Event Sponsors

Under the terms of an approved written agreement, the acknowledgement of a sponsor of an intercollegiate athletics department or athletic event of an institution may be displayed on the official web page of such athletics department and, at the option of the sponsor, a textual hypertext link and/or a graphic hypertext link to the Web page of the sponsor may also be displayed. Such agreement may also provide for an acknowledgement of the sponsor to be announced over a public address system, displayed on a scoreboard or electronic message center, or displayed by other means at locations designated for that purpose in athletic facilities pursuant to an approved policy of the institution. The content of such acknowledgement and any use of the name, logos, symbols, or marks of an institution by the sponsor must be according to established formats approved by the Trademark Licensing Director or, if nonstandard, have the prior written approval of the Trademark Licensing Director. See also The University of Texas System Administration Policy UTS122, *Guidelines for Web Site Solicitations*.

### 2.12 Electronic Message Centers

Advertising displayed on an outdoor electronic marquee or message center owned and operated by U. T. System or any of the institutions.

### 2.13 Athletic Tournaments

Advertising and merchandise displayed at an athletic tournament that is sanctioned by the official national or international organization for such athletic competitions, provided that, such advertising and merchandise is required to be displayed under the terms of one or more contractual agreements between such organization and one or more sponsors and such contracts were in effect prior to the date that an institution was selected as the site for the tournament.
2.14 Raffle Tickets. The sale or offer for sale by a registered student organization of charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the provisions of Texas Occupations Code Section 2002.001 et seq.

2.15 Computer Hardware and Software. The display and demonstration by manufacturers and distributors of personal computer hardware and software suitable for use by students and faculty in the academic programs of an institution and the presentation of information and demonstrations related to remote networks for personal computers by entities that provide access to such networks. Such activities may be conducted once each academic year upon invitation by the president of the institution or his or her delegate and must be limited to the time and place designated by and under guidelines specified and controlled by the institution. A manufacturer or distributor of personal computer hardware or software or an entity that provides access to remote networks for personal computers may not make sales or take orders.

2.16 Benefit Plan Information. The distribution or presentation to officers and employees of U. T. System or any of the institutions of material related to health benefit plans, life insurance, tax sheltered annuities, retirement plans or programs, or other benefits that are available to such officers and employees through employee benefit plans or programs offered by or approved by U. T. System or any of the institutions. Such material may be distributed or presented only at the Office of Human Resources of U. T. System or any of the institutions, at the benefits office of a health profession practice plan of a health institution, or at meetings scheduled for that purpose pursuant to guidelines established by U. T. System Office of Human Resources. Those companies that are currently authorized Optional Retirement Program vendors may, at the invitation of U. T. System or any of the institutions, be permitted to engage in on-campus group seminars for the purpose of providing education, product marketing, and participant enrollment, subject to such rules and limitations as U. T. System may deem necessary and appropriate. Currently authorized Optional Retirement Program vendors may advertise such on-campus meetings throughout the institution, subject to prior approval by the institution. The term “currently authorized Optional Retirement Program vendor” means a company that has a current contractual agreement with U. T. System to provide Optional Retirement Program products to officers and employees of U. T. System or any of the institutions but does not include those companies with grandfathered Optional Retirement Program participation or vendors of Tax Sheltered Annuity products or services.

2.17 Employee Discount Programs. The distribution or presentation to employees of U. T. System and any of the institutions of material related to products and services offered by companies that provide employee discount programs, merchandise membership programs, credit union and banking programs, or other benefits that are available to such officers and employees through discount plans or programs approved by U. T. System or any of the institutions. Such material may be distributed or presented by the Office of Human Resources of U. T. System or any of the institutions, with the approval of the institution's
president, and placed on institution web pages for the purpose of providing education, product and service information, and participant enrollment, in accordance with guidelines promulgated by the Executive Vice Chancellor for Business Affairs.

2.18 Employees. Solicitation by the officers or employees of U. T. System or any of the institutions acting in the course and scope of their authority.

2.19 Printed Material from U. T. Organizations. Subject to the institution’s reasonable and nondiscriminatory rules concerning the time, place, and manner of distribution, sale, or display of material, the distribution, sale, or display by a students’ association or a registered student, faculty, or staff organization of printed material (including any newspaper, magazine, or other publication, any leaflet, flyer, or other informal matter or any sign, banner, or exhibit), or the distribution or display of such material, at no cost, by individual students, faculty, or staff, or oral statements by students, faculty, staff, or their associations or registered organizations. A publication within this rule may contain paid advertising, but only if the publication is devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the advertising. Printed material and oral statements under this rule may also contain advertising for academic or administrative units of U. T. System or any of the institutions, for registered student, faculty, or staff organizations, or for organizations that are not operated for profit. This rule does not authorize any form of advertising except as provided in the preceding two sentences. This rule does not authorize distribution, sale, or display of any publication operated for profit. An organization or publication is operated for profit if any part of the net earnings of its operation or distribution inures to the benefit of any private shareholder or individual.

2.20 Commonly Used Services.

(a) Delegation. The display and distribution of printed material from tables or booths by providers of services that are commonly utilized by students, faculty, and staff of U. T. System or any of the institutions, such as financial institutions, long distance telephone carriers, utilities, housing locators, printers and duplicators, tutors, or employment agencies. The Board delegates to the Chancellor or president the authority to designate no more than two one-day periods each academic year for the activities authorized under this provision and will determine their time and place as well as the number of providers who participate. The activities of a provider must be conducted in compliance with State law, Section 1 above, and other U. T. System or institutional guidelines. A provider may not make sales of or take orders for services. U. T. System or any of the institutions shall charge an appropriate fee for the privilege of conducting such activities. Any provider who violates State law, the Regents’ Rules and Regulations, or the applicable guidelines of the institution in the course of activities permitted under this provision, shall not be permitted to participate in such activities for a period of one (1) year from the date of the violation.
(b) Restrictions on Credit Card Marketing. An individual who has exercised delegated authority under (a) above to allow campus credit card marketing activities shall comply with all requirements of Chapter 761 of the Texas Business and Commerce Code and shall assure that a session on credit card and debt education, as well as protecting personal information from identity theft, is included in all orientation programs for new students.

2.21 Athletic Events, Professional Entertainment Touring Events, or Cultural or Historical Festivals or Exhibitions.

(a) Delegation. A president may designate a reasonable number of areas in a reasonable proximity to the exterior of a facility used for intercollegiate athletic events, professional entertainment touring events, or occasional cultural or historical festivals or exhibitions, and may authorize such areas to be used for the display of motor-propelled vehicles and for the location of booths, tables, or kiosks to be used for the display of merchandise, the distribution of free samples of merchandise, and the display and distribution of printed material related to merchandise, products, or services. Such activities may be authorized only on the day before and the day or days of an intercollegiate athletic event, a professional entertainment touring event, a cultural or historical festival or exhibition, or an event that is related to athletics that takes place in the facility. The president may designate a reasonable number of areas inside a facility to be used for intercollegiate athletic events, professional entertainment touring events, or cultural or historical festivals or exhibitions for such activities if the safety officer of the institution approves the designation and use of the area. All persons engaged in or associated with such displays and distributions must conduct those activities in compliance with State law, the Regents’ Rules and Regulations, and with other guidelines specified by the institution. Such persons may not make sales of or take orders for such vehicles, merchandise, products, or services. The institution shall charge an appropriate fee for the privilege of using such areas. Persons or entities that violate State law, the Regents’ Rules and Regulations, or the applicable guidelines of the institution while using designated areas under this provision shall not be permitted to engage in activities under this provision for a period of one (1) year from the date of the violation.

(b) Restrictions on Credit Card Marketing. An individual who has exercised delegated authority under (a) above to allow campus credit card marketing activities shall comply with all requirements of Chapter 761 of the Texas Business and Commerce Code and shall assure that a session on credit card and debt education, as well as protecting personal information from identity theft, is included in all orientation programs for new students.

2.22 Elections. In the course of an election process held pursuant to the approved constitution, bylaws, or election code of the faculty governance organization or of the student government organization
of an institution or an election held pursuant to the approved rules, regulations, or policies of an institution, requests may be made to support or to vote for or against a qualified candidate for an office or position to be filled at such election or to support or to vote for or against a proposition to be decided at such election. Such request may be made only by the candidates for an office or position; by a registered student, faculty, or staff organization and its members; or by a student, faculty member, or staff member. Individuals and organizations making such requests must conduct all activities in compliance with the approved time, place, and manner regulations of the institution; the provisions of the constitution, bylaws, election code, rules, regulations, or policies authorizing the election; and Section 1 above. No faculty member, staff member, or student employee may engage in such activities during any period that he or she is being paid to perform services for an institution.

2.23 Support of a Candidate or Proposition. The request to support or to vote for or against a candidate for an elective position or office or for or against a proposition on a ballot for a public election held pursuant to federal, State, or local laws when such request is made by a registered student, faculty, or staff organization, or by a student, faculty member, or staff member. Persons or organizations must conduct such activities in compliance with Section 2 above; with the time, place, and manner regulations of the institution; with the provisions of federal, State, or local laws governing such election; and may not use any equipment, supplies, or services of an institution. No faculty member, staff member, or student employee may engage in such activities during any period that he or she is being paid to perform duties for an institution. No registered student, faculty, or staff organization that receives State funds from any source may engage in such activities.

2.24 Web Page Link. The placement on an institution web page (as defined below) of textual and graphic information and a hypertext link to the web site of a person or commercial entity for which U. T. System or any of the institutions may receive revenue or avoid costs as a result of the permitted solicitation ("Web Site Solicitation"). Web Site Solicitations shall be placed on institution web pages in accordance with guidelines promulgated by the Executive Vice Chancellor for Business Affairs. An institution web page is a page created or maintained by or on behalf of an institution or an office, department, or division of an institution, and located within an institution's information technology environment.

2.25 Roommate Advertisements. Subject to the institution's reasonable and nondiscriminatory rules concerning time, place, and manner of posting, students, faculty, and staff may post advertisements for roommates, subleases, and sales of used goods that the seller has personally owned and used.

Sec. 3 Impermissible Solicitation. All permissible solicitation must be conducted in compliance with Section 2 above and the time, place, and manner regulations of the institution. If, after reasonable investigation, it is determined that impermissible solicitation is being or has been conducted or that permissible solicitation is being or has been conducted in violation of the Regents' Rules and Regulations or the approved rules and regulations of the institution.
(1) a student, a faculty member, or a staff member will be subject to such
disciplinary penalty as may be appropriate, and

(2) a student’s association or a registered student, faculty, or staff
organization shall be prohibited from solicitation for such period
or periods of time as may be appropriate. In the case of repeated
violations, the registered status of the organization may be cancelled or
other appropriate penalties may be imposed. Any penalty or penalties
must be imposed pursuant to the due process procedures of applicable
Regents’ Rules and Regulations or approved rules and regulations of U.
T. System or any of the institutions.

Sec. 4 Disclosure of Solicitation. A student’s association and each registered student
organization shall, within 30 days after the beginning of each long session
semester, file with the Dean of Students or other appropriate official a statement
fully disclosing the sources and amounts of money obtained from solicitations
during the preceding semester or summer session and fully disclosing the
purposes and amounts of the expenditures made during the preceding semester
or summer session. Any organization failing to comply with the provisions of
this Rule shall be prohibited from solicitation activities until the organization
files the required report.

Definitions

Solicitation—means the sale, lease, rental or offer for sale, lease, rental of any property,
product, merchandise, publication, or service, whether for immediate or future delivery; an
oral statement or the distribution or display of printed material, merchandise, or products that
is designed to encourage the purchase, use, or rental of any property, product, merchandise,
publishation, or service; the receipt of or request for any gift or contribution; or the request to
support or oppose or to vote for or against a candidate, issue, or proposition appearing on the
ballot at any election held pursuant to State or Federal law or local ordinances.

Selective Service

Students subject to selective service registration will be required to file a statement that the
student has registered or is exempt from selective service registration in order to be eligible to
apply for federal financial aid. In addition, effective Jan. 1, 1998, the selective service requirement
is also applicable to students applying for financial assistance funded by State revenue.

Student Travel

(Regents’ Rules and Regulations, Series 50601)

Rule and Regulation

Sec. 1 Establishment of Policies. Consistent with the requirements of Texas Education
Code section 51.950, each institution of The University of Texas System shall
adopt a policy governing student travel. Such a policy, at a minimum, shall
comply with the guidelines below and become effective upon approval by the
appropriate Executive Vice Chancellor. Approved policies shall be published in
the institutional Handbook of Operating Procedures and catalogs and filed with the Texas Higher Education Coordinating Board.

Sec. 2 Activities Governed. This Policy is applicable to student travel undertaken by
one or more currently enrolled students to reach an activity or event that meets
all of the following criteria:
2.1 An activity or event organized and sponsored by the component institution. An activity or event is considered to be organized and sponsored if it has been planned and funded by the institution and approved by an administrator designated by the institution.

2.2 The activity or event is located more than 25 miles from the institution; and:
   (a) travel to the activity or event is funded and undertaken using a vehicle owned or leased by the institution; or
   (b) attendance at the activity or event is required by a registered student organization and approved in accordance with Section 3 of this Policy.

Sec. 3 Required Approval. Registered student organizations that require their members to travel 25 miles or more from the institution to attend an activity or event covered by this Policy must obtain prior written approval for the proposed travel by the institutional officer designated by the institution.

Sec. 4 Required Provisions. The policy adopted by an institution shall incorporate the following provisions concerning safety and modes of travel likely to be used by students:

4.1 Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.

4.2 Alcohol and Illegal Substances. Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.

4.3 Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer’s recommended capacity or the number specified in applicable federal or State law or regulations, or applicable U.T. System policy, whichever is lower.

4.4 License and Training. Each operator of a motor vehicle shall have a valid operator’s license and be trained as required by law to drive the vehicle that will be used, and comply with applicable requirements of The University of Texas System Administration Policy UTS157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.

4.5 Insurance, Inspection, and Safety Devices. Each motor vehicle must have a current proof of liability insurance card and State inspection certification, be equipped with all safety devices or equipment required by federal or State law or regulation, and comply with all other applicable requirements of federal or State law or regulations and any applicable U. T. System policy.

4.6 Legal Operation. Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by guidelines promulgated by federal or State law or regulations or guidelines promulgated by the institution, whichever is lower, without scheduled rest stops or overnight stops.
4.7 Service and Maintenance. Each vehicle owned or leased by an institution must be subject to scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of any U. T. System policy.

4.8 Operators of Vehicle. All operators of vehicles owned or leased by an institution shall be employees of the institution and shall have a valid operator’s license for the operation of the particular vehicle. In addition, operators of vehicles owned or leased by an institution shall only be operated by persons authorized to operate such vehicles in accordance with The University of Texas System Business Procedures Memoranda No. 16.

4.9 Rented Vehicles. Each institution shall adopt rules concerning the use of rental vehicles for travel covered by this Policy. The rules shall comply, where applicable, with the State contracts for rental cars and all applicable requirements of any U. T. System policy.

4.10 Common Carrier. When a common carrier is used for student travel covered by this policy, each component institution shall take reasonable steps to assure the travel is undertaken in conformance with this Policy.

Speech and Assembly

(Regents’ Rules and Regulations, Series 40501)

Rule and Regulation

Sec. 1 Time, Place, and Manner. The freedoms of speech and assembly are basic and essential to intellectual development. However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of The University of Texas System or any of its institutions. Each institution may designate one or more appropriate areas on the campus where students, faculty, and staff may engage in rallies, group demonstrations, or public oratory without prior administrative approval. All rallies, group demonstrations, and public oratory must be conducted in accordance with the provisions of this Series and the reasonable and nondiscriminatory rules and regulations of the component institution.

Sec. 2 Campaign for Public Office. Students, faculty, or staff who are candidates for public office, or who wish to campaign on behalf of a particular candidate or candidates, may engage in conduct in behalf of such candidacy in the areas designated pursuant to this Section or in accordance with the provisions of Section 3 below relating to off-campus speakers. A person who is not a student, a faculty member, or a staff member may speak on behalf of such a candidacy only in accordance with the provisions of Section 3 below relating to off-campus speakers.

Sec. 3 Regulation of Off-Campus Speakers. The Board of Regents has, and reserves the right to, regulate the presentation of guest speakers on the campus who are unaffiliated with U. T. System or any of its institutions thereof (hereafter referred to as off-campus speakers).
3.1 Only registered student organizations, faculty or staff organizations, System-owned dormitories, and Student Government may present off-campus speakers on the campus.

3.2 The organization sponsoring an off-campus speaker has the responsibility of making clear the fact that the organization, not the institution, is extending the invitation to speak and that any views the speaker may express are his or her own and not necessarily those of the System or of any institution.

3.3 An off-campus speaker is subject to all provisions of federal, State, and local laws.

3.4 Registered student organizations, faculty or staff organizations, University-owned dormitories, and the students’ association may be permitted the use of System-owned facilities to present off-campus speakers on campus pursuant to the facilities use regulations of the System and the institution.

3.5 An application for the use of any facility of the System or any of its institutions must be made to the Chancellor of U. T. System or the president of an institution, or his or her delegate, at least 48 hours before the time the event is scheduled to take place.

3.6 No person shall be permitted on any campus of U. T. System to engage in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

3.7 No off-campus speaker who is to be paid from State funds as consideration for his or her speech shall be permitted to speak on the campus of any institution of U.T. System unless the university facility in which the speech is to be delivered will be open to the public, including members of the news media, who will be entitled to record, videotape, or telecast live portions of the speech. The provisions of this Subdivision do not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may in any way obstruct or lessen in any way the opportunity for the audience to take the fullest advantage of the speech, including the opportunity to see and hear the speaker during the entire speech.

**Use of Facilities**

*(Regents' Rules and Regulations, Series 80104)*

**Rule and Regulation**

Sec. 1 Use by Registered Organizations. Subject to constitutional and statutory restrictions on the use of State property for religious or political purposes, a students’ association; a registered student, faculty, or staff organization; or an officially recognized alumni association that qualifies under Series 80103, Section 2.9 of the Regents’ Rules and Regulations and whose fund-raising activities are dedicated to the benefit of U. T. System or any of the institutions, may reserve and use buildings, grounds, and facilities owned or controlled by U. T. System or any of the institutions in compliance with reasonable and nondiscriminatory time, place, and manner provisions of...
the approved regulations of U. T. System or any of the institutions. Such regulations shall specify the procedures under which such organizations may reserve the buildings, grounds, and facilities for their use. Such use must be for purposes permitted by the Regents’ Rules and Regulations and be conducted in compliance with Series 80103 of the Regents’ Rules and Regulations. Groups of students, faculty, or staff who are not registered or groups of alumni other than officially recognized alumni associations whose fund-raising activities are dedicated to the benefit of any institution may not use the institution’s buildings, facilities, or grounds.

Sec. 2 Use by Non-Registered Organizations. A students’ association, a registered student, faculty, or staff organization, or an alumni association may not reserve or use facilities owned or controlled by U. T. System or any of the institutions for the purpose of engaging in any project or program with any association, organization, or corporation, or with any individual or group of individuals that are not registered.

Sec. 3 Permissible Activity. In compliance with reasonable and nondiscriminatory regulations of U. T. System or any of its institutions, students, faculty, or staff or their registered or non-registered organizations, may petition, post signs, distribute literature, set up tables and exhibits, or peacefully demonstrate on property owned or controlled by U. T. System or any of the institutions, provided that the posting of signs and the setting up of tables and exhibits may require prior authorization.

Sec. 4 Impermissible Activity. No person, including a student or employee of an institution, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by U. T. System or any of the institutions if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

**Conduct and Discipline Rules and Regulations of the Board of Regents**

Rules and procedures pertaining to student conduct and discipline are set forth in The University of Texas System Rules and Regulations of the Board of Regents, Series 50101. In the event of conflict between the following published provisions and subsequently amended Regents’ Rules, the Regents’ Rules shall control.

**Student Conduct and Discipline**

*(Regents’ Rules and Regulations, Series 50101)*

**Rule and Regulation**

Sec. 1 Standards of Conduct. All students are expected and required to obey federal, State, and local laws; to comply with the Regents’ Rules and Regulations, with The University of Texas System and institutional rules and regulations, and with directives issued by administrative officials of U. T. System or any U. T. System institution in the course of their authorized duties; and to observe standards of conduct appropriate for an academic institution.

Sec. 2 Institutional Rules. Each U. T. System institution shall adopt rules and regulations concerning student conduct and discipline. Such rules shall be in accordance with a model policy developed by the Office of General Counsel that complies with State and federal law, Regents’ Rules, and U. T. System policies. Institutional rules shall become effective upon review and approval.
by the Executive Vice Chancellor for Health Affairs or the Executive Vice Chancellor for Academic Affairs, as appropriate, and by the Vice Chancellor and General Counsel. Each student is deemed to have notice of the provisions of the Regents’ Rules and Regulations and institutional policies.

**UTMB Institutional Handbook of Operating Procedures**

UTMB's institutional handbook of operating procedures (IHOP) contains official policies and procedures for the governance of utmb and provides its guiding principles. All IHOP policies found online at https://www.utmb.edu/policies_and_procedures/toc.aspx have been vetted through the review and approval process in accordance with the university of texas medical branch at galveston's institutional handbook of operating procedures (IHOP), established under the guidelines of the university of texas system, board of regent's rules.

**Student Conduct and Discipline - IHOP POLICY 7.1.3**

This policy clearly defines the administration, regulations, and procedures related to student discipline that students must observe while at UTMB. Any student who engages in conduct that violates the Regents’ Rules and Regulations, U. T. System or UTMB rules and regulations, specific instructions issued by an administrative official of the institution or U. T. System acting in the course of his or her authorized duties, or federal, State, or local laws, is subject to discipline. A student is subject to discipline for prohibited conduct that occurs on or off campus, including but not limited to institution or U.T. System sponsored off campus activities such as field trips, internships, rotations, or clinical assignments, regardless of whether civil or criminal penalties are also imposed for such conduct.

The full IHOP Policy on Student Conduct and Discipline (IHOP - 7.1.3) may be found online at https://www.utmb.edu/policies_and_procedures/toc.aspx.

**Sexual Harassment and Sexual Misconduct – IHOP Policy 3.2.4**

UTMB is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act) which requires institutions to provide mechanisms for reporting specific crimes that occur on or near college campuses. Sexual misconduct is a form of sex discrimination and will not be tolerated. For purposes of this policy, the term “sexual misconduct” includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence, and dating violence. Individuals who engage in sexual misconduct and other inappropriate sexual conduct will be subject to disciplinary action. UTMB will take prompt disciplinary action against any individuals or organizations within its control that violate this policy. UTMB encourages any student, faculty, staff, or visitor to promptly report violations of this policy.

The full IHOP Policy on Sexual Harassment and Sexual Misconduct (IHOP - 3.2.4) may be found online at https://www.utmb.edu/policies_and_procedures/toc.aspx.

**Consensual Relationships - IHOP Policies 3.2.5**

UTMB is committed to maintaining learning and work environments as free as possible from conflicts of interest and favoritism. UTMB recognizes that consenting adults should be free to conduct a personal relationship if they so wish when the relationship does not interfere with the goals and policies of UTMB; some romantic, dating, and sexual relationships, although consensual, do create conflicts of interest. This policy addresses those consensual relationships.

The full IHOP Policy on Consensual Relationships (IHOP - 3.2.5) may be found online at https://www.utmb.edu/policies_and_procedures/toc.aspx.
Student General Grievance Procedures – IHOP POLICY 7.1.13

This policy provides the grievance procedures for allegations by a student concerning (1) a University employee, (2) administrative policies, procedures, regulations, or requirements of the University, (3) actions impeding a campus climate of intellectual diversity, (4) student employment, or (5) a University program, service, or activity.

The full IHOP Policy on Student General Grievance Procedures (IHOP - 7.1.13) may be found online at https://www.utmb.edu/policies_and_procedures/toc.aspx.

Students with Disabilities - IHOP POLICY 7.1.1

UTMB, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity, genetic information, or veteran status. It is the policy of UTMB to fully comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as Amended (ADAAA). UTMB will make a reasonable accommodation for a qualified student with a disability. Applicants with disabilities will be evaluated on a case-by-case basis in accordance with the Essential Functions in effect for the specific program in the school to which the applicant is seeking placement. All students must possess not only the academic abilities, but also the physical, cognitive and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required by the faculty of the programs in question.

The full IHOP Policy on Students with Disabilities (IHOP - 7.1.1) may be found online at https://www.utmb.edu/policies_and_procedures/toc.aspx.
**Academic Policies**

Each school has school-specific academic policies. Please consult the school bulletin for complete information.

**Academic Appeal Process**

The Student Academic Appeal process for each UTMB school is included in the school-specific bulletin.

**Academic Record**

Courses for which the student has registered, grades, symbols, hours, degrees, and certain academic awards and/or recognition become a part of the student's UTMB academic record.

Academic suspension, dismissal, and expulsion notations are included on the academic record. Disciplinary notations are not entered on the academic record.

The student's name on the academic record is the name under which the student originally enrolled at UTMB, except for documented legal changes of name, a copy of which must be provided to Enrollment Services.

**Policy on Release of Student Academic Data**

UTMB is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. section 1232g) and the Texas Public Information Act (Section 552 Texas Government Code) which protect the privacy of educational records and establish the rights of students to inspect and review their educational records.

Students have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act. Complaints may be filed by mail to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Copies of the Act are available in the Office of Enrollment Services. Written requests for inspection of a student's own file may be made to the registrar, dean, head of the academic department, or other appropriate official.

The following categories of student information will be released upon written request and may be released upon verbal request to the registrar: name (including previous names), date of birth, enrollment status (full time, half time, less than half time, undergraduate, graduate, etc.), campus phone and campus address, email address, student classification, previous institution(s) attended, major field of study, dates of attendance, degree(s) conferred and date(s) of degree(s) (including degrees from previous institutions), honors and awards, photographs, participation in officially recognized activities, and postgraduate training site for M.D. and Ph. D. graduates and degree candidates.

Students have the right, under provisions of the FERPA, to cause the withholding or disclosure of information categorized in the preceding paragraph. A student's consent is presumed, unless a written request to restrict the information as confidential is made by the student in the Office of Enrollment Services (Attention: Registrar) on a prescribed form no earlier than the first day of registration and no later than the census date (normally the 12th class day) in a term. In cases in which the student files a request for restriction of information, such information is treated as confidential, except as provided by law. The request to withhold directory information is effective until the end of the academic year during which it is submitted, or until the student ceases to be enrolled, whichever occurs first. Notwithstanding anything to the contrary above, UTMB may disclose such student directory information about former students without any notice to or consent from the student.
ATTENDANCE AND ABSENCES

Student Absences on Religious Holy Days
(a) Under Texas Education Code, §51.911, all institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

(b) Policies and procedures for absences due to religious holy days shall be consistent with (or no more arduous than) the institution’s policies and procedures relating to other excused absences.

(c) Texas Education Code, §51.911, defines a religious holy day. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his/her designee. The student and instructor shall abide by the decision of the chief executive officer or his/her designee.

(d) Each institution may exclude from these policies and procedures any student absence for religious holy days which may interfere with patient care.

Student Absence for Active Military Service
Under Texas Education Code §51.9111, and Texas Administrative Code, Title 19, §4.9, absences for a student called to active military service are administered as follows:
(a) Upon notice from a student required to participate in active military service, an institution shall excuse a student from attending classes or engaging in other required activities, including examinations.

(b) A student shall not be penalized for an absence which is excused under this subsection and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

(c) Each institution shall adopt a policy under this subsection which includes:
(1) the retention of a student’s course work completed during the portion of the course prior to the student being called to active military service;
(2) the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;
(3) a definition of a reasonable time after the absence for the completion of assignments and examinations;
(4) procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and
(5) an institutional dispute resolution process regarding the policy.

(d) The maximum period for which a student may be excused under this section shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

(e) Institutions are directed to develop and publish policies and procedures to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.
Absence Without Permission

Students who leave school without officially withdrawing or without the approval of the Student Affairs Dean or designee of the school in which they are enrolled, or who fail to return after a leave of absence or period of academic reassignment, will have their association with UTMB terminated and are ineligible to register again at UTMB.

Students who, without permission from the Student Affairs Dean or designee of the school in which they are enrolled, discontinue attending a course or clinical experience without completing the established drop/withdrawal procedures will, at the end of the enrollment period, be assigned a grade(s) based upon the requirements of the entire course or clinical experience.

See the bulletin of each school for school-specific policies.

Leaves of Absence

Medical Leaves of Absence for students are managed by Student ADA Office and students with questions about medical leaves should contact that office directly.

Lela Lockett-Ware, OTR, CDMS
Institutional ADA Officer
Lee Hage Jamail Student Center, Room 2.118
Office: (409) 747-4818
Fax: (409)747-4819
E-mail: lvlocket@utmb.edu

Non-medical leaves are managed by each UTMB school and each school has individual procedures for these leaves of absence. Please consult the school bulletin for complete information.

AUDITING

No provision for auditing a course is offered at UTMB. All registrations are for academic credit.

AWARENESS OF REGULATIONS

It is the responsibility of each student to become familiar with the various regulations of the University and to satisfy them in the proper way. Written policies are described in various publications such as this catalog and the bulletins of each school, the student information handbook of the individual schools, and the Institutional Handbook of Operating Procedures. Also, information regarding the locations of the various publications is available from the Office of Enrollment Services and the student affairs deans of UTMB’s four schools.

CLASSIFICATION OF STUDENTS

Undergraduate Students

Inasmuch as UTMB is an upper-level institution, undergraduate students entering a curriculum are classified as juniors until they have successfully completed the curriculum requirements for promotion to senior standing.

Full-Time/Part-Time\(^5\)

Full-time is a designation given to an undergraduate student officially enrolled in UTMB for a minimum of 12 semester credit hours in the fall or spring semester, or for the summer term. A student enrolled for less than 12 semester credit hours for the enrollment period will be classified as part-time.

\(^5\)Sponsoring agencies may have minimum enrollment requirements. Students enrolled and receiving benefits from any governmental or private agency should determine from the agency the minimum enrollment requirements for eligibility for benefits. Some agencies require that a percentage-of-enrollment figure be reported. In this instance, rather than part-time or full-time students, a percentage of usual full-time enrollment will be calculated.
Graduate Students
Students admitted to the Graduate School of Biomedical Sciences and students admitted to a graduate program in the School of Nursing or School of Health Professions are classified as graduate students.

Full-Time/Part-Time
A graduate student must be officially enrolled in UTMB for a minimum of 9 semester credit hours in the fall, spring, or summer terms in order to be classified as full-time. A graduate student enrolled for less than 9 semester credit hours for a full term is classified as part-time.

The maximum course load for a graduate student is 15 semester credit hours. Students registering for more than this maximum course load must have the consent of the Student Affairs Dean or Graduate Program Director.

Medical Students
Students admitted to UTMB and who are officially enrolled in the medical curriculum are classified as medical students. Students entering the School of Medicine program are classified as Year 1 students. Subsequent to that, after satisfactory completion of all requirements for each year, the student progresses to the next level, (i.e., from Year 1 to Year 2, and so forth).

Full-Time/Part-Time

In the School of Medicine, students in Year 1, Year 2, and Year 3 will have their “full-time” or “part-time” status determined based upon the ratio of course weights of courses in which they are enrolled for the term (for Years 1 and 2) or year (for Year 3) to the course weights of all courses normally taken in that term (for Years 1 and 2) or year (for Year 3). For Year 4 students, the ratio will be the number of months of the year for which they are enrolled to the number of months for which students are normally enrolled. In these ratios, the following rates of pursuit will be utilized based upon the percentage determined by the ratio:

- 75% or more ................................................................. Full-time
- 50% but less than 75% ............................................... Half-time
- Less than 50% ............................................................. Less than half-time

During the time a student is on an approved leave of absence, the student is not certified as enrolled in the School of Medicine during the effective dates of the leave of absence, inasmuch as tuition and fees are not assessed during the leave of absence. However, when a student is on academic reassignment, tuition and fees must be paid and the student will be certified as enrolled during the period of academic reassignment.

During the time a student is on academic reassignment, the student is regarded as enrolled. The rate of pursuit is the same as for the balance of the term (for Years 1 and 2) or year (for Years 3 and 4). The rate of pursuit for the balance of the year is calculated as though the student had remained enrolled in the courses/clerkships/electives he or she had been enrolled in prior to the academic reassignment being affected.

Commencement
Each UTMB school holds annual commencement exercises for the purpose of recognizing those students who have completed all degree and/or certificate requirements. The School of Nursing, the School of Medicine, and the Graduate School of Biomedical Sciences conduct commencement exercises following the completion of the academic year in the spring of each year. The School of Health Professions conducts commencement exercises following the summer session of the year. All graduating students are expected to attend.
Students who complete their degree programs at a time other than at the close of the period preceding commencement for their school (see “Degree/Certificate Date” section of this catalog) will be invited to attend and to participate in the next commencement exercises.

**Course Numbering**
Each course consists of a prefix which represents the discipline (e.g., PHYT for Physical Therapy, NURS for Nursing, NEUR for Neuroscience), and a four-digit number.
In the School of Nursing, the Graduate School of Biomedical Sciences, and the School of Health Professions, the following numbering system is used:
First Digit ........................................... Level of course
3 = Junior, 4 = Senior, 5 and 6 = Graduate
Second Digit ....................................... Credit for course in semester hours of credit
0 = variable course credit
Third and Fourth Digits ..................... Distinguish one course from another within the discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Level</th>
<th>Credit</th>
<th>to distinguish course</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Pathology)</td>
<td>(6 = graduate)</td>
<td>(4 semester hrs.)</td>
<td>35</td>
</tr>
</tbody>
</table>

In the School of Medicine, the following numbering system is used:
First Digit ........................................... Level of course
1 = First Year, 2 = Second Year,
3 = Third Year, 4 = Fourth Year
Second, Third, and
Fourth Digits ..................................... Distinguish one course from another within the discipline

**Degree Requirements**

**Undergraduate Degree Requirements**
Faculty of the undergraduate schools have established general degree requirements that must be met by all degree-seeking students. These general degree requirements follow. In addition to these standards, individual programs have additional and specific requirements. Refer to the individual school bulletins for specific degree-program requirements.
Each degree-seeking student is responsible for knowing the degree requirements appropriate to his or her particular degree program and completing those requirements in order to be awarded the degree.
In order to receive a baccalaureate degree from UTMB, the following requirements must be satisfied. Individual schools and programs may have additional requirements.

- A minimum of 120 semester credit hours of applicable college credits, 60 semester credit hours of which must be upper-level, is required. Some programs have minimum requirements in excess of the 120 total credit and 60 upper-level credit requirements. No less than 30 semester credit hours must be completed at UTMB.
- Generally, a maximum of 15 semester credit hours of work completed through correspondence study may be applied toward the degree program, including admission prerequisites.
- Any work taken concurrently with UTMB enrollment must have been approved in writing by the student's program advisor (and, where applicable, by the department head
and academic dean) prior to the student's enrollment in the work in order for the credit to be considered for inclusion in the degree program.

- A minimum overall GPA of 2.0 is required for graduation.
- A maximum of 30 semester credit hours earned in courses by the General and/or Subject Examination of the College Level Examination Program (CLEP) or other standard examination will be counted toward satisfying the pre-professional course requirements or the 120 total hour requirement.

- A minimum of twenty-five percent of the credit hours for the undergraduate degree must be completed at UTMB.
- The student must satisfy all other requirements specific to his or her degree program.
- Texas law requires that no person may receive an undergraduate degree unless he or she has taken and passed 6 semester credit hours in American (including Texas) government and 6 semester credit hours in American history. Three semester credit hours of Texas history may be substituted for one-half the history requirement. History and government courses must be completed with a grade of C or better. The Texas government requirement may be satisfied by correspondence study prior to or after matriculation of the student. History, government, and political science courses are not offered at UTMB.
- Students who will be receiving their first baccalaureate degrees from The University of Texas Medical Branch at Galveston (UTMB) must successfully complete the Texas Core Curriculum requirements. The core curriculum consists of 42 semester credit hours in specified component areas. The section on Core Curriculum Policy lists core curriculum requirements and courses that may be used to satisfy them. All courses used to satisfy the CORE Curriculum must be completed with a grade of “C” or better. If a student's transcript from another Texas public college or university indicates that the student has completed that institution's core curriculum, no additional core curriculum requirements will be imposed. If a student has not completed the core requirement at another Texas institution prior to entering UTMB, UTMB will accept academic credits from another Texas public college or university for the core curriculum courses successfully completed, with grades of C or better only. UTMB may accept academic coursework from private or out of state academic institutions to satisfy the core curriculum requirement based on UTMB policies for acceptance of transfer credit.
- Graduation requires removal of any academic deficiencies and financial obligations to UTMB.
- For any of the baccalaureate degrees offered at UTMB, students must have earned a GPA of at least 2.0:
  (a) in all courses taken at UTMB, and
  (b) in all courses counted toward the degree.
- The student must be approved for the degree by a vote of the faculty of the school through which the degree program is offered.

Graduate and Professional Degree Requirements
- Graduate and professional degrees are awarded upon satisfactory completion of the prescribed curriculum and upon recommendation of the faculty. Graduation requires removal of any academic deficiencies and financial obligations to UTMB. See the individual school bulletin for additional requirements. Students must complete a minimum of fifty percent (50%) of the coursework required in their program at UTMB
- Masters and doctoral programs require a minimum of thirty (30) semester credit hours
- Graduation requires removal of any academic deficiencies and financial obligations to UTMB

See the individual school bulletin for additional requirements.
Degree/Certificate Date

The degree/certificate date will be the date of commencement or the close of the regular semester or session of program completion. Should a student complete program requirements at a time other than the close of a semester or summer session, the degree date will coincide with the conclusion of the regular semester or summer session following degree requirement completion. Students in the School of Medicine who graduate out of phase have a degree date that is the last day of the final course or date of receipt of United States Medical Licensing Examination (USMLE) score.

Evaluation of Students

General

The faculty of UTMB is committed to teaching and assisting the student in the pursuit of excellence. A major role of the faculty in attaining this goal is to guide and counsel the student through learning experiences and to detect and identify those areas of weakness or difficulty at an early date to enable the student to initiate corrective or remedial action as may be indicated. Evaluation is a vital component of each learning experience and is a shared responsibility of both faculty and student.

The responsibility for evaluating students rests with the faculty. Each faculty member has an obligation to the student, to the University, and to the larger society to award a passing grade only to those students who demonstrate mastery of the course requirements.

Faculty members develop and implement methods of evaluating the performance of students in courses. They are required to make the specific methods of evaluation known to students in their classes in writing before the end of the first week of the course. In instances where courses are co-taught or different instructors teach various sections, the coordination for evaluation is to be provided by the lead instructor or coordinator of the course.

The student has a right and an obligation to be aware of his or her academic standing and laboratory or clinical performance at all times during the course of the learning experience. Should a student experience difficulty in any course work, immediate assistance should be sought from the instructor. Frequently, in order to provide the student and the instructor with current evaluations of the student's progress in a course, quizzes, examinations, or other testing procedures are administered throughout the term of the course.

Professional and Clinical Evaluation

In addition to evaluating a student's knowledge and skills, the faculty is obligated to determine whether the student's performance in the treatment and/or care of patients is acceptable for the expectations and standards of the professional field.

A passing grade for a course cannot be earned when unacceptable or unsatisfactory professional performance in the treatment and/or care of patients has been observed, even if grades on tests or other evaluations are satisfactory. A student who receives an unsatisfactory evaluation because of unacceptable or unsatisfactory professional behavior or clinical performance in the treatment and/or care of patients will be subject to immediate reassignment, academic probation, or dismissal.

UTMB Grades, Quality Points, and Symbols

Grades, quality points, and symbols are fully explained in each school's bulletin.

Calculation of the Grade Point Average

When a GPA is calculated, only grades earned at UTMB are included.
For the School of Nursing, the School of Health Professions, and the Graduate School of Biomedical Sciences

To calculate the GPA, multiply the number of credits by the quality points allocated to the grade earned. A 4.0 scale is used at UTMB, e.g., A = 4 quality points (QPs); B = 3; C = 2, and so forth. Divide the sum of the course QPs by the sum of credits. For example, if a student enrolled in 18 semester credit hours and earned the following grades, the calculation would be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Per Credit QPs</th>
<th>Credits</th>
<th>Course QPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>D**</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>I*</td>
<td>–</td>
<td>2</td>
<td>–</td>
</tr>
<tr>
<td>W*</td>
<td>–</td>
<td>3</td>
<td>–</td>
</tr>
</tbody>
</table>

Totals 13 27

27 QPs divided by 13 semester credit hours = 2.0769 GPA.
*Not included in GPA
**The D grade is not utilized in the GSBS

An unsatisfactory grade (U) in a course graded on a satisfactory/unsatisfactory scale counts as an F in the calculation of the GPA.

For the School of Medicine

The School of Medicine does not calculate a grade point average. The Curriculum Committee has developed an internal mechanism for identification of relative student performance for awards, recognition, and scholarships.

Grade Reports

Grades are available to students via Student Online Services and are available immediately following submission to the Registrar in the Office of Enrollment Services.

Honors and Awards

Academic Honors

Undergraduate students and medical students who excel in their academic performance may receive various academic recognitions. See the specific school bulletins for additional details.

Degree Honors

Exceptional scholars may be recognized with degree honors at the time the degree is awarded. In such cases, the graduates are recognized at commencement. Degree honor designations are indicated on the diploma and on the transcript.

School of Nursing

Eligibility for graduation with honors is computed on the undergraduate professional curriculum completed at UTMB’s School of Nursing. Each track is allowed to graduate a total of 15 percent of its class with honors. The suggested distribution is:

Graduation with honors for the Bachelor of Science in Nursing degree is computed as follows:

*summa cum laude* ................. Highest Honors
*magna cum laude* .................. High Honors
*cum laude* ......................... Honors
School of Medicine
Graduation with degree honors is computed as follows:
- summa cum laude ................. Highest Honors
- magna cum laude.................. High Honors
- cum laude........................ Honors

School of Health Professions
Eligibility for graduation with academic honors is computed only on the professional curriculum completed in the School of Health Professions. Each discipline is allowed to graduate a total of 15 percent of its class with honors. The suggested distribution is:
- summa cum laude ................. Highest Honors
- magna cum laude.................. High Honors
- cum laude........................ Honors

To be eligible for honors in any discipline, a student must have a minimum cumulative GPA of 3.5 or better. In addition, a student must have been on the Dean’s List or received the Dean’s Academic Achievement Award for at least one enrollment period. The GPA serves as the primary factor in determining eligibility for these honors. However, other factors may be considered if a larger percentage of students qualify than is permissible.

A student who completes his or her degree requirements out of sequence, but who otherwise meets the minimum established academic criteria of honors graduates within the same department, will be eligible for consideration for the appropriate academic honors designation.

Graduate School of Biomedical Sciences
The Graduate School of Biomedical Sciences does not designate honor graduates.

Honor Societies
Phi Kappa Phi (PKP) Honor Society was established to promote recognition of academic excellence in all fields of higher education. PKP is unique among honor societies since it recognizes scholarship in all academic disciplines. UTMB’s chapter was the first to be formed at a freestanding academic health science center. Members are elected from the upper 5 percent of students who have reached the final period of their junior year and the upper 10 percent of senior students; and graduate and professional students in their final year.

Students may be invited for membership in the premier academic honor society for UTMB’s school in which they are enrolled. Those awarded membership have the membership noted on UTMB’s transcript. See the school-specific bulletins for additional details.

Other Honors and Awards
In addition to the academic honors cited previously, UTMB’s schools select students for recognition by various other honors and awards. These honors and awards are fully described in the individual school bulletins.

Limitations on Number of Courses That May Be Dropped Under Certain Circumstances
TEC 51.907 limits the number of courses that an undergraduate student may drop to a maximum of six (6) courses without receiving a grade or incurring an academic penalty. Additional information on this state-mandated requirement may be obtained from Enrollment Services.

Satisfactory Academic Progress (SAP) for Financial Aid Eligibility
Academic progress will be monitored at the end of each payment period (term) and students must maintain satisfactory academic progress as outlined below in order to qualify for financial aid for the next payment period (term).
If a student fails to make SAP at the end of a term, they will be on “Financial Aid Warning” for the next term. During this time, the student can receive aid. After that, if the student fails to make SAP, they will not be eligible for further aid but can appeal. If the appeal is approved, the student will be on “Financial Aid Probation” and can receive aid for one term. At the end of that term, the student must be making SAP. During the probationary term, the institution may impose conditions for student’s continued eligibility to receive aid.

Students not meeting SAP will be notified via their campus email address of their status and if an appeal is in order, they will be told the process for the appeal.

If a student is not eligible to receive aid because they are not maintaining SAP, they may appeal that decision to the Financial Aid Officer (FAO). The student’s appeal must be in writing (email is acceptable) and must include why they failed to make SAP and what has changed that will allow them to make SAP at the next evaluation. The FAO will consult with the Student Affairs Dean of the school in which the student attends to make a determination regarding the appeal. If the appeal is approved, the student must be able to make SAP by the end of the next term or the student will be placed on an academic plan that will ensure that they are able to meet SAP standards by a specific point in time.

**Graduate School of Biomedical Sciences**

*GPA:* Students must pass (grade of “C” or better or “S”) at least 5 semester credit hours in any given term. Only grades earned at UTMB are included. Grades of “I” and “WP” are not included.

*Maximum Time Frame:* Students must complete their program in no more than one academic year beyond the normal length of the program. For example, if the program normally takes 6 terms (2 full academic years) to complete, the student would be eligible to receive aid for up to 9 terms (3 full academic years). In addition, students must be progressing at a pace which will enable them to complete the program in the allotted timeframe. Pace is calculated by dividing the normal length of the program by the permissible length (for instance 6 terms divided by 9 terms gives you 67%). If the student earns 67% of the credits attempted per term, the student should complete the program within the maximum time frame. Time limits for specific degrees can be found in the Graduate School Bulletin.

**School of Nursing**

*GPA:* Students must pass (grade of “C” or better for undergraduate students; and “B” or better for graduate students in courses with a clinical component; or “S”) at least 3 semester credit hours in any given term and have no course failures (grade of “D”, “F”, or “U”). Only grades earned at UTMB are included. Grades of “I” and “W” are not included. See the SON Bulletin for more information.

*Maximum Time Frame:* Students must complete their program in no more than one academic year beyond the normal length of the program. For example, if the program normally takes 6 terms (2 full academic years) to complete, the student would be eligible to receive aid for up to 9 terms (3 full academic years). In addition, students must be progressing at a pace which will enable them to complete the program in the allotted timeframe. Pace is calculated by dividing the normal length of the program by the permissible length (for instance 6 terms divided by 9 terms gives you 67%). If the student earns 67% of the credits attempted per term, the student should complete the program within the maximum time frame.

**School of Health Professions**

*GPA:* Students must pass (grade of “C” or better or “P”) in all courses in any given term and maintain at least 2.0 GPA for undergraduates; and at least 3.0 for masters and doctoral students. Only grades earned at UTMB are included. Grades of “I” and “WP” are not included.

*Maximum Time Frame:* Students must complete their program in no more than one academic year beyond the normal length of the program. For example, if the program normally takes 6
terms (2 full academic years) to complete, the student would be eligible to receive aid for up to 9 terms (3 full academic years). In addition, students must be progressing at a pace which will enable them to complete the program in the allotted timeframe. Pace is calculated by dividing the normal length of the program by the permissible length (for instance 6 terms divided by 9 terms gives you 67%). If the student earns 67% of the credits attempted per term, the student should complete the program within the maximum time frame.

Reinstatement of Financial Aid
A student shall be reinstated for financial aid eligibility at such time he or she has successfully completed sufficient hours and has passed the required courses to meet the minimum requirements for eligibility as set forth above. The student is responsible for presenting evidence to the Office of Enrollment Services at the time he or she has met minimum requirements for reinstatement.

Appeals of Financial Aid Probation or Suspension
A student on financial aid probation or suspension may appeal by indicating in writing to the Director of Enrollment Services: (a) reasons why he or she did not achieve minimum academic standards; and (b) reasons why his or her aid eligibility should not be terminated or should be reinstated. Each appeal will be considered on its merit. Individual cases will not be considered as precedent.

The Director of Enrollment Services will review the appeal within three weeks of its receipt and determine whether the financial aid probation or suspension is justified. The student will be advised in writing of the decision within one week of the appeal's consideration. A student wishing to appeal the director's decision to the Enrollment Services Advisory Committee may do so in accordance with the procedure outlined in “Student's Right to Appeal the Financial Aid Award.”

Enforcement
The Office of Enrollment Services shall have primary responsibility for enforcing this procedure. Other offices that maintain student information relevant to this enforcement responsibility provide such information requested by the Office of Enrollment Services as necessary for the efficient enforcement of this policy.

TRANSCRIPTS
The transcript is a complete record based upon a student's registration for each enrollment period and academic program at UTMB.

Partial transcripts are not issued. The transcript contains all courses for which the student was enrolled for each enrollment period, except those that were officially dropped by the published deadline. In addition, the credit (when appropriate) for each course taken, the official grade or symbol for the course, degrees awarded by UTMB, credit by examination awarded, transfer credit awarded, certain academic awards and recognition, official academic actions (including academic probation, suspension, and dismissal), periods of leave of absence and academic reassignment, selected biographical information to establish the identity of the student, and reference to prior education may be included on the transcript. Disciplinary notations are not included on the transcript.

Students, alumni or former students with outstanding financial obligations to UTMB will have their official transcripts withheld until resolution of the obligation.

Current Students
Current students may obtain a copy of their official transcript or have an official transcript sent to any agency or individual desired. Requests for transcript service must be submitted through MySTAR; telephone and email requests for official transcripts are not accepted. Current students may also print an unofficial copy of their transcript at any time through MyStar.
Alumni or Former Students

Alumni and former students may order their transcripts online through the National Student Clearinghouse. Transcript requests are generally processed within two to three business days from the time of receipt, however, longer processing may occur during graduation and final grade processing, or if the student attended UTMB prior to 1960. Online transcript requests submitted while UTMB is closed on a weekend or holiday will be processed in the order in which they were received when UTMB's Office of Enrollment Services reopens.

Important Online Transcript Ordering Information

- Convenient 24/7 access to order online transcripts
- Transcripts may be requested to be delivered electronically, sent by mail, or held for pickup. Electronic transcripts, however, are generally a much quicker delivery option.
- Attachments may be sent with transcripts provided they are uploaded as a PDF when you request the transcript on the National Student Clearinghouse Website.
- Orders can be tracked online or automatic updates may be provided via mobile text alerts and emails.
- Multiple transcripts for multiple recipients may be made in one order.
- There is a fee of $12.25 for each paper transcript (Credit or Debit cards only).
- There is a fee of $14.00 for each electronic transcript (Credit or Debit cards only).
- ERAS transcripts should be requested via paper only, not electronic.
- The ordering process provides for a secure transaction.
- To ensure confidentiality and to comply with federal regulations governing educational records, you must authenticate yourself. You will be presented with the Consent to Release form.

To order an official transcript, log into Clearinghouse secure site Transcript Ordering Center (https://secure.studentclearinghouse.org/tsorder/schoolwelcome?FICEcode=00495200) or Phone (703) 742-4200. If you have questions, Transcript Ordering Help link is available on the page.

Credit for Experiential Learning

The School of Nursing and the School of Health Professions may award credit for Experiential Learning in certain circumstances. See the individual school bulletins for more information.

Transfer of Credit

Undergraduate Level, General Policy

Undergraduate students who have completed upper-level course work at another approved institution may request consideration for credit or waiver of course(s) for the work. Based upon the specific course work and the student’s specific program of study, a decision may be made to waive a course requirement (no semester credit awarded) or to allow credit toward the student's UTMB degree. For transfer credit to be applied to UTMB’s degree, written approval from the student’s academic dean must be submitted to the Office of Enrollment Services, so that the transfer credit is recorded on UTMB's transcript and included in the official degree audit. UTMB is an upper-level institution. Consequently, every entering undergraduate student will have earned credits at another approved college or university. Each undergraduate degree program requires 60 or more semester credit hours of prerequisite credits, which count toward the total number of semester credit hours required for a bachelor's degree. The credits required for prerequisites may not be transferred to the upper-level requirements for the degree. Questions regarding the acceptability of courses to meet prerequisite requirements should be directed to the admissions office of UTMB’s school offering the program.
Graduate and Professional Level, General Policy

The Graduate School of Biomedical Sciences generally permits a maximum of six (6) Semester Credit hours of transfer work. However, under exceptional circumstances, with the approval of the dean additional credits may be accepted.

The School of Health Professions does not generally permit transfer credit for graduate level courses. However, under exceptional circumstances, with the approval of the dean transfer credit may be accepted.

The School of Nursing permits a maximum twelve (12) semester credit hours of transfer credit. The School of Medicine does not award transfer credit. Under exceptional circumstances a student may be admitted to the School of Medicine after successful completion of medical courses comparable to UTMB’s Basic Science Core curriculum at an LCME accredited institution and receiving a passing score on the USMLE Step 1 exam.

Transfer of Courses from Private and Non-Texas Institutions

Degree or Certificate-seeking students may request transfer of credit from any private or out-of-state regionally accredited institutions by providing their department official transcript(s) containing the courses to be evaluated.

1. Transfer credit will be awarded on a semester credit hour scale in all instances, including courses transferred in on quarter-hour scales. Credit transferred in on quarter-hour scales will be converted to semester credit hours proportionately.

2. Adequate documentation must be provided for consideration of the request. This may include syllabi, catalog course descriptions, or any other documentation deemed appropriate by the department and/or Registrar.

3. Transfer and/or substitution course work is reviewed and submitted for processing before the end of the student’s first term of enrollment (or the first semester after an eligible transfer course has been completed).

4. Although no specific limit is placed upon the number of transfer/substitution credits that may be accepted, all transfer students must complete the required minimum of 25% of all baccalaureate coursework or 33% of all graduate or post-baccalaureate professional coursework. The transfer process must be completed before students may receive substitution credit for course work completed at another institution.

5. Academic courses may substitute only for academic courses.

Course Transfer Policy of Individual Schools

Each school has school-specific policies and procedures. Please consult the school bulletin for complete information.

Resolution of Transfer Disputes

If an applicant or student disputes the non-acceptance of transfer credit, the applicant or student may appeal to the admissions committee of his or her school of enrollment at UTMB. Subsequent appeals may be addressed to the student’s academic dean.

In addition, students may utilize the guidelines and procedures for the resolution of disputes between Texas public institutions of higher education involving the transfer of credit for lower-division courses as provided by Texas law and the Texas Higher Education Coordinating Board.

Guidelines and procedures follow.

Transfer Dispute Resolution Guidelines

The following guidelines and definitions are established to clarify and enhance Title 19, Part 1, Chapter 4, Subchapter B, Section 4.27 of the Texas Administrative Code of the Texas Higher Education Coordinating Board rule pertaining to “Transfer Curricula and Resolution of Transfer Disputes for Lower-Division Courses.”
Definitions

The definitions listed below were established by the Coordinating Board and serve as criteria to resolve legal questions as specified in the Texas Education Code, Section 61.051(g). The publications *Transfer of Credit Policies and Curricula of the Texas Higher Education Coordinating Board* and *Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* are the references for this issue. The following criteria for lower-division and upper-division course credit were adopted by the Task Force to Update the Academic Course Guide Manual.

A. **Criteria for Lower-Division Course Credit**

1. **Lower-Division (Baccalaureate/Associate Degree) Courses**
2. Courses offered in the first two years of college study are those which:
   a. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, and
   b. stress development of disciplinary knowledge and skill at an introductory level, or
   c. include basic principles and verbal, mathematical, and scientific concepts associated with an academic discipline.

B. **Criteria for Upper-Division Course Credit**

1. **Upper-Division (Baccalaureate) Courses**
2. Courses offered only in the third or fourth year of a baccalaureate program are those which:
   a. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the third and fourth years of postsecondary study, and
   b. involve theoretical or analytical specialization beyond the introductory level, or
   c. require knowledge and skills provided by previous courses for successful performance by students.

C. **Free Transferability**

1. Lower-division courses included in the Academic Course Guide Manual and specified in the definition of lower-division course credit shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

2. For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the *Coordinating Board publication Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* (revised 1991). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental, or remedial, and courses listed as “basic skills.”

3. For senior four-year institutions, lower-division courses that have the same course content and Classification of Instructional Programs (CIP) codes as approved by the Texas Higher Education Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical, and developmental/remedial.

4. Within the spirit of the law it is realized that differences in interpretation of “same course content” may generate disputes.

D. **Disputes**

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute, the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower level
requirements. For community colleges, the course(s) must be listed in the Community College General Academic Course Guide Manual and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution’s denial of credit.

Instructions for Completing the Transfer Dispute Resolution Form
The institution whose credit has been denied (sending institution), or the student working through the sending institution, must initiate the dispute. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the sending and receiving institutions to resolve the dispute. In all disputes, Coordinating Board form CB-TDR, Transfer Dispute Resolution, must be completed to initiate dispute action. The form will provide notification and documentation of resolution of the dispute or initiate action of the part of the commissioner to resolve the dispute. The Transfer Dispute Resolution form must be completed and forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student. Forms will be available in the chief academic officer’s (CAO) or designee’s office. The student and the CAO of the sending institution will complete appropriate sections of the form, retain copies of the form, and forward it to the CAO of the receiving institution. The CAO or designee of the receiving institution will either resolve the dispute and complete the “Dispute Resolved” section of the Transfer Dispute Resolution form or not resolve the dispute and complete other sections of the form. In either case, the receiving institution will forward copies of the form to the student, the sending institution and the commissioner of higher education.

Disputes vs. Problems
Problems that occur during the transfer process will not always be categorized as disputes and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution. Problems may include, but are not limited to, these situations:

- A student may lose credit hours or have to take additional, lower-level credit hours when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level course work. Courses taken may not apply or transfer to the institution selected.
- A student may have taken more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take vocational, technical, developmental, or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
- Institutions may not accept work that is considered too old.
- The student may repeat courses to raise his or her GPA. Duplicate credit would not be accepted.
Campus Life

Alumni Field House

In 1968, the graduates and friends of UTMB contributed funds to establish the Alumni Field House. This recreational facility was designed for the students, staff, faculty and visiting alumni. The facility is over 49,000 square feet and is considered to be a state of the art fitness and wellness center.

Amenities of the athletic facility include:
- Regulation basketball/volleyball courts with cushioned and banked track
- 25 meter heated pool/chilled with outside hot tub
- 2 racquetball courts
- Expansive strength training area featuring Cybex and Hammer Strength machines along with specific free weights for the serious lifter or bodybuilder
- 2,000 square foot aerobic/multipurpose room with hardwood floor and complete audio system
- Cardiovascular equipment including treadmills, upright and recumbent stationary bikes and stair climbers
- Men and Ladies locker/dressing room with individual steam rooms
- Multi-purpose areas for group and specialized training

Outdoor facilities include:
- Two softball fields
- Seven tennis courts, (3 lighted)
- 4/10 of a mile walking/jogging track
- Volleyball court

Through payment of the student service fee, each student has a membership at UTMB’s Alumni Field House. Students may obtain a family membership for their immediate families (spouse and children) living in the same household for a yearly fee of $225. Lockers are also available for an additional fee.

Hours: 5 a.m. to 11 p.m. – Monday through Thursday
5 a.m. to 9 p.m. – Friday
7 a.m. to 8 p.m. – Weekends & Holidays

The facilities are closed during Thanksgiving, Christmas and New Year holidays.

For membership information, please visit, call or email:
UTMB Alumni Field House
215 Holiday Drive
Galveston, Texas 77555-1103
(409) 266-BFIT
almfldhs@utmb.edu

UTMB Campus Store

UTMB’s Campus Store was established in 1959. Its primary purpose is to provide medical books, medical instruments, supplies, snacks, and UTMB merchandise to students and staff at the lowest possible price. The store also offers a popular rewards program, where customers can sign up in-store for a UTMB Campus Store Rewards Card. Practically all purchases made at UTMB’s Campus Store, with the exception of transportation tickets, qualify for a minimum of 3% in UTMB Campus Store Bucks that can, partially or fully, be redeemed at real dollar value with any future purchase.
In addition, at the beginning of each semester UTMB’s Campus Store partners up with prominent vendors, such as 3M Littman and Welch Allyn, to offer competitive promotions on stethoscopes, diagnostic sets, and other equipment, that match or beat many online retailers’ pricing.

Please find UTMB’s Campus Store on the bottom floor of the Mary Moody Medical Library or visit the store online: [http://bookstore.utmb.edu/](http://bookstore.utmb.edu/)

For any further questions please contact the store directly:

UTMB Campus Store  
Moody Medical Library, Room 1.106  
Galveston, Texas 77555-0667  
(409) 772-1939  
UTMB.bookstore@utmb.edu

### Identification Badges

Student ID badges are required for all full-time and part-time students. Badges should be worn at all times on campus, especially in hospitals and clinics. As a security precaution students must display their badges in order to enter some buildings and areas and any of the hospitals.

Badges are prepared at orientation each year for new students. Damaged badges must be returned to University Police, Administration Building, room 1.110, for a free replacement. If your badge is stolen, it will be replaced at no charge to you when you file a police report with UTMB’s Police Department. Lost badges must be replaced by contacting the Identification Badges Division at (409) 772-6925 and setting up an appointment. A $20 replacement fee must be paid at Fiscal Services, second floor, Administration Building, prior to the replacement of a lost or negligently damaged badge.

In addition to providing a measure of security, ID badges are also necessary for checking books out of the Moody Medical Library, access to UTMB buildings, using the Alumni Field House, and obtaining discounts at various retail stores and restaurants.

### The Lee Hage Jamail Student Center and Ashbel Smith Study/Recreational Space

The 19,000-square-foot student center, as well as, the student study and recreational space on the ground floor of The Ashbel Smith Building (also referred to as Old Red) provides 24-hour access to accommodate the work and study schedules of UTMB’s 3,200-plus students. Students may enter the buildings after hours using electronic ID badges. These spaces provide many useful amenities such as a cafeteria, meeting and conference rooms, and special event space. The ground floor of Ashbel Smith includes a game room with a pool table, foosball and ping-pong tables and TVs, as well as group and general study areas and internet connected computers for student use.

Located on the second floor of the Lee Hage Jamail Student Center are the Office of Student Life, the Office of Associate Vice President for Student Services, the Americans with Disabilities Act (ADA) Officer, as well as, three student conference rooms. These spaces are governed by a student advisory board that makes recommendations to the Office of Student Life on policy and utilization issues. To reserve meeting space or provide input, contact the Office of Student Life. Students who would like to be a member of the Student Advisory Committee should contact the Office of Student Life.

### Student Health and Counseling Center

Student Health and Counseling is a student-focused department with a goal to partner with students in achieving optimal health. Our mission is to assist our students to stay healthy and maintain a positive outlook toward their futures. We provide accessible and timely primary care
and counseling that is personalized, confidential, and cost effective. Services include primary care, individual and couples counseling, medication management by our consulting psychiatrist, immunizations, laboratory services, referrals and more. Providers in UTMB's Student Health and Counseling Center consist of nurse practitioners, registered nurses, a psychologist, a licensed professional counselor, and a consulting psychiatrist.

For more information, please visit our websites at www.utmb.edu/studenthealth and www.utmb.edu/CAPS.

**LIBRARY**

The Moody Medical Library is housed in a five-story building and centrally located on UTMB's campus. It is the oldest medical library in Texas and one of the largest medical research libraries in the Southwest. The library is committed to the advancement of education, research, patient care and public service programs of the University.

- Reference and Education Services
- Electronic and Print Collections
- Photocopy, Printing and Scanning
- Document Delivery
- Information Management Classes
- Rare Book and Archival Collections
- Testing and Computer Services
- Study Space
- Small Group Study Rooms
- Open 7 days per week
- Online chat “Ask a Librarian”

Visit the library online at: http://library.utmb.edu

**LIVING ACCOMMODATIONS**

**Dormitories and Apartments**

All students should make arrangements for living accommodations immediately upon acceptance to the University. On-campus housing is available at our 301 Post Office, 410 Market, 401 Mechanic, and Vinsant Hall dormitories. In addition, the Ferry Road Apartment complex is located close to campus.

Our dormitory rooms accommodate one student per room in a two person suite, sharing the same bathroom. The rooms are furnished and the individual dormitories have community kitchens, common areas, and offer many additional amenities.

Those students owning a vehicle and residing in the dormitories should register their vehicle with the Dormitory Office. Once the vehicle has been properly registered, a Dormitory Parking hangtag is available at no cost for assigned parking near the dormitories. Students are cautioned that the hangtags are only valid in the designated dormitory parking areas.

Dormitories include all utilities, laundry rooms with credit card operated machines, quick access to the Alumni Field House, prompt maintenance, quarterly pest control, and convenient walking distance to classes.

**Dormitory Rates**

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Suite Rooms</td>
<td>$625/month</td>
</tr>
<tr>
<td>Rooms w/Private Bathroom</td>
<td>$725/month</td>
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</tbody>
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*Rates subject to change
Current and incoming students can apply for housing online via the Student Housing web platform, which can be accessed in the student housing section of MySTAR or on UTMB’s Student Housing website: https://www.utmb.edu/auxiliaryenterprises/Housing/

For more information, questions or online reservation help, please call, email, or write:

UTMB Student Housing Office
416 Texas Avenue
Vinsant Hall, Room 110
Galveston, Texas 77555-0865
409-266-ROOM
UTMB.studenthousing@utmb.edu

Ferry Road Apartments
The Ferry Road Apartments are located at 710, 810, and 910 Ferry Road. Unfurnished efficiency apartments ($425/month), 2 bedroom apartments ($880/month) and 3 bedroom apartments ($1,050/month) all include paid utilities and parking. Bus service is free to UTMB’s campus with a UTMB badge. For more information, please contact the Ferry Road Apartments Lease Office at (409) 750-9792 or via email at UTMB.studenthousing@utmb.edu. The office is open Monday through Friday from 7:30 am to 11:00 am and 12:00 pm to 4:30 pm.

Current and accepted, incoming students can apply for housing at the Ferry Road Apartments online via the Student Housing web platform, which can be accessed in the student housing section of MySTAR or on UTMB’s Student Housing website: https://www.utmb.edu/auxiliaryenterprises/Housing/

MEALS
Cafeteria service is available at Café on the Court in John Sealy Annex and at Joe’s (grill, hot selection, sandwich bar, and salads) in the Jamail Student Center. In addition, there is an Einstein Bros. Bagels located in Jennie Sealy Hospital.

Also, a number of restaurants are located within a few blocks of UTMB’s campus.

PARKING

Student Parking

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuttle</td>
<td>Free</td>
</tr>
<tr>
<td>Surface Lots</td>
<td>$20.00</td>
</tr>
<tr>
<td>Parking Garages</td>
<td>$31.25 and up</td>
</tr>
<tr>
<td>G4 Roof Top</td>
<td>$180.00</td>
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<tr>
<td>Student Parking Permit</td>
<td>$80.00</td>
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<tr>
<td>Late Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Re-connect Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Lost Hangtag Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

All full-time UTMB students may purchase a Student Parking permit for $80, which is valid from September 1 through August 31 of each year. These permits may be purchased from the Parking Office located in room 2.756 Rebecca Sealy, (409)266-PARK (7275). These permits are valid in designated student spaces on a first-come/first-served basis. It is anticipated that the number of permits issued will exceed the number of spaces available. Most of the student spaces are curbside parking on the east and west ends of campus. Some curbside spaces flood during heavy rain— please observe warning signs. In the event of flooding, students have the option of using the free shuttle lot or purchasing tokens for daily parking in Garage 4. Street parking permits are nonrefundable.
There are 70 spaces at the Field House lot located on Ferry Road and Mechanic next to the tennis courts and approximately 42 student spaces have been added to the parking lot at the corner of 14th and Market Street. These spaces are located on the south, east, west, and north sides of the lot and are clearly marked in black on the car stops. To avoid a parking citation when parking in this lot, please park only in the spaces identified as “Student Parking Only.”

There are seven spaces in the rear of the former Child Care building accessible through the alley between 12th and 13th St.

The north side of U-lot, located at 13th & The Strand, has approximately 40 student parking spaces. There are signs in this lot directing you to the student spaces. Citations will be issued to those parking in the contract parking spaces.

Please complete the Student Parking Permit Application if you are interested in obtaining the student parking on a first-come, first-served basis and return it along with your $80.00 fee for the fiscal year no later than two weeks prior to the beginning of the fall semester to:

UTMB Parking Facilities
301 University Blvd.
2.756 Rebecca Sealy
Galveston TX 77555-0118

During the week you are on campus to begin class, please come to the Parking Facilities office in the Rebecca Sealy Bldg., Rm 2.756, to pick up your student parking permit. If you are attending any other semester other than the Fall semester, which begins the fiscal year, and need parking, please contact the Parking Office at (409) 266-PARK (7275) for the prorated parking fee.

**UTMB Parking Lots and Garages**

Students are also eligible to lease spaces in the surface lots and garages. Surface lots lease for $20 per month, and garages lease for $31.25 per month.

Rooftop parking in Garage 4 is available for full-time students for a cost of $180 per year; however, this parking cannot be used in conjunction with a regular student permit. You must be placed on a waiting list. If you are interested in putting your name on the waiting list, please complete the Student Parking G4 Rooftop waiting list application and return it to the address above. Waiting lists exist for all other parking areas, as well.

**Dormitory and UTMB Apartment Parking**

Students owning a vehicle and residing in the University dormitories and apartments should register their vehicle with the Dorm Office. Once the vehicle has been properly registered, a dormitory parking hangtag will be issued at no charge. Students are cautioned that the dorm hangtags are only valid in the designated dormitory parking areas. The same policy is applicable for the other housing facilities on campus.

**Night and Weekend Parking**

Night parking permits for Garages 1, 2, 3, 4, and 6 are available for a one-time $20 charge. There are specific, designated times for this access:

Monday–Friday: 4 p.m. until 5 a.m.
Weekends and holidays: 24 hours.

If the access card/badge is not used to enter the garage during the designated times, exit will be denied.

Time restrictions and applicable fees for misuse are listed under “Employee” section for Garage After Hours and Weekend/UTMB Holiday Parking.
Disabled Parking

UTMB provides designated parking spaces for those vehicles duly registered and properly identified as provided by law (Texas Transportation Code, 681, et seq.). For more information or help, please call the Parking Office at (409)266-PARK (7275). Permanently or temporarily disabled students must register their vehicle(s) with the Parking Office in the Rebecca Sealy Bldg., Room 2.756.

Campus Security

Students may obtain information regarding UTMB campus safety, including fire safety, missing student notification, campus evacuation and other immediate emergency and threat response information in UTMB IHOP Policy 8.2.2 Campus Security Reporting, available online at:


Additionally, please note premises owned, rented or leased by UTMB, and areas within 1,000 feet of such 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.
University Student Services

University Student Services mission is to support all UTMB students in their academic, professional, and personal goals from admission to graduation. University Student Services nurtures students’ altruistic goals of community service and promotes student involvement and leadership in the community through intentional programs, comprehensive services and relevant educational programs. The programs and activities must enhance students overall educational experience and promote the concept that student educational experience is comprised of both the formal curriculum and co-curriculum experiences. The departments are Student Life, Student Health and Counseling, Enrollment Services, and Student Disability Services. Student Services also coordinates New Student Orientation, Honor Pledge activities, and the Student Satisfaction Survey. Student Learning is at the center of our mission and student support programs at UTMB have identified student learning outcomes in support of the educational mission of UTMB. They include: knowledge acquisition, integration and application; humanitarianism; civic involvement; professionalism; interpersonal and intrapersonal skills; leadership skills; and academic persistence. The Office of the Assistant Vice President for University Services provides oversight and assessment of student services. Students are encouraged to visit and share concerns and compliments related to every aspect of student life at UTMB. The office is located on the second floor of the Lee Hage Jamail Student Center.

Assessment and Evaluation of Services

Each spring, student input is solicited in an annual survey of student services and general campus related items. The survey is a web-based survey that solicits input on a wide variety of issues and programs. Students rank services and provide written comments that contribute useful information in efforts to improve the quality of services and relevant programs. The data is then provided to Student Government Officers who use this data as they meet with campus administrators. The campus department heads also receive the data and provide feedback about the concerns to Student leaders. Responses and enhancements are also communicated to students via department websites.

Office Of Student Life

The Office of Student Life supports the academic mission of the University by collaborating with students and UTMB’s community to implement interdisciplinary activities. Programs are designed to enhance experiences and learning outcomes in civic engagement, humanitarianism, professionalism, leadership and inter/intrapersonal skills. These outcomes are addressed through activities categorized as: orientation and transition, leadership and personal development, service and diversity awareness, intramurals and wellness, and interdisciplinary socials.

In support of a cohesive campus community, Student Life coordinates the annual Welcome Weekend for new students. It is a unique tradition to induct students into UTMB's world of friends, colleagues and faculty. A committee, composed of administration and students from all four schools, works together for nine months to host Welcome Weekend, making it a substantial leadership development project as well.

Leadership development is integral to enhancing a student's experience at UTMB. Student Life mentors student leaders in the Student Government Association (SGA) (see below) and the 75+ student organizations. Also, the Student Life Activities Committee (SLAC) helps Student Life ensure that a student's time spent at UTMB is a positive experience.

Service is a core value at UTMB, and our students have many opportunities to live this value from the very beginning. In addition to curricular programs, many of the student organizations have service as their primary mission or a significant component in their activities.

Good examples include: SGA sponsors a toy drive at the end of the fall semester and the United to Serve service day in the spring semester. Among its other functions, the office serves
as a distribution center for communications to and among students. They manage the conference rooms’ schedules for the Jamail Student Center, manage the student study and recreational space on the ground floor of the Ashbel Smith Building, provide free fax and notary public services for students, and check out recreational equipment. They sponsor a number of enjoyable activities that provide for a vibrant learning environment that promotes leadership and activism.

In addition to the Student Satisfaction Survey, Student Life administers a self-assessment to all students in leadership positions. The focus of this tool is to determine the level to which their growth and development has been influenced by their involvement in leadership activities. This is then followed by a set of focus groups to help determine ways in which Student Life could better meet student needs and support their development.

**Intramurals**

The Office of Student Life and the Student Government Association coordinate the intramural sports program for UTMB students. Intramural sports are a crucial element of student life. They promote and reinforce teamwork, personal accomplishment, mutual respect and integrity, fair competition, and a balanced life. Intramural activities are open to all students and include flag football, soccer, tennis and dodge ball in the fall semester, basketball, volleyball, kickball and tennis in the spring semester, and softball in the summer. In the spring, all intramural participants from the past year are provided with an online survey to evaluate the program, their experience with the activities, and provide suggestions for improvement. Results are shared with the Student Government Association and results are used to determine any necessary or desired changes for the upcoming year.

**Student Government Association**

Each student has different needs and expectations as they begin at UTMB. The Student Government Association works to meet some of those needs, solve identified problems, and alleviate some of the anxieties by providing co-curricular activities for students. SGA is dedicated to improving the students’ academic, social, and cultural environments. Each student contributes indirectly to these aims by payment of the student services fee (during registration), a percentage of which goes to SGA. Students participate directly by taking advantage of the services offered and by getting involved in SGA itself. Dissemination of information about activities is through the senators, by e-mail notices, social media sites and through announcements posted on bulletin boards throughout the campus.

An Executive Council is elected from the student body and the Student Senate consists of representatives from all four schools and all four medical school classes. This body controls all funds and determines the policies of SGA. It is important that responsible individuals are elected to this body as they represent the students and are instrumental in making decisions that will affect the student body.

A leadership retreat is held in the fall after the final representatives are elected from the new student class. This gives the entire group a chance to get to know each other, work together, improve their leadership skills, and set common goals for improving the experiences of all students at UTMB.

The SGA Senate meets the first and third Wednesday of every month, at noon, in the Senate Conference Room 2.132, Jamail Student Center. The meetings are open to the student body and anyone interested is welcome to attend. The SGA Budget Committee meets once a week (at advertised times) to review funding proposals from students or student organizations.

Each spring the SGA and Student Life, along with UTMB’s Office of Institutional Effectiveness, provide an annual Student Satisfaction Survey to assess the overall satisfaction and needs of students. It is an online survey and the results help direct the Senate’s goals and objectives for the upcoming year. The results are also shared with University administrators to continually improve the student services.
STUDENT ORGANIZATIONS

Each fall the student leaders of approximately 70 student groups attend an Organization Orientation. This seminar covers risk management issues as well as tips and suggestions on how to make their organization successful. Student leaders are provided with a link to the online Registered Student Organization Handbook which covers UT System, UTMB, Student Life and Student Government Association policies; the process for receiving event and educational travel funds through the SGA; and a number of leadership resources including the stages of group development, how to run a meeting, parliamentary procedures, goal setting, and the Social Change Model of Leadership, plus much more.

A number of these student organizations continue UTMB’s tradition of service, activism and cultural awareness by organizing remarkable programs that enrich the campus, Galveston community, and the lives of our students. Registered UTMB student organizations include a variety of University-wide, as well as, school-specific interests. Information regarding currently registered student organizations and a pdf version of the Registered Student Organization Handbook is available in the Office of Student Life and on our website at https://www.utmb.edu/studentlife/student-organizations/organization-handbook.

Organizations listed alphabetically are as follows:

- Alliance in Internal Medicine
- American Medical Association/ Texas Medical Association
- American Medical Student Association
- American Medical Women's Association
- American Women Surgical Society (AWS)
- Anesthesiology Student Club
- Ballroom Dance Society at UTMB
- Binding Generations
- Biological Chemistry Student Organization (BCSO)
- Cardiology and Cardiothoracic Surgery Club
- Caring Clowns
- Catholic Medical Association
- Chinese Students and Scholars Association
- Christian Medical Association
- Christians on Campus
- Committee for Career Development (CCD)
- Cooking Club
- Critical Care Student Nurses Association
- Dermatology Interest Group (DIG)
- Doctors for Change
- Emergency Medicine Interest Group (EMIG)
- Family Medicine Interest Group
- Food for Thought
- Frontera De Salud
- Global Brigades – UTMB Student Chapter
- Gold Humanism Honor Society
- Graduate School Organization
- Hands and Feet Medical Missions
- Hospice & Palliative Care Organization
- International Radiology Interest Group
- Kappa Chi Delta Sorority
- Kids Club
Lambda Tau Honor Society
Latino Medical Student Association
MD/PHD Program
Military Medical Association
Muslim Medical Association
Neuroscience Student Organization (NSO)
Oncology Interest Group
Ophthalmology Student Organization
Orthopedic Student Society
Osler Student Societies
Otolaryngology Interest Group
Pan African Student Society
Pathology Association for Students
Pediatric Student Association (PSA)
Pharmacology and Toxicology Student Organization (PTSO)
Phi Beta Pi Medical Fraternity
Phi Chi Zeta Medical Fraternity
Pi Theta Epsilon - Nu Chapter Honor Society
Plastics and Reconstructive Surgery
Preventive Medicine & Community Health GSO
Public Health Organization
Right to Life Advocates
Society for Neuroscience Galveston Chapter
Society for Translational Research
Society of Cell Biology
South Asian Student Society
Sports Medicine Initiative
St. Vincent's Student Clinic
Student Healer Association
Student Interest Group in Neurology (SIGN)
Student Multicultural Association
Student National Medical Association (SNMA)
Student Nurses Association
Student Occupational Therapy Association (SOTA)
Student Organization of Clinical Lab Scientist
Student Physical Therapy Association
Student Psychiatry Organization
Student Surgical Society
Students for Bioethics and the Humanities
Students for Integrative Healthcare and Medicine (SIHM)
Students Improving Global Health Together (SIGHT)
Students Serving Shriners
Students Together for Service
Syncope
Texas Medical Students in Research
The Butterfly Project
The Luke Society
Tiny Toes
Ultimate Frisbee Club at UTMB
UTMB Respiratory Care Student Association
Vascular Surgery Interest Group  
Volleyball Club  
Wilderness Medicine Society  
William T. Episcopal Student Organization

**Ombudsperson**

The Ombudsperson service is a non-threatening neutral third party available to listen to student’s concerns related to the University and is a source of information regarding institutional services, processes and policies. The Ombudsperson assists students with concerns that may not have been handled to their satisfaction and are seeking an appeal. The Ombudsperson will help students: clarify their issues, identify the process, and determine their options for resolving issues. Students are invited to contact the ombudsmen through University Student Services at (409) 747-9055. Students are provided information about the services at orientation and are reminded at least annually by an email broadcast sent to all students. Students have other avenues to resolve complaints; they can go to their student affairs dean, faculty advisors, department heads and the Equal Opportunity Officer. Students are encouraged to address their concern to the party directly; if they are not satisfied with the decision they then can take the concern to the next level. In non-academic complaints, the President of the University is the final level of appeal. With academic complaints the Dean is the final level of appeal after utilizing the academic appeal process; see the individual school bulletins for more information. The Ombudsperson keeps a confidential record of submitted student concerns and outcomes. The Ombudsperson is required in some cases to notify the Title IX coordinator (e.g. sexual harassment) in order to protect the student or campus. The Ombudsperson provides a report with aggregate data to campus officials in order to identify trends, issues and support.

In November 2004, a web-based system for reporting professionalism concerns was introduced on campus. The “Professionalism Button” (a link on the University homepage) provides an on-line mechanism for students to submit their concerns or complaints quickly and anonymously 24 hours a day and seven days a week. The submitted professional concern note is emailed directly to the student Ombudsperson anonymously. The email does not provide the student’s email address. The return address is www@utmb.edu. Students can, however, elect to provide contact information. This is useful in the case that the Ombudsperson would need more information regarding the situation. Students can access information about the student Ombudsperson and student academic and conduct policies by going to the website at [https://www.utmb.edu/ombudsman/](https://www.utmb.edu/ombudsman/).

**Student Health and Counseling**

Student Health and Counseling provides primary care, confidential counseling and psychiatric services for enrolled students with an emphasis on wellness and prevention. Student Health and Counseling utilizes a multidisciplinary team approach to providing care. Students from all participating schools have the opportunity to play an integral part in planning efforts and the operation of Student Health and Counseling through participation on the Student Health Governance Committee. Through payment of the Medical Services fee and Student Services fee, students are eligible to use Student Health and Counseling. Student Health and Counseling is open Monday through Friday, 8 a.m.–5 p.m., except holidays and the winter recess. Students are seen by appointment. Same-day appointments are available for acute care and other services in most cases. Appointments are required for immunizations. After hours, weekends, and holidays, students may call the Access Center at (409) 772-2222. Also available to students 24/7, for mental health concerns, is the Crisis Hotline at 409-747-4357.

Student Health provider visits and services, laboratory tests, x-rays, diagnostic tests, immunizations, medications, and additional services rendered by other UTMB providers are billed
to each student’s medical health insurance. Emergency Room visits or hospitalizations are also billed to each student’s medical health insurance. Co-pays and deductibles are the responsibility of the student.

Health services offered include but are not limited to: physicals, well woman exams and family planning; screening for and provision of required immunizations and TB skin testing; evaluation and treatment of minor illnesses and injuries; assessment and treatment of occupational exposures to blood and body fluids or other communicable diseases; and health and wellness education.

Counseling and psychiatric services provided include: individual, couple, family, and group therapy; psychological assessment; psychiatric consultation and medication management; crisis intervention; and substance abuse assessment, counseling and education. Counselors see students for both short and long term counseling based on the needs of the individual student. Alcohol and substance abuse screening, counseling, and treatment referrals are available through Student Health and Counseling.

Professional services for counseling visits are not billed to the student’s medical health insurance, instead, counseling visits are covered by the student fees.

Exposures to blood and body fluids should be evaluated for the need to initiate chemoprophylaxis within two hours of the exposure. Students should notify their faculty supervisor and report immediately to Student Health or after hours to UTMB’s Emergency Department for evaluation. Students off campus at the time of an exposure can call Student Health or after hours the Access Center for assistance.

All enrolled students are required to have health insurance. UT System contracts with Blue Cross Blue Shield (BCBS) Insurance to offer a low cost student injury and sickness insurance policy for all UT students. Enrollment for BCBS is completed online at www.ahpcares.com/utmb. More information on health insurance is available through the office of Student Health and Counseling and on their web site.

Student Health and Counseling maintains all student medical and counseling records in compliance with UTMB policies and procedures related to use, disclosure and confidentiality of personal health information. The exception to this policy is the release of student immunization records. Students may access their immunization records online and this information may be shared with the schools as necessary for participation in educational programs.

The services provided through Student Health and Counseling are evaluated on a regular basis. The Student Health Governance Committee and Student Government Association are asked for feedback on services provided on a regular basis. This information and information from the annual SGA survey are used to evaluate services provided in Student Health and Counseling.

**Office of Enrollment Services**

Enrollment Services provides Registrar and Student Financial services to students in a One-Stop-Shop environment both on site and online. These services include: admission, registration, course catalog, class schedules, grades, transcript services, certification of enrollment, and financial aid processing, veterans benefits, work-study, scholarship application, and student account services.

The staff members have a strong commitment to serve our students. Enrollment Services uses the information and the comments from the annual Student Government Survey and takes action based on the input to improve our services. Students are always welcome to talk directly with the Assistant Vices President of Student Services and the University Registrar.

**Registrar**

The Registrar in the Office of Enrollment Services provides effective, quality, and timely services for UTMB students, faculty, and administrators and for state and federal agencies and professional organizations relating to admission, record establishment, registration, tuition and
fee assessments, record maintenance, verification and certification services, degree audits and certification, data reporting, and automation of appropriate activities.

Functional responsibilities of the Registrar’s office include, but are not limited to, the following:

- Centralized admissions processing for all four UTMB schools. All admissions documents and supporting credentials, including application fees (except those through the Texas Medical and Dental Schools Application Service) are received and processed, then forwarded to the appropriate school where the admission decision is made. Responsibility for decisions regarding eligibility to be a resident of Texas for tuition purposes rests with this function. Management and maintenance of the automated support system for admission processes rests with the office.
- General registration-related and student-record-related services for students in all four UTMB schools
- Pre-enrollment and enrollment certifications
- Veterans’ enrollment certifications and services
- Loan deferment certifications
- International student services, enrollment certifications, and liaison with governmental agencies
- Official grade processing and reporting
- In-term grade reporting, School of Medicine
- Receipt, processing, and recording of certain national test scores
- Academic record development and maintenance
- Demographic information maintenance and reporting
- Transcript service
- Registration and schedule change processes
- Tuition and fee assessment
- Tuition and fee exemptions and waivers processes and reporting
- Withdrawal processes
- Protection of privacy of student information
- Degree audits
- Special registrations and support services for off-campus programs
- Visiting medical student admission and registration processes
- Special data reporting to UTMB departments
- Official reporting of student-related data to state and federal agencies
- Reporting to external organizations
- Development and maintenance of automated systems and student records database

General information is provided to all UTMB students, faculty, and staff, as well as, to prospective students and the general public. Areas where such information is provided include procedures for the release of student data, publications (e.g., student directory, catalog coordination and distribution, data for departmental and institutional publications), the status of the academic record, statistical data, directory information about students, specific student information (when accompanied with an appropriate authorization for the release of data), student liability insurance requirements and policies, admission procedures, academic procedures and regulations, and referral information.

UTMB complies with the Family Education Rights and Privacy Act (FERPA), state statutes, including the Texas Open Records Act, and all other federal, state, system and University policies with respect to the security of student records. UTMB’s Policy on Release of Student Academic Data is printed on the inside cover of this publication. Enrollment Services, in conjunction with
Information Services, is responsible for the security, confidentiality, and integrity of its academic records which are mostly stored in electronic form on secured servers through the University’s Student Information System. Files that are stored in paper form, are stored in a secured room that is alarmed and has fire protection. The files are only accessible to University officials as needed to conduct business, but are always in the control of Enrollment Services. The files are maintained, following generally accepted guidelines, as prescribed by the profession.

As a measure to provide confidentiality and security of social security numbers, we use the Student ID number instead of the social security number as the primary key to access student records.

Financial Aid

The Office of Enrollment Services assists all students in evaluating their financial obligations and exploring their available resources. The staff of trained professionals offers individual counseling for every student, personal assistance in the application process, and continued guidance in financial planning while students are enrolled at UTMB.

Long-term financial aid is available to all students who are enrolled at least half-time and who demonstrate financial need. This funding comes from a combination of loans (federal and institutional), grants, and scholarships, and is awarded on a first-come, first-served basis in conjunction with the packaging philosophy published by the Office of Enrollment Services. The staff is dedicated to ensuring that each applicant has the necessary information and assistance to complete the required application for long-term aid.

Short-term aid is also offered to all students. Loans are granted to students on an individual basis after the application has been reviewed with a counselor. Eligibility criteria include: reason for expense, resource for repayment, and available funds. There is also a Tuition Loan Fund through which an eligible student may borrow the required tuition payment. Information is available in the Office of Enrollment Services.

Students who will be applying for financial aid should file a need analysis form as soon as possible after Jan. 1. This form is known as the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at any college or university, or online at www.fafsa.ed.gov. Students who file the FAFSA or Renewal Application must be sure to include each institution they want to receive the results, e.g., The University of Texas Medical Branch at Galveston, code 013976, Galveston, Texas. Medical students who wish to be considered for Title VII funding must provide parent information on the FAFSA/Renewal Application.

The Office of Enrollment Services is open Monday through Friday, 8 a.m.–5 p.m. Counselors are available on a walk-in basis Monday through Friday, 8 a.m.–5 p.m. For additional information, call or write:

The University of Texas Medical Branch
Office of Enrollment Services
301 University Boulevard
Galveston, TX 77555-1305
(409) 772-1215

Students may appeal any decision regarding Financial Aid to the University Financial Aid Officer.

Student Disabilities Services

UTMB complies with the Americans with Disabilities Act as Amended (“ADAAA”) of 2008; Section 504 of the Rehabilitation Act of 1973; state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs or activities of UTMB solely on the basis of the disability.
UTMB will make every attempt to engage in the interactive process to provide a reasonable accommodation to any qualified student with a disability. Each request for an accommodation will be reviewed on a case-by-case basis, to determine what, if any, reasonable accommodation can be provided.

As stated in the ADAAA of 2008 and Section 504 of the Rehabilitation Act of 1973, a disability is defined as: 1) a physical or mental impairment that substantially limits one or more major life activities; 2) a record of an impairment; or 3) being as having such an impairment.

All requests for accommodations should be forwarded to UTMB’s Institutional ADA Officer, Lela V. Lockett-Ware. She can be contacted via phone at (409) 747-4818; fax (409) 747-2527 or email at adastdnt@utmb.edu. The office is located in the Lee Hage Jamail Student Center, Room 2.118.

Any further information about Student Disabilities Services can be found at http://www.utmb.edu/studentservices/disabilities.asp

**Title IX Compliance**

It is UTMB’s policy to fully comply with Title IX of the Education Amendments of 1972. Under this law, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity receiving Federal financial assistance.”

UTMB’s Title IX Coordinator can be contacted by phone at 409-772-2112 and is located in Rebecca Sealy, Suite 2.302. Additional information about Title IX can be found at http://www.utmb.edu/studentservices/titleix.asp

**Notice of Non-Discrimination**

UTMB, in compliance with applicable federal and state laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex (including pregnancy or marital status), age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status. This includes all programs, facilities or services and applies to all employees and students, and anyone who utilizes UTMB facilities.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Kathy Carlson J.D. (Formerly Rodriguez)
  Director, Internal Investigations and Title IX Coordinator
  2.302 Rebecca Sealy
  409-772-2112 (Title IX) or 409-747-5742 (Direct)

- Lela Lockett-Ware, Institutional ADA Officer
  2.118 Jamail Student Center
  409-747-4818
The Institutes

Institute for Human Infections and Immunity

The Institute for Human Infections and Immunity was established in October, 2004 with the approval of The University of Texas System and the Texas Higher Education Coordinating Board. Its mission is to coordinate and enhance the activities of several existing centers and programs at UTMB that focus on the control of emerging infectious diseases, and to manage educational and training activities in infection and immunity supported by the James McLaughlin Endowment. As the newest institute on UTMB's campus, it serves as the University's locus for administration of the Galveston National Laboratory, a $167 million state-of-the-art, high containment biomedical research facility now under construction with major grant support from the National Institute of Allergy and Infectious Diseases of the National Institutes of Health.

The Institute also provides institutional oversight and management of UTMB's biosafety level 3 (BSL3) and BSL4 biocontainment laboratory resources, programmatic oversight of UTMB's select agent program, and stewardship of the McLaughlin Endowment which supports training in the fields of infection and immunity.

Institute for the Medical Humanities

The Institute for the Medical Humanities relates the humanities to the educational experience at UTMB. The program of the Institute aims to contribute to the education of self-aware, self-critical health practitioners by introducing perspectives from selected humanities disciplines into their professional education. With their clinical colleagues, program faculty are rethinking the bases on which health care professionals are educated in our society. Teaching is designed to encourage the careful examination of alternative patterns of thought and explanation, the illumination of value questions in health care settings, the eliciting of meaning from events of illness by analysis and imagination, and the cultivation of a critical intelligence that takes clinical facts seriously but sees behind and beyond them.

The origins of UTMB's Institute for the Medical Humanities predate its founding in 1973. Dr. Chauncey D. Leake, a man whose copious talents ranged from science to medicine to the humanities, served as executive vice president and dean of the Medical Branch from 1942 to 1955. Leake encouraged attention to the humanities through his own lecturing and writing in the history of medicine. He supported the development of the library and its archival and teaching collections. During his tenure, a philosopher was appointed to UTMB's faculty—a first in American medical education. An academic History of Medicine Division was created in 1969, and in 1972, that division was broadened to encompass the philosophy of medicine.

Since then, the Institute has expanded beyond an early focus on history and ethics; included art, law, literature, religious, and visual studies in its purview; addressed questions about the culture of illness and the ethics of health policy; and integrated its work into clinical settings. Faculty have expertise in literature and medicine, philosophy and medicine, history of medicine, religion and medicine, art and medicine, medical jurisprudence, health policy, and the social sciences.

The Institute offers programs of study and research opportunities at the intersection of medicine and several humanities disciplines. Faculty in the Institute teach required and elective courses on core values and professionalism. Literary, historical, philosophical, and visual materials that illuminate the practice of medicine and the experience of illness are analyzed and discussed. The students write papers and are graded on their performance. Other courses focus on issues of justice and related ethical questions in health policy. In the medical student's fourth year, an array of humanities elective courses is available, ranging from history of medicine and consent in medicine to major medical novels. Medical students may elect medical humanities as an area of scholarly concentration and receive a certificate upon graduation.
Institute faculty collaborate with colleagues in clinical departments on ethics core conferences involving third-year medical students and resident physicians. A required course on ethics of scientific research is offered regularly. Also, the Institute, in collaboration with UTMB hospitals, provides an ethics consultation service to physicians and nurses at the University. A research ethics consultation service is offered in collaboration with the Institute for Translational Sciences.

The graduate program in medical humanities offers graduate work for students pursuing a Ph.D. in the interdisciplinary medical humanities, the only such degree program in the U.S. Course work is also available for UTMB graduate students in other programs and for special students who do not seek a formal degree.

The Institute hosts research fellows and visiting faculty, and sponsors an active visiting lecturer series. Its research program advances inquiry within the humanities and enlarges the scholarly vision of connections between the humanities and the enterprises of human health care and biomedical research.

Sponsorship of the journal Literature and Medicine resides in the Institute. Areas of special interest represented in recent publications and research by Institute faculty include traumatic brain injury; the future of bioethics; the ethics of visual research in the social sciences; ethical issues in health disparities; women and organ transplantation; narrative ethics; narrative approaches to understanding trauma and catastrophe; community bioethics dialogue; professionalism and professional identity formation; ethical issues in translational science; social, ethical, and political implications of implanted microchips; religious diversity and health; and support for interdisciplinary teams and mentorship in scientific research.

The Institute's status as a national and international leader in the medical and health care humanities was recognized by the American Society for Bioethics and Humanities with its Cornerstone Award in 2012.

**Institute for Translational Sciences (ITS)**

The Institute is the academic home of a five-year, $24 million Clinical Translational Sciences Award (CTSA) from the National Institutes of Health/National Center for Research Resources. Through its CTSA award, the Institute seeks to facilitate translational research as a rigorous discipline, develop translational research training programs at all levels in the graduate continuum, effectively conduct and bridge step 1 translational research to steps 2 and 3, and interface productively with the national CTSA consortium. In particular, this CTSA helps UTMB build teams of researchers with diverse skills who can work effectively toward positive health outcomes. These teams also serve as exemplary learning environments for the next generation of translational investigators. UTMB's General Clinical Research Center (GCRC) resides within the CTSA and is part of a national network of centers with a primary mission to provide a research infrastructure for clinical investigators who receive grant support from other NIH components or from other Federal agencies. The GCRC has more than 45 consecutive years of funding.
Faculty Listings
Faculty listings for each school are included in the respective school bulletin.

Helpful Websites and Phone Numbers
Alumni Field House..............................http://www.utmb.edu/auxiliaryenterprises/AlumniFieldHouse/
Alumni Relations..............................................................http://alumni.utmb.edu/contact/staff
Campus Store ......................................................................................https://bookstore.utmb.edu/
Department of Pastoral Care ............................................................http://blog.utmb.edu/pastoralcare/
Dormitories.................................................................................http://www.utmb.edu/auxiliaryenterprises/Housing/
Enrollment Services ........................................................................http://www.utmb.edu/enrollmentservices/
Equal Opportunity & Diversity ........................................................................http://hr.utmb.edu/diversity/
Office of Title IX Compliance .........................................................http://www.utmb.edu/studentservices/titleix.asp
Ombudsman .....................................................................................http://www.utmb.edu/ombudsman/
Parking.........................................................................................http://www.utmb.edu/auxiliaryenterprises/ParkingFacilities/
President's Office..................................................................................http://www.utmb.edu/president/
Student Wellness .............................................................................http://www.utmb.edu/studenthealth/
Student Life .....................................................................................http://www.utmb.edu/studentlife/

UTMB Police
- Main number ............................................. (409) 772-1503
- On-campus emergency ......................... Extension 21111

For additional information, contact the individual school:
School of Nursing
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-1029
(409) 772-1181

School of Medicine
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-0133
(409) 772-2671

School of Health Professions
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-1028
(409) 772-3001

Graduate School of Biomedical Sciences
The University of Texas Medical Branch
301 University Blvd.
Galveston, TX 77555-1050
(409) 772-2665
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as of August 4, 2017