

*The University of*  
***Texas***  
*at Austin*

**GENERAL INFORMATION**  
**2014 - 2015**

**THE UNIVERSITY OF TEXAS AT AUSTIN**  
**WHAT STARTS HERE CHANGES THE WORLD**

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# Introduction

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*The benefits of education and of useful knowledge, generally diffused through a community, are essential to the preservation of a free government.*

**Sam Houston**

*Cultivated mind is the guardian genius of Democracy, and while guided and controlled by virtue, the noblest attribute of man. It is the only dictator that freemen acknowledge, and the only security which freemen desire.*

**Mirabeau B. Lamar**

*Where liberty has arisen, learning must be cherished—or liberty itself becomes a fragile thing.*

**Lyndon B. Johnson**

## Mission of the University

***The mission of the University** is to achieve excellence in the interrelated areas of undergraduate education, graduate education, research, and public service. The University provides superior and comprehensive educational opportunities at the baccalaureate through doctoral and special professional educational levels. The University contributes to the advancement of society through research, creative activity, scholarly inquiry, and the development of new knowledge. The University preserves and promotes the arts, benefits the state's economy, serves the citizens through public programs, and provides other public service.*

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 R. Steven Hicks, *Vice Chairman*  
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#### Terms scheduled to expire February 1, 2015

Wm. Eugene Powell, San Antonio  
 R. Steven Hicks, Austin  
 Robert L. Stillwell, Houston

#### Terms scheduled to expire February 1, 2017

Alex M. Cranberg, Houston  
 Wallace L. Hall, Jr., Dallas  
 Brenda Pejovich, Dallas

#### Terms scheduled to expire February 1, 2019

Paul L. Foster, El Paso  
 Ernest Aliseda, McAllen  
 Jeffery D. Hildebrand, Houston

#### Student regent with term to expire May 31, 2015

Max Richards, The University of Texas at Austin

Each Regent's term expires when a successor has been appointed and qualified and has taken the oath of office. The Student Regent serves a one-year term.

## Academic Calendar

### Long Session 2014-2015

July 18	Friday: Last day during the summer session for new summer session students and continuing and readmitted students to register for the fall semester.
July 22	Tuesday: Tuition bills for the fall semester distributed to students electronically. Notice is sent to the e-mail address on the student's record.
August 13	Wednesday: Tuition payment deadline is 5:00 pm for undergraduate students who registered for the fall semester by Friday, July 18. Tuition may be paid in full or in installments.
August 15	Friday: Orientation for new international students.
August 19	Tuesday: Orientation for new undergraduate transfer students.
August 20	Wednesday: Orientation and testing begin for new freshmen students.

### Fall Semester 2014

August 22	Friday: Registration for the fall semester for new and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on Tuesday, August 26; graduate and law students must pay tuition by 5:00 pm on Tuesday, September 2. University residence halls open at 9:00 am. University Health Services benefits become available to registered students.
August 25	Monday: Add/drop for the fall semester for students who registered and paid their tuition and fees by Wednesday, August 13. Registration for the fall semester for continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on Tuesday, August 26; graduate and law students must pay tuition by 5:00 pm on Tuesday, September 2.

August 26	Tuesday: Registration and add/drop for the fall semester for all students. Deadline for graduate students to be registered in absentia for the fall semester. Tuition bills for undergraduate students who registered after Friday, July 18 are due by 5:00 pm.
August 27	Wednesday: Classes begin.
September 1	Monday: Labor Day holiday.
September 2	Tuesday: Last day of the official add/drop period; after this date, changes in registration may require the approval of the department chair and usually the student's dean. (See General Information, Academic Policies and Procedures, for details.) Last day undergraduate students may register and pay tuition without the approval of the registrar. Last day graduate students may register and pay tuition without the approval of the graduate dean. Last day law students may register and pay tuition without the approval of the dean. Tuition payment deadline is 5:00 pm for graduate and law students. Tuition may be paid in full or in installments.
September 12	Friday: Twelfth class day; this is the date the official enrollment count is taken. Payment for added classes (add bill) due by 5:00 pm. Last day an undergraduate student may add a class except for rare and extenuating circumstances. Last day to drop a class for a possible refund. (See General Information, Academic Policies and Procedures, for details.) Last day a graduate student may, with the required approvals, add a class. Last day a law student may add a class. Last day a law student may drop a class without the approval of the dean.
September 26	Friday: Second tuition payment due for students who selected the three-payment plan.
October 1	Wednesday: Application deadline for International Education Fee Scholarship (IEFS) for spring and Maymester study abroad programs.
October 13	Monday: Last day to apply for a graduate degree.
October 15	Wednesday: Intrasemester reports due in the deans' offices.
October 22	Wednesday: Last day a graduate student may change registration in a class to or from the credit/no credit basis. Last day to apply for a law degree. Last day a law student may register in absentia.
October 23-24, 27-29	Thursday-Friday, Monday-Wednesday: Academic advising for continuing and readmitted students for the spring semester.
October 24	Friday: Final tuition payment due for students who selected the three-payment plan.
October 27- November 7	Daily: Registration for the spring semester for continuing and readmitted students.
November 1	Saturday: Application deadline for Maymester programs.

November 4	Tuesday: Last day an undergraduate student may, with the dean's approval, withdraw from the University or drop a class except for urgent and substantiated, nonacademic reasons. Last day an undergraduate student may change registration in a class to or from the pass/fail basis. Last day a law student may change registration in a class to or from the pass/fail basis. Last day to apply for an undergraduate degree. Last day an undergraduate student may register in absentia.
November 11	Tuesday: Tuition bills for the spring semester distributed to students electronically. Notice is sent to the e-mail address on the student's record.
November 27-29	Thursday-Saturday: Thanksgiving holidays.
December 3	Wednesday: Monday law classes will meet; Wednesday law classes will not meet.
December 5	Friday: Last class day. Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean. Last day a graduate student or a law student may, with the required approvals, drop a class or withdraw from the University.
December 6	Saturday: Reading day in the School of Law.
December 6-7	Saturday-Sunday: Fall graduation ceremonies in the colleges and schools.
December 8-9, 14	Monday-Tuesday, Sunday: No-class days.
December 8-13, 15-19	Monday-Saturday, Monday-Friday: Fall semester final examinations in the School of Law.
December 10-13, 15-16	Wednesday-Saturday, Monday-Tuesday: Fall semester final examinations except in the School of Law.
December 17	Wednesday: University residence halls close at 9:00 am.
December 19	Friday: Commissioning of ROTC graduates.
December 20	Saturday: Official graduation date. (No public exercises.)

## Spring Semester 2015

January 8	Thursday: Tuition payment deadline is 5:00 pm for undergraduate students who registered for the spring semester by Friday, November 7. Tuition may be paid in full or in installments. Orientation for new international students.
January 12	Monday: Orientation and testing begin for new undergraduate students. Add/drop for the spring semester for students who have registered and paid their tuition.
January 13	Tuesday: Registration for the spring semester for new and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on Friday, January 16; graduate and law students must pay tuition by 5:00 pm on Friday, January 23.
January 14	Wednesday: Registration for the spring semester for continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on Friday, January 16; graduate and law students must pay tuition by 5:00 pm on Friday, January 23.

January 15-16	Thursday-Friday: Add/drop for the spring semester for students who registered and paid their tuition by Thursday, January 8. Registration for the spring semester for new, readmitted, and continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on Friday, January 16; graduate students and law students must pay tuition by 5:00 pm on Friday, January 23.	April 6	Monday: Last day an undergraduate student may, with the dean's approval, withdraw from the University or drop a class except for urgent and substantiated, nonacademic reasons. Last day an undergraduate student may change registration in a class to or from the pass/fail basis. Last day a law student may change registration in a class to or from the pass/fail basis. Last day to apply for an undergraduate degree. Last day an undergraduate student may register in absentia.
January 16	Friday: Tuition bills due by 5:00 pm for undergraduate students who have registered but not paid. University residence halls open at 9:00 am. University Health Services benefits become available to registered students.	April 15-17, 20-24	Wednesday-Friday, Monday-Friday: Academic advising for continuing and readmitted students for the summer session and the fall semester.
January 19	Monday: Martin Luther King Jr. Day holiday	April 18	Saturday: 67th Annual Honor's Day Program.
January 20	Tuesday: Classes begin.	April 20-May 1	Daily: Registration for the summer session and the fall semester for continuing and readmitted students.
January 23	Friday: Last day of the official add/drop period; after this date, changes in registration may require the approval of the department chair and usually the student's dean. (See General Information, Academic Policies and Procedures, for details.) Last day undergraduate students may register and pay tuition without the approval of the registrar. Last day graduate students may register and pay tuition without the approval of the graduate dean. Last day law students may register and pay tuition without the approval of the dean. Tuition payment deadline is 5:00 pm for graduate and law students. Tuition may be paid in full or in installments.	May 4	Monday: Last class day in the School of Law. Last day a law student may, with the required approvals, drop a class or withdraw from the University.
February 4	Wednesday: Twelfth class day; this is the date the official enrollment count is taken. Last day an undergraduate student may add a class except for rare and extenuating circumstances. Payment for added classes (add bill) due by 5:00 pm. Last day to drop a class for a possible refund. (See General Information, Academic Policies and Procedures, for details.) Last day a graduate student may, with the required approvals, add a class. Last day a law student may add a class. Last day a law student may drop a class without the approval of the dean.	May 5	Tuesday: Reading day in the School of Law. Tuition bills for the summer session distributed to students electronically. Notice is sent to the e-mail address on the student's record.
February 8	Sunday: Application deadline for International Education Fee Scholarship (IEFS) for summer study abroad programs.	May 6-9, 11-16, 18-19	Wednesday-Saturday, Monday-Saturday, Monday-Tuesday: Spring semester final examinations in the School of Law.
February 20	Friday: Second tuition payment due for students who selected the three-payment plan.	May 8	Friday: Last class day except in the School of Law. Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean. Last day a graduate student may, with the required approvals, drop a class or withdraw from the University.
March 1	Sunday: Application deadline for International Education Fee Scholarship (IEFS) for fall study abroad programs.	May 11-12, 17	Monday-Tuesday, Sunday: No-class days.
March 7	Saturday: Intrasemester reports due in the deans' office.	May 13-16, 18-19	Wednesday-Saturday, Monday-Tuesday: Spring semester final examinations except in the School of Law.
March 16-21	Monday-Saturday Spring break.	May 20	Wednesday: University residence halls close at 9:00 am (except for graduating students).
March 26	Thursday: Last day to apply for a graduate degree.	May 21	Thursday: Tuition payment deadline is 5:00 pm for undergraduate students who registered for the summer session during the spring.
March 27	Friday: Final tuition payment due for students who selected the three-payment plan.	May 22-23	Friday-Saturday: Graduation ceremonies in the colleges and schools.
March 30	Monday: Last day a graduate student may change registration in a class to or from the credit/no credit basis. Last day to apply for a law degree. Last day a law student may register in absentia.	May 22	Friday: Commissioning of ROTC graduates
		May 23	Saturday: Commencement (official graduation date).
		May 24	Sunday: University residence halls close at 9:00 am for graduating students.
		<b>Summer Session 2015</b>	
		May 25	Monday: Memorial Day holiday.
		May 26-28	Tuesday-Thursday: Add/drop for the summer session for students who have registered and paid their tuition.
		May 30	Saturday: Summer residence halls open at 9:00 am. University Health Services benefits become available to registered students.
		June 2	Tuesday: Orientation and testing begin for new undergraduate students.



June 2-3	Tuesday-Wednesday: Registration for the summer session; students who register on these dates will register for all classes to be taken during the summer session. To complete registration, undergraduate students must pay tuition by 5:00 pm on Wednesday, June 3; graduate and law students must pay tuition by 5:00 pm on Friday, June 5.	undergraduate students must pay tuition by 5:00 pm on Friday, July 10; graduate and law students must pay tuition by 5:00 pm on Tuesday, July 14.	
June 3	Wednesday: Tuition payment deadline is 5:00 pm for undergraduates.	July 10-11	Friday-Saturday: Final examinations for first-term classes, including first-term three-hour law classes. Nine-week and whole-session classes do not meet.
June 4	Thursday: Classes begin for first-term, nine-week, and whole-session classes.	July 12	Sunday: First session housing must check out of University residence halls by 9:00 am.
June 5	Friday: Last day of the official add/drop period for first-term, nine-week, and whole-session classes; after this date, changes in registration may require the approval of the department chair and usually the student's dean. (See General Information, Academic Policies and Procedures, for details.) Tuition payment deadline is 5:00 pm for graduate and law students.	July 12	Sunday: Second session housing may check in to University residence halls starting at 6:00 pm.
June 9	Tuesday: Fourth class day for first-term, nine-week, and whole-session classes; this is the date the official enrollment count is taken. Last day an undergraduate student may add a first-term, nine-week, or whole-session class except for rare and extenuating circumstances. Payment for added classes (add bill) due by 5:00 pm. Last day to drop a first-term, nine-week, or whole-session class for a possible refund. (See General Information, Academic Policies and Procedures, for details.) Last day a graduate student may, with the required approvals, add a first-term, nine-week, or whole-session class. Last day a law student may add a first-term, nine-week, or whole-session class. Last day a law student may drop a class without the approval of the dean.	July 13	Monday: Classes begin for second-term classes.
June 10	Wednesday: Registration for the fall semester begins for new summer session students who have paid their tuition for summer, and for continuing and readmitted students who have not yet registered for fall.	July 14	Tuesday: Last day of the official add/drop period for the second term; after this date, changes in registration may require the approval of the department chair and usually the student's dean. (See General Information, Academic Policies and Procedures, for details.) Tuition payment deadline is 5:00 pm for graduate and law students.
June 24	Wednesday: Last day a student may change registration in a first-term, nine-week, or whole-session class to or from the pass/fail or credit/no credit basis.	July 16	Thursday: Fourth class day for second-term classes; this is the date the official enrollment count is taken. Last day an undergraduate student may add a second-term class except for rare and extenuating circumstances. Payment for added classes (add bill) due by 5:00 pm. Last day to drop a second-term class for a possible refund. (See General Information, Academic Policies and Procedures, for details.) Last day a graduate student may, with the required approvals, add a second-term class. Last day a law student may add a second-term class. Last day a law student may drop a second-term class without the approval of the dean.
June 30	Tuesday: Last class day for first-term two-hour law classes. Last day to drop a first-term two-hour law class, with required approvals.	July 17	Friday: Last day to apply for an undergraduate or a law degree. Last day an undergraduate student or a law student may register in absentia. Last day during the summer session for new summer session students and continuing and readmitted students to register for the fall semester.
July 1	Wednesday: Reading day for first-term two-hour law classes.	July 21	Tuesday: Tuition bills for the fall semester distributed to students electronically. Notice is sent to the e-mail address on the student's record.
July 2	Thursday: Final examinations for first-term two-hour law classes.	July 28	Tuesday: Last class day for nine-week classes. Last day to drop a nine-week class. (See General Information, Academic Policies and Procedures, for details.)
July 4	Friday: Independence Day holiday.	July 29	Wednesday: Reading day for nine-week law classes.
July 8	Wednesday: Last class day for first-term three-hour law classes. Last day to drop a first-term three-hour law class, with required approvals.	July 29-30	Wednesday-Thursday: Final examinations for nine-week classes except in the School of Law.
July 9	Thursday: Last class day for first-term classes. Last day to drop a first-term class. (See General Information, Academic Policies and Procedures, for details.) Reading day for first-term three-hour law classes.	July 30-31	Thursday-Friday: Final examinations for nine-week law classes.
July 10	Friday: Registration for students enrolling for the second term only. To complete registration,	July 31	Friday: Last day a student may change registration in a second-term class to or from the pass/fail or credit/no credit basis. Last day to apply for a graduate degree.
		August 1	Saturday: Nine-week session housing must check out of University residence halls by 9:00 am.
		August 7	Friday: Last class day for second-term two-hour law classes. Last day to drop a second-term two-hour law class, with required approvals.
		August 8	Saturday: Reading day for second-term two-hour law classes.

August 10-11	Monday-Tuesday: Final examinations for second-term two-hour law classes.
August 12	Wednesday: Tuition payment deadline is 5:00 pm for undergraduate students who registered for the fall semester by Friday, July 17. The payment deadline for graduate and law students is the fourth class day of the fall semester.
August 14	Friday: Last class day for second-term and whole-session classes, including three- and four-hour law classes. Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean. Last day to drop a second-term or whole-session class. (See General Information, Academic Policies and Procedures, for details.)
August 15	Saturday: Final examinations for second-term and whole-session classes, except in the School of Law. Reading day in the School of Law.
August 17	Monday: Final examinations for second-term and whole-session classes. Final examinations for second-term and whole-session law classes. Official graduation date (no public exercises).
August 18	Tuesday: Summer residence halls close at 9:00 am.

# The University

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## The University Catalog

The catalog of the University is the document of authority for all students. Any academic unit may issue additional or more specific information that is consistent with approved policy. However, the information in the catalog supersedes that issued by any other unit if there is a conflict between the two. The University reserves the right to change the requirements given in the catalog at any time.

The catalog consists of four issues: the *Undergraduate Catalog* (<http://catalog.utexas.edu/undergraduate>), the *Graduate Catalog* (<http://catalog.utexas.edu/graduate>), the *Law School Catalog* (<http://catalog.utexas.edu/law>), and *General Information* (<http://catalog.utexas.edu/general-information>).

The *Undergraduate Catalog* is published in August of even-numbered years; the *Graduate Catalog* is published in August of odd-numbered years; the *Law School Catalog* is published in February of even-numbered years. These issues contain regulations and degree requirements that apply to undergraduate, graduate and School of Law students. Regulations are valid only for the two academic years indicated by the dates in the title of each publication; for an explanation of the period for which degree requirements are valid, see the section “Graduation under a Particular Catalog” in each issue. The lists of available course offerings for each academic unit are correct at the time of publication but are subject to change. They are superseded by course offerings published each semester and summer session in the *Course Schedule*.

*General Information*, published every August, contains current and historical information about the University’s organization and physical facilities. It gives important information about academic policies and procedures that apply to all students for the academic year indicated in title of the publication. It includes the official academic calendar, admission procedures and residence requirements, information about tuition and fees, and policies on quantity of work, grades and the grade point average, credit by examination and correspondence, adding and dropping courses, withdrawal from the University, and scholastic probation and dismissal. *General Information* is meant to be used along with each of the other issues; each student must be familiar with the regulations given there and with those given in the issue that covers his or her degree program.

Assistance in obtaining information about the University—including costs, refund policies, withdrawal, academic programs, the faculty, accreditation, and facilities and services for disabled persons—is available from V. Shelby Stanfield, Vice Provost and Registrar, at (512) 475-7510 and at the University of Texas at Austin, Office of the Registrar, P O Box 7216, Austin TX 78713-7216.

## Statement on Equal Educational Opportunity

The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. Discrimination on the basis of sexual orientation, gender identity, and gender expression is also prohibited pursuant to University policy. Any member of the University community who feels he or she has been subject to discrimination, harassment, or retaliation should contact the Office of Institutional Equity in person at NOA 4.302, Austin TX 78713; via e-mail at [equity@austin.utexas.edu](mailto:equity@austin.utexas.edu); or by phone at (512) 471-1849.

## Accreditation

The University of Texas at Austin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s, first-professional, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of the University of Texas at Austin.

## Affiliations

The University is a member of the Association of American Universities and the Oak Ridge Associated Universities, among others.

## University Code of Conduct

The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

## Organization of the University’s Academic Units

Through the following academic units, the University offers close to three hundred undergraduate, graduate, and professional degree programs.

### School of Architecture

- Center for American Architecture and Design
- Alexander Architectural Archive
- Architectural History Program
- Architecture Program
- Architecture and Planning Library
- Community and Regional Planning Program

- Historic Preservation Program
- Interior Design Program
- Landscape Architecture Program
- Sustainable Design Program
- Center for Sustainable Development
- Urban Design Program
- Lady Bird Johnson Wildflower Center

### **Red McCombs School of Business**

- Department of Accounting
- Department of Business, Government, and Society
- Department of Finance
- Department of Information, Risk, and Operations Management
- Department of Management
- Department of Marketing
- Technology Commercialization Program

### **Moody College of Communication**

- Department of Advertising and Public Relations
- Department of Communication Sciences and Disorders
- Department of Communication Studies
- School of Journalism
- Department of Radio-Television-Film

### **College of Education**

- Department of Curriculum and Instruction
- Department of Educational Administration
- Department of Educational Psychology
- Department of Kinesiology and Health Education
- Post-baccalaureate Certification
- Department of Special Education
- UTeach-Urban Teachers

### **Cockrell School of Engineering**

- Department of Aerospace Engineering and Engineering Mechanics
- Department of Biomedical Engineering
- Department of Chemical Engineering
- Department of Civil, Architectural, and Environmental Engineering
- Department of Electrical and Computer Engineering
- Materials Science and Engineering Program
- Department of Mechanical Engineering
- Department of Petroleum and Geosystems Engineering

### **College of Fine Arts**

- Department of Art and Art History
- Sarah and Ernest Butler School of Music
- Department of Theatre and Dance

### **John A. and Katherine G. Jackson School of Geosciences**

- Bureau of Economic Geology
- Department of Geological Sciences
- Institute for Geophysics

## **Graduate School**

## **School of Information**

## **School of Law**

## **College of Liberal Arts**

- Department of African and African Diaspora Studies
- Department of Air Force Science
- Department of American Studies
- Department of Anthropology
- Center for Asian American Studies
- Department of Asian Studies
- Department of Classics
- Thomas Jefferson Center for the Study of Core Texts and Ideas
- Américo Paredes Center for Cultural Studies
- Department of Economics
- Department of English
- Center for European Studies
- Department of French and Italian
- Department of Geography and the Environment
- Department of Germanic Studies
- Department of Government
- Department of History
- Human Dimensions of Organizations Program
- Humanities Institute
- International Relations and Global Studies Program
- Schusterman Center for Jewish Studies
- Teresa Lozano Long Institute of Latin American Studies
- Department of Linguistics
- Medieval Studies Program
- Center for Mexican American Studies
- Department of Middle Eastern Studies
- Department of Military Science
- Department of Naval Science
- Department of Philosophy
- Plan II Honors Program
- Department of Psychology
- Department of Religious Studies
- Department of Rhetoric and Writing
- Center for Russian, East European, and Eurasian Studies
- Department of Slavic and Eurasian Studies
- Department of Sociology
- Department of Spanish and Portuguese
- Center for Women's and Gender Studies

## **College of Natural Sciences**

- Waggoner Center for Alcohol and Addiction Research
- Artificial Intelligence Laboratory
- Department of Astronomy
- Brackenridge Field Laboratory
- Center for Brain, Behavior, and Evolution
- Institute for Cellular and Molecular Biology
- Department of Chemistry
- Center for Complex Quantum Systems
- Center for Computational Biology and Bioinformatics
- Department of Computer Science

- Texas Cosmology Center
- Texas Institute for Discover Education in Science
- Center for Electrochemistry
- Institute for Fusion Studies
- Center for Green Chemistry and Catalysis
- Center for High Energy Density Science
- Department of Human Development and Family Sciences
- Imaging Research Center
- Center for Infectious Disease
- Center for Information Assurance and Security
- Department of Integrative Biology
- Center for Learning and Memory
- Department of Marine Science
- Marine Science Institute
- Texas Materials Institute
- Department of Mathematics
- Charles A. Dana Center for Mathematics and Science Education
- Texas Natural Science Center
- McDonald Observatory
- Department of Molecular Biosciences
- Center for Molecular and Cellular Toxicology
- Center for Nano and Molecular Science and Technology
- Department of Neuroscience
- Institute for Neuroscience
- Center for Nonlinear Dynamics
- Department of Nutritional Sciences
- Center for Particles and Fields
- Dell Pediatric Research Institute
- Plant Resources Center
- Department of Physics
- Center for Relativity
- Department of Statistics and Data Sciences
- Center for Structural Biology
- Center for Systems and Synthetic Biology
- Division of Textiles and Apparel
- Institute for Theoretical Chemistry
- Lady Bird Johnson Wildflower Center

## **School of Nursing**

## **College of Pharmacy**

## **Lyndon B. Johnson School of Public Affairs**

## **School of Social Work**

- Center for Social Work Research

## **School of Undergraduate Studies**

- Bridging Disciplines Program

## **Historical Sketch**

The idea of a university for Texas is as old as the state itself. The Declaration of Texas Independence includes in its indictment of the government of Mexico the charge that it “has failed to establish any public system of education, although possessed of almost boundless resources (the public domain), and although it is an axiom in political science that, unless a people are educated and enlightened, it is idle to expect the continuance of civil liberty or the capacity of self-government.” In accordance with the doctrine thus proclaimed, the first Constitution of the Republic declares it to be the duty of Congress “to provide, as soon as circumstances will permit . . . a general system of education.”

Attempts to establish a University of Texas were made by the Congress of the Republic and then by the state legislature in 1837, 1839, 1858, and 1866, but the times were unpropitious and the idea failed to become a reality. The Constitution of 1876 again called for the organization and maintenance of “a university of the first class to be located by a vote of the people of this state, and styled ‘The University of Texas,’ for the promotion of literature, and the

arts and sciences, including an agricultural and mechanical department.” This constitution also established an endowment of one million acres of land in west Texas, which was increased in 1883 to two million acres. In 1881, the legislature again called for the organization and location of the University and for the appointment of a Board of Regents to be entrusted with its establishment and government. Among the provisions of the act were the limitation of the matriculation fee to \$30, the admission of men and women on equal terms without charge for tuition, and the injunction that no religious qualifications should be required for admission to any office or privilege connected with the University and that no sectarian instruction should be given therein.

By popular election in September 1881, the Main University was located at Austin and the Medical Branch, at Galveston. The academic and law departments were organized, and on September 15, 1883, the University was formally opened in the incomplete west wing of the old Main Building.

Over the next century, work in other fields was added to that offered by the academic and law departments. The College of Engineering was added in 1894; in 1906, the School of Education; in 1909, the Division of Extension; in 1910, the Graduate School; in 1922, the School of Business Administration; in 1924, the College of Physical Activities; in 1938, the College of Fine Arts; in 1948, the Graduate School of Library Science; in 1950, the Graduate School of Social Work; in 1951, the School of Architecture; in 1965, the School of Communication; in 1970, the Lyndon B. Johnson School of Public Affairs; and in 1976, the School of Nursing. The current organization of the University is described in *Organization of the University's Academic Units* (p. 10).

Until 1895, the chair of the faculty was the chief executive officer of the University. Professor J. W. Mallet was chair for the opening year, 1883–1884; then Professor Leslie Waggener until the summer of 1894; then Professor Thomas S. Miller for 1894–1895. In 1895, the office of president was created, and has been filled as follows:

Leslie Waggener, MA, LLD (ad interim)	1895–1896
George Tayloe Winston, MA, LLD	1896–1899
William Lambdin Prather, BL, LLD	1899–1905
David Franklin Houston, MA, LLD	1905–1908
Sidney Edward Mezes, PhD, LLD	1908–1914
William James Battle, PhD, DCL, LLD (ad interim)	1914–1916
Robert Ernest Vinson, DD, LLD	1916–1923
William Seneca Sutton, MA, LLD (ad interim)	1923–1924
Walter Marshall William Splawn, PhD, LLD	1924–1927
Harry Yandell Benedict, PhD, LLD	1927–1937
John William Calhoun, MA, LLD (ad interim)	1937–1939
Homer Price Rainey, PhD, LLD	1939–1944
Theophilus Shickel Painter, PhD, DSc, LLD, MNAS (Acting President)	1944–1946
Theophilus Shickel Painter, PhD, DSc, LLD, MNAS	1946–1952
James Clay Dolley, PhD (Acting President)	1952
Logan Wilson, PhD, LLD	1953–1960
Harry Hunt Ransom, PhD, LittD, LLD, LHD	1960–1961
Harry Hunt Ransom, PhD, LittD, LLD, LHD (Acting President)	1961
Joseph Royall Smiley, PhD	1961–1963 <sup>1</sup>
Norman Hackerman, PhD	1967–1970
Bryce Jordan, PhD (ad interim)	1970–1971
Stephen H. Spurr, MF, PhD, DSc	1971–1974
Lorene Lane Rogers, PhD, DSc, FAIC (ad interim)	1974–1975
Lorene Lane Rogers, PhD, DSc, FAIC	1975–1979
Peter Tyrrell Flawn, PhD	1979–1985
William H. Cunningham, PhD	1985–1992
William S. Livingston, PhD (Acting President)	1992–1993
Robert M. Berdahl, PhD	1993–1997
Peter Tyrrell Flawn, PhD (ad interim)	1997–1998
Larry R. Faulkner, PhD	1998–2006
William Powers Jr., JD	2006–

1. From 1963 until 1967 there was no office of president.

## Government

The University of Texas System is governed by a board of nine regents, selected from different areas of the state, nominated by the governor, and appointed with the advice and consent of the senate. Subject to supervision of the Board of Regents and the authority it has vested in administrative officers, the governance of the University of Texas at Austin is the responsibility of the General Faculty. A complete statement of the duties of the officers



and a description of the organization and authority of the General Faculty, the faculties of the colleges and schools, divisions, and departments, is published in the *Rules and Regulations* of the Board of Regents.

## Support

As a public institution, the University receives part of its income directly from the state. The state constitution prohibits any appropriation from the general revenue for the construction of buildings, but appropriations for equipment and operating expenses have been made by each legislature since 1889. An additional source of income is the Permanent University Fund, which consists of revenue from the two million acres of land in west Texas granted to the University and its branches in 1876 and 1883. The land has been leased since 1884 for grazing and other purposes; since oil production began there in 1923, income from mineral leases and royalties has also been added to the fund. Income earned by the Permanent University Fund is called the Available University Fund. One-third of the Available Fund is dedicated to the support of the Texas A&M University System; two-thirds are dedicated to The University of Texas System for operating expenses and permanent improvements.

Tuition paid by students is a third source of income, and the proceeds of endowment funds donated by individuals and organizations provide important additional support to research and teaching at the University.

## Buildings and Grounds

The grounds of the University consist of the original forty-acre campus just north of the state capitol and additional land acquired by gift and purchase. The main campus now covers more than 350 acres. Also part of the University are the J. J. Pickle Research Campus, a 476-acre tract eight miles north of the main campus that houses research organizations in engineering, science, and the social sciences; the Brackenridge tract, 445 acres bordering Lady Bird Lake where research is conducted in the life sciences; and the Montopolis Research Center, 94 acres located in southeast Austin. In addition, the University owns the Marine Science Institute at Port Aransas, the McDonald Observatory near Fort Davis, the Stengl–Lost Pines Biological Station near Smithville, the Winedale museum and conference center near Round Top, the Bee Cave Research Center west of Austin, the Lady Bird Johnson Wildflower Center in southwest Austin, the Sam Rayburn Library in Bonham, the John Nance Garner House and Museum in Uvalde, and J. Frank Dobie’s ranch, Paisano.

Major buildings and other facilities are listed below.

## For Teaching, Research, and Administration

Animal Resources Center

Art Building and Museum	Houses the Department of Art and Art History
AT&T Executive Education and Conference Center	Houses classrooms and meeting facilities
Battle Hall	Formerly the Old Library Building; renamed for William James Battle, former professor of classical languages and president ad interim of the University; houses part of the School of Architecture
Batts Hall	Named for Judge R. L. Batts, former chair of the Board of Regents; houses the Department of Government
Beauford H. Jester Center	Named for former governor of Texas and former member of the Board of Regents; houses classrooms, the John L. Warfield Center for African and African American Studies, and the Sanger Learning and Career Center
Bellmont Hall	Named for L. Theo Belmont, former professor and director, Physical Training for Men; houses Intercollegiate Athletics for Men and Women, the Department of Kinesiology and Health Education, and the Department of African and African Diaspora Studies
Belo Center for New Media	An expansion of the College of Communication, named for gifts from the Belo Foundation and the Dealey, Decherd, and Moroney families; houses the dean’s office, Student Advising and Career Services, the Department of Advertising, the School of Journalism, and the KUT Public Media Studios
Benedict Hall	Named for former University president H. Y. Benedict; houses the Department of Spanish and Portuguese
Bernard and Audre Rapoport Building	Formerly the Petroleum Engineering Building, then the Economics Building; renamed in 1998 for alumnus and benefactor Bernard Rapoport and his wife; houses the Department of Economics
Biological Laboratories	Houses part of the School of Biological Sciences
Biomedical Engineering Building	Houses the Department of Biomedical Engineering; provides research space for the Colleges of Natural Sciences and Pharmacy, and teaching labs for the School of Biological Sciences
Blanton Museum of Art	Named for Jack S. Blanton, former chairman of Houston Endowment Inc.; houses more than 17,000 works of art and is comprised of the Mari and James A. Michner Gallery Building and the Edgar A. Smith Building
Burdine Hall	Named for John Alton Burdine, former dean of the College of Arts and Sciences and first vice president of the University; houses the Departments of Sociology and Germanic Studies
Calhoun Hall	Named for former University president John William Calhoun; houses the Department of Linguistics, the Department of Slavic and Eurasian Studies, and the comparative literature program
Chemical and Petroleum Engineering Building	Houses the Department of Chemical Engineering and the Department of Petroleum and Geosystems Engineering



College of Business Administration Building	Formerly the Business Administration–Economics Building; renamed in 1984
College of Fine Arts Performing Arts Center	Houses the Nancy Lee and Perry R. Bass Concert Hall and the Ralph H. and Ruth J. McCullough Theatre
College of Liberal Arts Building	Houses many College of Liberal Arts departments, programs, and centers; includes two dozen classrooms and auditoriums, offices for campus groups, and study spaces
Continuing Engineering Education	Houses the Center for Lifelong Engineering Education
Development Office Building	Houses the Development Office and the Charles A. Dana Center
Dorothy L. Gebauer Building	Formerly the Engineering Building; renamed the Journalism Building, then the Speech Building; renamed in 1984 for former dean of women; houses the Office of the Dean of the College of Liberal Arts and the Center for Women's and Gender Studies
E. P. Schoch Building	Formerly the Chemical Engineering Building; renamed for former professor of chemical engineering; houses part of the John A. and Katherine G. Jackson School of Geological Sciences
E. William Doty Fine Arts Building	Formerly the Fine Arts Library and Administration Building; renamed in 1998 for first dean of the College of Fine Arts; houses the Office of the Dean of the College of Fine Arts
Edgar A. Smith Building	Named for University alumnus and benefactor; houses the administrative, educational, and outreach activities of the Blanton Museum of Art
Engineering Teaching Center II	Houses the Department of Mechanical Engineering and the Texas Materials Institute
Engineering-Science Building	Houses the Department of Electrical and Computer Engineering
Ernest Cockrell Jr. Hall	Named for an alumnus and benefactor of the College of Engineering; houses the Department of Civil, Architectural, and Environmental Engineering and the Office of the Dean of the Cockrell School of Engineering
F. Loren Winship Drama Building	Formerly the Drama Building; renamed in 1979 for former chair of the Department of Theatre and Dance
Garrison Hall	Named for George P. Garrison, former professor of history
Gates Dell Complex	Named for gifts from the Bill and Melinda Gates Foundation and the Michael and Susan Dell Foundation; houses the Artificial Intelligence Lab and the Department of Computer Science
Geography Building	Formerly the Journalism Building; renamed in 1974; houses the Department of Geography and the Environment
George I. Sánchez Building	Formerly the College of Education Building; renamed in 1994 for former professor of education; houses part of the College of Education and the College of Liberal Arts Departments of Air Force Science, Military Science, and Naval Science
Goldsmith Hall	Formerly the Architecture Building; renamed in 1978 for former professor of architecture Goldwin Goldsmith; houses part of the School of Architecture
Graduate School of Business Building	
Harry Ransom Center	Formerly the Humanities Research Center; renamed in 1974 for University chancellor emeritus
Hogg Memorial Auditorium	Named for former governor James S. Hogg and his son Will C. Hogg; houses facilities for Texas Performing Arts
Homer Rainey Hall	Formerly the Music Building; renamed in 1995 for former University president; houses the Department of French and Italian
J. T. Patterson Laboratories Building	Named for former professor of zoology; houses part of the School of Biological Sciences
Jesse H. Jones Communication Center	Formerly the Communication Building; renamed in 1981 for Houston philanthropist; houses the College of Communication Departments of Communication Sciences and Disorders, Communications Studies, and Radio-Television-Film, and KLRU TV
Jesse H. Jones Hall	Named for Houston philanthropist; houses part of the School of Law
Joe C. Thompson Conference Center	Named for former member of the Board of Regents
John A. and Katherine G. Jackson Geological Sciences Building	Named for alumnus and benefactor John A. Jackson and his wife; houses the Office of the Dean of the John A. and Katherine G. Jackson School of Geological Sciences
John B. Connally Center for the Administration of Justice	Named for alumnus and benefactor who was a member of the Board of Regents, governor of Texas, and United States secretary of the treasury; houses programs for advocacy and dispute resolution in the School of Law
John W. Hargis Hall	Formerly Building H of the Little Campus property (now the Heman Sweatt Campus); renamed in 1983 for former special assistant to the president of the University; houses the Freshman Admissions Center
Laboratory Theatre Building	
Lake Austin Centre	Located three miles west of the University; houses the Hogg Foundation for Mental Health and some units of the Division of Continuing and Innovative Education
Larry R. Faulkner Nano Science and Technology Building	Named for former University president; houses several affiliated programs for the promotion of nanoscience and nanotechnology
Littlefield Home and Littlefield Carriage House	Houses part of the University Development Office
Louise and James Robert Moffett Molecular Biology Building	Named for alumni benefactors

Main Building (Tower)	Located on the site of Old Main; houses University administrative offices
Mari and James A. Michener Gallery Building	Named for the Pulitzer Prize–winning novelist and University benefactor, and his wife; provides gallery space for the Blanton Museum of Art
Mary E. Gearing Hall	Formerly the Home Economics Building; renamed in 1976 for the first chair of the Department of Home Economics; houses part of the School of Human Ecology
Mezes Hall	Named for former University president Sidney E. Mezes; houses the Center for European Studies and the Schusterman Center for Jewish Studies
Music Building East and Music Building/ Recital Hall	Houses the Kate Broocks Bates Recital Hall and the Office of the Director of the Sarah and Ernest Butler School of Music
Neural and Molecular Science Building	Houses classrooms, laboratories, and offices
Norman Hackerman Building	Named for the late president of UT Austin and Rice University; houses parts of the School of Biological Sciences and the Department of Chemistry and Biochemistry
North Office Building A	Contains classrooms and offices reporting to the vice presidents for information technology, research, and University relations
Nursing School	
Parlin Hall	Formerly the English Building; renamed for Hanson Tufts Parlin, former professor of English and dean of the College of Arts and Sciences; houses the Department of English and the Department of Rhetoric and Writing
Perry-Castañeda Library	Named for Ervin S. Perry, former associate professor of civil engineering, and Carlos E. Castañeda, former professor of Latin American history
Peter O'Donnell Jr. Building	Houses facilities for research and graduate study in computer sciences, electrical and computer engineering, and computational sciences, engineering, and mathematics
Peter T. Flawn Academic Center	Formerly the Undergraduate Library and Academic Center; renamed in 1985 for University president emeritus; houses part of the School of Undergraduate Studies
Pharmacy Building	Houses the College of Pharmacy
Robert A. Welch Hall	Formerly the Chemistry Building; renamed in 1974 for Houston philanthropist; houses the Department of Chemistry and Biochemistry
Robert Lee Moore Hall	Formerly the Physics-Mathematics-Astronomy Building; renamed in 1974 for professor of mathematics; houses the Departments of Astronomy, Mathematics, and Physics
Sarah M. and Charles E. Seay Building	Named for alumni benefactors; houses the Department of Psychology and research facilities of the Department of Human Development and Family Sciences
School of Social Work Building	Formerly University Junior High School
Sid Richardson Hall	Named for Texas philanthropist; houses the Lyndon B. Johnson School of Public Affairs, the Dolph Briscoe Center for American History, and the Teresa Lozano Long Institute of Latin American Studies
Student Activity Center	Houses the Department of Anthropology and the Américo Paredes Center for Cultural Studies on the fourth and fifth levels
Student Services Building	Houses University Health Services, Counseling and Mental Health Center, Office of the Dean of Students, Office of the Ombudsperson, Legal Services for Students, Student Financial Services, Student Government, and the Senate of College Councils
Sutton Hall	Named for William S. Sutton, former dean and professor of education; houses part of the School of Architecture
T. S. Painter Hall	Formerly the Physics Building; renamed in 1974 for former University president Theophilus Shickel Painter; houses parts of the Schools of Biological Sciences and Human Ecology, and parts of the Departments of Computer Science and Physics
Texas Memorial Museum	Built to commemorate the centennial of the Republic of Texas in 1936; funded in part by the sale of centennial coins and a University student donation drive; serves as the exhibit hall for the Texas Natural Science Center
Townes Hall	Named for Judge John Charles Townes; houses part of the School of Law
University Teaching Center	
UT Administration Building	Houses the School of Information and part of the Department of Computer Science
W. R. Woolrich Laboratories	Formerly the Engineering Laboratories Building; renamed in 1977 for former dean of the Cockrell School of Engineering; houses the Department of Aerospace Engineering and Engineering Mechanics
Waggener Hall	Named for the University's first president, Leslie Waggener; houses the Departments of Classics and Philosophy
Walter Webb Hall	Named in 1975 for former professor of history; houses the Visitor Center, the Graduate and International Admissions Center, and the Office of Public Affairs
West Mall Office Building	Houses part of the School of Architecture, the Center for Mexican American Studies, the Department of Middle Eastern Studies, and the University Station Post Office

Will C. Hogg Building	Formerly the Geology Building; renamed for distinguished alumnus and benefactor; houses the Department of Asian Studies, the Plan II Honors Program, and the Office of the Dean of the College of Natural Sciences
William Randolph Hearst Building	Named for gifts from the Hearst Foundations; houses Texas Student Media

## For Student Activities

Anna Hiss Gymnasium	Formerly Women's Gymnasium; renamed in 1974 for former director of Physical Training for Women
Clark Field	Named for Judge James Benjamin Clark, first proctor of the University
Darrell K Royal-Texas Memorial Stadium	Formerly Texas Memorial Stadium; renamed in 1997 to honor former head football coach and athletics director
Denton A. Cooley Pavilion	Basketball practice and training facility; named for University alumnus and heart transplant pioneer
Frank C. Erwin Jr. Special Events Center	Formerly the Special Events Center; renamed in 1981 for former chairman of the Board of Regents
Frank Denius Practice Field	Named for alumnus and benefactor Franklin Wofford Denius
Gregory Gymnasium	Named for former United States attorney general Thomas Watt Gregory; houses the Gregory Aquatics Facility and part of the Division of Recreational Sports
Lee and Joe Jamail Texas Swimming Center	Named for alumni benefactors
Mike A. Myers Track and Soccer Stadium	Named for alumnus benefactor
Moncrief-Neuhaus Athletic Center	Named for alumni benefactors Vernon F. Neuhaus and W. A. "Tex" Moncrief; called the Neuhaus-Royal Athletic Center until the 1997 renaming of Memorial Stadium
Penick-Allison Tennis Center	Named for Daniel Allen Penick, former professor of classics and tennis coach, and Wilmer Allison, alumnus and former tennis coach
Recreational Sports Center	
Red and Charline McCombs Field	Named for alumnus and benefactor Red McCombs and his wife
Richard Mithoff Track and Soccer Fieldhouse	Named for University of Texas and School of Law alumnus
Student Activity Center	Features a variety of unique, informal lounge spaces, four food vendors, and thirteen reservable spaces such as a black box theatre, a legislative assembly room, and a dance rehearsal space with a sprung floor.
Texas Union Building	Houses dining areas, entertainment venues, meeting rooms for student organizations, reading rooms, banquet rooms, the Informal Classes program, and the Union Underground
UFCU Disch-Falk Field	Named for former baseball coaches Billy Disch and Bibb Falk and for the sponsorship of the University Federal Credit Union
Whitaker Field	Named for Berry M. Whitaker, former director of intramurals; located at 51st and Guadalupe streets

# Admission

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A comprehensive college education depends on a robust exchange of ideas, exposure to differing cultures, preparing for the challenges of an increasingly diverse workforce, and acquiring competencies required of future leaders. The Office of Admissions recruits prospective students, manages the admissions application process, and reviews applications in order to admit and enroll students who are best able to contribute to, and benefit from, the University's rich, diverse, and challenging educational environment.

The University receives a large number of undergraduate applications and admits the number of students to whom it can offer a high-quality educational experience. As a result, the University must often admit a limited number of applicants from among those who are qualified.

The procedures and criteria for admission given in this section are effective as of the date of publication but are subject to change by action of the Texas Legislature or the Board of Regents. The information here is intended for use by students applying for admission for the 2014–2015 academic year.

In compliance with the Federal Student Right-to-Know Act, information about graduation rates and crime statistics is available from the Office of Admissions (<http://www.utexas.edu/student/admissions>).

Questions about undergraduate admission may be addressed to the Office of Admissions by telephone or by e-mail. The Office of Admissions may also be contacted by mail at The University of Texas at Austin, Office of Admissions, PO Box 8058, Austin, TX 78713-8058.

## Undergraduate Admission

The Office of Admissions is responsible for the admission and readmission of undergraduate students to the University. Application procedures for freshman, transfer, former, international, and transient students are outlined later in this chapter and details are available on Be a Longhorn (<http://bealonghorn.utexas.edu>).

**Application deadlines.** For 2014-2015 undergraduate admission, application materials must be received in the Office of Admissions by the deadlines listed below.

Prospective students are encouraged to apply early for the enrollment period in which they are interested. Beginning the process early allows ample time for applicants to assure that their applications are complete by the deadline.

	Summer Session 2015	Fall Semester 2015	Spring Semester 2016
US and international freshmen	December 1, 2014	December 1, 2014	October 1, 2015
US and International transfer students	March 1, 2015	March 1, 2015	October 1, 2015
Former students	May 1, 2015	July 1, 2015	December 1, 2015
Transient students	May 1, 2015	not applicable	not applicable

**Application processing fees.** A nonrefundable fee of \$75 is required with each application for domestic undergraduate admission. (The undergraduate fee for transient admission is \$60.) International applicants (those who are not United States citizens or permanent residents) must submit a nonrefundable fee of \$90.

Exemptions based on financial need are available; see Application Fee Waiver (<http://bealonghorn.utexas.edu/mystatus/fee-waiver>) for details.

**Admission to requested majors.** Although Texas law offers automatic admission to the University for eligible undergraduate applicants, it does not guarantee admission to an applicant's requested major. All undergraduate applicants are considered on a competitive basis for admission to the majors they request.

**Accepting admission.** Applicants who are offered undergraduate admission to the University for the summer or fall must take steps to accept the offer of admission. To accept admission, most admitted students must pay a \$200 enrollment deposit, which is applied to the payment of tuition when the student enrolls. Students who demonstrate financial need may qualify for assistance to cover the amount of the deposit. Enrollment deposits are refundable only until the May 1 enrollment deposit deadline.

**Major changes following acceptance of admission.** Undergraduate students are limited in their ability to change majors after accepting admission offers. Incoming undergraduates are not allowed to change majors from one college/school to another during summer or during orientation. Students admitted as freshmen must remain in their original major for one academic year; transfer students must remain in their original major until the next available fall semester. Students interested in changing majors within their college/school should speak with an academic adviser about the requested change during orientation.

**Rescinding offers of admission.** The director of admissions has the authority to rescind an offer of admission to a student who, after being admitted to the University, fails to maintain the level of academic, achievement, or honor code standards that were displayed in the information the student submitted when applying for admission to the University.

Students at the University are expected to conduct themselves in ways that reflect the University's Student Honor Code:

*As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity. The University's core values are learning, discovery, freedom, leadership, individual opportunity, and responsibility.*

**Scholarship recipients.** The director of admissions may admit recipients of bona fide scholarships designated by the president.

## Undergraduate Applicants with College Credit

Many undergraduate applicants come to the University after enrolling in college-level coursework or earning college credit.

**Reporting previous college coursework.** An applicant who has undertaken coursework at another collegiate institution (including freshman, transfer, reentry, and international applicants) must report all such coursework on the appropriate section of the ApplyTexas application. Applicants who fail to report all college coursework or who otherwise falsify any part of their application or the documents required to complete the application process are subject to disciplinary action. Disciplinary action will include a one-year ban on enrollment and a permanent statement on the student's record about the failure or falsification. Action may include expulsion and loss of credit for work taken subsequently at the University, as well as appropriate action by the dean of students.

**Awarding college credit.** The University awards college credit to some incoming undergraduate students for designated scores on Advanced Placement and International Baccalaureate exams, for dual credit courses the student took while in high school, and for courses that are transferable from other colleges and universities. More information about college credit is available at Transfer Resources and Credit (<http://bealonghorn.utexas.edu/transfer/admission/factors/transfer-resources>).

**College credit for military service.** Military veterans who enroll as entering undergraduates (freshman, transfer, or returning students) at UT Austin and meet certain requirements are eligible to receive up to twelve semester hours of undergraduate elective coursework credit for the time they spent in the service. Eligibility requirements are defined in Section 51.3042 of the Texas Education Code (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#513042>).

Details about obtaining credit for military service are available on Transfer Resources and Credit (<http://bealonghorn.utexas.edu/transfer/admission/factors/transfer-resources>).

Admitted students who may qualify for credit for military service should speak with a representative of the Office of Admissions upon enrollment at the University.

**Online coursework resources and tools.** The University provides several online resources and tools to help prospective students make sound decisions about college coursework that they may submit for transfer credit.

- Transfer guides (<http://www.utexas.edu/student/admissions/tccn>) provide detailed information about how transfer coursework from Texas community colleges applies to UT Austin degree requirements.
- The Automated Transfer Equivalency (<http://www.utexas.edu/student/admissions/ate>) system lets prospective students from higher education institutions across Texas search for equivalent coursework at their current institutions or at UT Austin.
- The IDA Planner (<https://utdirect.utexas.edu/nrida/sint.WBX>) allows prospective students to estimate how courses from other institutions might apply to UT Austin degrees.

## Recruiting Students and Promoting Undergraduate Admission

The Office of Admissions offers a variety of services and resources to assist prospective students with the undergraduate admissions application process. Undergraduate applicants are encouraged to use all available resources, especially consultation with the University's admissions representatives and counselors and the resources of the University's admissions centers.

Admissions representatives work and live in communities throughout the state of Texas. The University's regional admissions centers provide detailed information about and assistance with the freshman and transfer admissions and enrollment processes through consultation, information sessions, and local events. Regional admissions centers are located in Dallas, El Paso, Harlingen, Houston, Longview, Lubbock, and San Antonio. In addition, regional admissions staff are located in the Abilene-San Angelo, Amarillo, Laredo, and Midland-Odessa areas. Admissions representatives are also designated to serve the university's constituents outside the state.

The Undergraduate Admissions Center is located in John Hargis Hall on the University campus. Each day the center welcomes prospective undergraduate students and their families for campus visits, information sessions, and on-campus events. Each year, tens of thousands of visitors come through the UAC and through the university's Visitor Center, which also serves prospective students. Admissions counselors serving the Austin area are also housed in the UAC.

The Office of Admissions participates in a variety of activities and efforts designed to recruit prospective freshman and transfer students.

- Collaborating with high school counselors in Texas and in other states and with junior and community college officers across the state.
- Hosting counseling and information sessions and conducting campus tours for prospective freshman and transfer students.
- Hosting meetings with representatives from UT Austin admissions, student affairs, and academic affairs offices for prospective transfer students visiting the campus.
- Hosting on-campus events for prospective freshman and transfer students.
- Participating in community college recruiting events across the state and visiting community colleges and business and industry locations to provide information for prospective transfer students.

- Participating in college nights and college fairs across the state and the nation to provide information to prospective freshman and transfer students.
- Working with academic and student affairs offices and departments across campus to assist students in their transition to UT Austin.
- Working with alumni and outreach centers across the state and nation to facilitate student recruiting through information distribution, events, and activities.

## Freshman Admission

Freshman applicants should take advantage of the detailed information and resources available through the Freshman Admissions web site (<http://bealonghorn.utexas.edu/freshmen>). The site offers the latest details about freshman admission application requirements; information about the factors considered in making admission decisions; secure access to personal information like application status and admission decisions; details about academics, financial aid, housing, and more; event information and registration for freshman applicants; and an online counselor finder.

### Eligibility to Apply

To be eligible to apply for freshman admission to UT Austin, an applicant must be on track to graduate under the high school coursework requirements defined in the state's Uniform Admission Policy or be on track to complete coursework that is equal in content and rigor. Applicants must graduate under the state's Recommended, Advanced, or Foundation High School Program; the Distinguished Program is also an option. The Uniform Admission Policy is defined in sections 51.801 through 51.809 of the Texas Education Code.

Exemptions are available for out-of-state applicants and for Texas applicants who do not attend public schools. Achieving certain benchmarks on either the SAT or the ACT may also serve as an exemption. An applicant claiming an exemption must (1) submit a certification/exemption form completed by a high school counselor; and (2) meet UT Austin's minimum high school coursework requirements. No student is exempt from the University's minimum coursework requirements (<http://bealonghorn.utexas.edu/freshmen/admission/hs-courses/minimum>).

Additional information, including details about coursework requirements and exemptions and printable certification/exemption forms, is available on the High School Requirements (<http://bealonghorn.utexas.edu/freshmen/admission/hs-courses>) page.

### Admission Deficiencies

Some applicants who claim an exemption from the high school preparation requirements above may be required to complete the University's deficiency process in order to meet UT Austin's minimum coursework requirements. Applicants who appear to be deficient after applying for admission are notified by the Office of Admissions that they must submit additional information through an online process. Notified students who fail to complete the deficiency process will not be considered for admission.

Admitted students must complete the coursework required to remove a deficiency before they enroll at the University. A deficiency in foreign language must be removed by achieving first-year college-level credit in a foreign or classical language or by earning a passing score on the appropriate placement examination given by the University. A deficiency in mathematics must be removed by earning credit for Mathematics 301, *College Algebra*, or Mathematics 303D, *Applicable Mathematics*, or an equivalent transfer course. For all other subjects, one semester of college credit is required to remove a deficiency of one year or less of high school credit.

## Freshman Application Procedures

To be considered for admission as a freshman, the applicant must submit the following items by the deadline (p. 19):

1. A completed US Freshman ApplyTexas (<http://www.applytexas.org>) Application, including at least two required essays.
2. An official high school transcript showing coursework information through the end of the junior year along with information about the applicant's class rank and high school class size (usually noted on the transcript).
3. A completed Supplemental Information form submitted online, providing responses to all required items.
4. Documentation showing that the applicant is on track to meet high school coursework requirements or that the applicant is requesting an exemption; applicants who claim an exemption must submit a certification/exemption form as described above.
5. An official test score report for the SAT Reasoning Test, including the student-written essay, or for both the ACT Assessment and the ACT Writing Test. Scores must be sent directly from the testing agency to be considered official.
6. The application processing fee or a request for a fee waiver (<http://bealonghorn.utexas.edu/mystatus/fee-waiver>).

Additional information about applying for freshman admission, including details about reporting rank, high school coursework requirements, and testing requirements, is available on the Freshman Admissions web site (<http://bealonghorn.utexas.edu/freshmen/admission>).

A freshman applicant may not disregard any part of his or her academic record, including college credit earned as dual credit. Such coursework must be reported on the ApplyTexas application, and the applicant must submit official transcripts of the coursework.

## Freshman Application Review Process

The Office of Admissions uses an individualized, holistic review process to consider each completed freshman application. Applications from students who qualify for automatic admission are reviewed to determine majors. Applications from students who are not eligible for automatic admission are reviewed to determine admissibility and to make decisions about majors.

The following items are considered during holistic review:



1. Class rank
2. Strength of academic background
3. SAT Reasoning Test or ACT scores
4. Record of achievements, honors, and awards
5. Special accomplishments, work, and service both in and out of school
6. Essays
7. Special circumstances that put the applicant's academic achievements into context, including his or her socioeconomic status, experience in a single parent home, family responsibilities, experience overcoming adversity, cultural background, race and ethnicity, the language spoken in the applicant's home, and other information in the applicant's file
8. Recommendations (although not required)
9. Competitiveness of the major to which the student applies

No specific class rank, test score, or other qualification by itself—other than automatic admission based on section 51.803 of the Texas Education Code—ensures admission.

Admission decisions are made on the basis of the information submitted as part of the student's application. Applicants who believe that supplemental items will help convey information about their qualifications are encouraged to submit such items with their applications. Supplemental items often included with applications are expanded résumés of accomplishments and extracurricular activities, letters of recommendation, and letters addressing an applicant's special circumstances.

## Admission Decisions

The Office of Admissions reviews complete freshman applications to determine which students will be offered admission, either through automatic admission based on Texas law or through holistic review, and to make decisions about majors for all admitted students.

**Texas applicants eligible for automatic admission.** Section 51.803 of the Texas Education Code defines the rules that govern automatic admission to Texas universities. Under these rules, the University is required to use automatic admission to fill at least 75 percent of the spaces available to Texas residents in each entering freshman class.

Each September, the University informs school districts of the rank that will be required to earn automatic admission to the University in the next application cycle. On September 15, 2012, the University notified school districts that it will automatically admit students in the top 7 percent of their high school classes to summer/fall 2014 and to spring 2015.

**Applicants not eligible for automatic admission.** To be considered for freshman admission, applicants who are not eligible for consideration under the provisions of section 51.803 of the Texas Education Code must normally have graduated from or be on track to graduate from high school and have met the high school preparation requirements.

Holistic review for applicants who are not eligible for automatic admission is used to identify students who will be offered admission and to make decisions about their majors. As a state-assisted institution, the University reserves 90% of its spaces for Texas residents per Texas law; 10% of the spaces are reserved for out-of-state and international students.

For information about the decision process, application review, automatic admission, and how review works for different categories of applicants, visit Admission Decisions (<http://bealonghorn.utexas.edu/freshmen/decisions>).

## Alternative Paths to Admission

As part of the freshman admission decision process, the Office of Admissions may invite a limited number of students to join the freshman wait list. The University also works to identify and develop alternative admission programs that offer prospective students a clear path to completion of an undergraduate degree at the University. In 2014 two such programs are in place.

**Path to Admission through Co-Enrollment (PACE).** PACE, the University's co-enrollment program with Austin Community College (ACC), offers selected freshman applicants who are not offered full-time admission to UT Austin an opportunity to co-enroll for one year at UT Austin and ACC.

PACE students spend the fall and spring semesters of their freshman year completing at least twenty-four hours of transferable coursework at ACC and no fewer than six hours in residence at UT Austin. Students who successfully complete the coursework requirements and attain the required grade point average are guaranteed admission into UT Austin's School of Undergraduate Studies or the College of Liberal Arts when they transition to full-time status. PACE participants may request to compete for admission to majors in other colleges and schools when transitioning.

Information about PACE requirements for the 2014-2015 academic year are available on the Freshman Admissions Web site (<http://bealonghorn.utexas.edu/pace>).

**The Coordinated Admission Program.** The University of Texas System established the Coordinated Admission Program (CAP) as an opportunity for eligible applicants who are not admitted as freshmen to complete their undergraduate studies at UT Austin. CAP is offered to Texas residents who meet the University's high school preparation requirements, complete a freshman application for admission to UT Austin by the required deadline, and meet the enrollment requirements of at least one of the UT System universities participating in CAP for the designated academic year.

CAP students spend their freshman year in residence at a participating UT System component institution other than UT Austin. Students who are offered participation choose from a list of institutions open to them when they complete the CAP agreement. The agreement also provides details

about the requirements the student must meet to successfully complete the program and obtain admission to UT Austin as regular students in the fall semester following their year in CAP. Students are guaranteed admission into the School of Undergraduate Studies or the College of Liberal Arts. CAP participants may request to compete for admission to majors in other colleges and schools.

Information about CAP requirements for the 2014-2015 academic year are available on the Freshman Admissions Web site (<http://bealonghorn.utexas.edu/cap/current>).

Whenever admission through CAP exceeds 60 percent of total external undergraduate transfer admission, a review of the CAP requirements for entry into UT Austin will be conducted and new requirements will be established as appropriate.

## Transfer Admission

Prospective transfer applicants should take advantage of the detailed information and resources available on the Transfer Admission Web site (<http://bealonghorn.utexas.edu/transfer>). The site offers the latest details about transfer admission application requirements; information about the factors considered in making admission decisions; secure access to personal information such as application status and admission decisions; details about academics, financial aid, housing, and more; event information and registration; and contact information for admission counselors.

### Eligibility to Apply

To be eligible for transfer admission consideration, an applicant must be a US citizen or permanent resident and must:

1. Have graduated from high school or earned a GED
2. Have enrolled in an institution of higher education following high school graduation or receipt of the GED
3. Have completed or have in progress the final coursework toward at least thirty semester hours of transferable credit

International applicants interested in applying for undergraduate admission after enrolling in another college or university should review the International Admission (p. 29) information in the *General Information* catalog and visit the International Undergraduate (<http://bealonghorn.utexas.edu/international>) Web site.

Transfer applicants to most programs may apply for admission while working to complete the last of their required thirty semester hours of transferable coursework. During the application review process, however, preference is given to applicants who complete the required thirty hours by the deadline. In cases where the applicant has not completed thirty hours by the deadline, all application items, including official transcripts of already completed coursework, must arrive in the Office of Admissions by the deadline. Such applicants must then submit official transcripts showing completed coursework for the current semester as soon as the semester is completed and no later than June 1 for summer/fall applicants and January 5 for spring applicants. The Office of Admissions evaluates such applications for available spaces only after receiving documentation showing completion of the required thirty semester hours of coursework.

An applicant who is ineligible to continue at a previous institution for academic or disciplinary reasons is not eligible for admission to the University. There is no probationary or provisional admission for transfer applicants.

Visit Transfer Eligibility (<http://bealonghorn.utexas.edu/transfer/before/eligibility>) for details about who should and should not apply for transfer admission.

### Transfer Application Procedures

To be considered for transfer admission, the applicant must submit the items listed below by the application deadline (p. 19). Official transcripts and test score reports submitted to the Office of Admissions will not be duplicated or returned to the student. Faxes of transcripts and applications are not accepted.

1. A completed ApplyTexas (<http://www.applytexas.org>) US Transfer Application, including the required essays and statement of purpose.
2. Separate, official transcripts from each college attended, including any at which the applicant enrolled while in high school. Every college-level course the student took must be reported on a transcript from the institution at which the student enrolled in the course, even if it also appears on the transcript of another institution that accepted it for transfer credit. Summer and fall applicants must submit official transcripts of all coursework undertaken through the previous fall; spring applicants must submit official transcripts of all work undertaken through the previous summer.
3. The nonrefundable application fee or a request for an exemption, described in the section Application Processing Fee (p. 19).
4. An expanded résumé that provides information about the applicant's previous five years of academic, extracurricular, community, and work activities, honors, and awards.

The following items are required for some applicants:

1. Permanent resident alien applicants must submit a photocopy of the front of the permanent resident card or temporary evidence of I-551 in the passport.
2. Transfer applicants (both United States citizens and permanent residents) who have undertaken a significant amount of their college coursework in a country in which English is not the only language spoken must show proficiency in English by presenting a score on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Details about possible exemptions are available on the International Undergraduate (<http://bealonghorn.utexas.edu/international>) Web site.



**Required for enrollment.** Before enrolling at the University, admitted transfer students must submit an official high school transcript. The transcript is used to verify completion of the units in foreign language and mathematics that are requirements of many University degrees. Although the high school transcript is not required for admission, applicants are strongly encouraged to submit it with other admissions credentials by the deadline.

**Automatic admission for eligible transfer applicants.** Section 51.8035 of the Texas Education Code establishes criteria for automatic admission to the University for qualifying transfer applicants who began their studies at a Texas community or junior college following high school graduation. These criteria were added to the education code in 2009 by SB 175.

For details visit Automatic Transfer Admission (<http://bealonghorn.utexas.edu/transfer/before/automatic-admission>).

## Transfer Application Review Process

All applications for transfer admission are reviewed and evaluated individually and holistically. Admission decisions are made after careful consideration of the strength of the applicant's academic background; his or her record of achievement and accomplishment, both in and outside of the classroom; and related factors reported by the applicant in writing.

The Office of Admissions considers the following items when looking for evidence of a strong academic background:

1. Substantial coursework from a challenging academic institution or program
2. Required and appropriate courses for specific areas of study
3. Evidence of a positive academic trend

The following items form the basis for evaluating an applicant's record of achievement and accomplishment:

1. Indications of a superior level of achievement in a particular area, or particular attributes that would be an asset to a department or college
2. Letters from deans, department chairs, or faculty members that attest to the applicant's qualifications for their respective programs
3. Information on a personal résumé that attests to the applicant's skills, abilities, experiences, or background
4. Performance at an audition or the quality of a portfolio, when required for the applicant's proposed major
5. Scores on the Test of English as a Foreign Language or the International English Language Testing System, when required
6. Other special circumstances, including socioeconomic standing; educational goals; cultural background; employment, internships, etc.; race or ethnicity; personal experiences and hardships; personal responsibilities; and any additional information submitted by the applicant

Enrollment pressures at the University may not permit admission of all who qualify for certain academic programs. When this occurs, the Office of Admissions will, within applicable law, admit those students who are judged to be most able to contribute to and benefit from the University's rich, diverse, and academically challenging environment. Additional admissions requirements for some undergraduate programs are described in Major-Specific Application Requirements (p. 25).

**Grade point average computation.** A transfer applicant's grade point average on transferable college coursework is a significant indicator of the applicant's academic strength. Because the Office of Admissions considers academic background as a factor when making transfer decisions, the grade point average can play an important role in an applicant's final admission decision.

The admission grade point average is computed on all transferable college coursework the student has undertaken, whether passed, failed, or repeated. Details about how the Office of Admissions computes GPA for transferable coursework is available on Computing GPA (<http://bealonghorn.utexas.edu/transfer/admission/factors/gpa>).

Letter grade	Grade points	Letter grade	Grade points
A+	4.00	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		

**Transfer and evaluation of credit.** Applicants for transfer admission must submit official transcripts of all coursework taken at all other institutions for evaluation by the Office of Admissions. This evaluation determines whether the coursework could in any circumstance qualify for transfer credit at the University, but it does not constitute approval of the credit for use toward a degree; such approval is solely within the jurisdiction of a student's academic dean.

Additional information about reporting and awarding college credit, and about the University's coursework resources and tools, is available on Transfer Resources and Credit (<http://bealonghorn.utexas.edu/transfer/admission/factors/transfer-resources>).

**Catalog eligibility for Texas transfer students.** A student who transfers from another Texas public institution of higher education has the same catalog choices that he or she would have had if the dates of attendance at the University had been the same as the dates of attendance at the other institution. However, the student's choice of major may affect whether or not transferable coursework may be counted toward a degree. Rules about catalog choice

are given in the undergraduate catalog in the section Graduation Under a Particular Catalog (<http://catalog.utexas.edu/undergraduate/the-university/graduation/graduation-under-a-particular-catalog>).

**Coursework-in-residence requirement.** Candidates for all undergraduate degrees must complete at least sixty semester hours of coursework in residence at the University. A transfer student who has completed a substantial amount of transferable, degree-applicable coursework may be obliged to take more courses at the University than his or her degree program requires, simply to meet the residence requirement. Prospective applicants for transfer admission to some majors who have earned more than sixty hours of transferable credit are considered to have excessive hours. Students considering transfer after earning more than sixty hours of transferable credit should carefully review their options and the possible ramifications of the coursework-in-residence requirement before transferring.

## Transient Admission (Summer Only)

Undergraduate students who are pursuing degrees at other US colleges and universities and wish to continue their studies at the University during the summer only may be admitted to some undergraduate programs as transient students. A transient student who then wishes to be admitted to the University on a regular basis must apply for admission as a transfer student.

A transient student may not register in the Graduate School but may take graduate courses if qualified. If the student is subsequently admitted to the University as a regular student, credit earned as a transient student may be used to meet undergraduate degree requirements but may not be used to fulfill the requirements for a graduate degree.

Students who attend the University as transient students and then are admitted on a regular basis are immediately subject to the University's academic regulations. In particular, such a student will be placed on scholastic probation upon enrollment if his or her grade point average for work undertaken as a transient student at the University is below 2.00.

## Fresh Start

Section 51.931 of the Texas Education Code provides that a resident of Texas may apply for admission to the University as an undergraduate student without consideration of course credit or grades earned ten or more years prior to the semester the applicant plans to enroll. To be admitted, the applicant must meet the admission standards in effect at the time of application. Students admitted under the fresh start option may not receive credit for any coursework taken ten or more years prior to enrollment.

Additional information about the fresh start option is available from the Office of Admissions and on the Fresh Start (<http://bealonghorn.utexas.edu/transfer/before/fresh-start>) page.

## Enrollment as a Nondegree Student

A student who holds a bachelor's degree from an accredited institution, including the University, may apply for admission as a nondegree student in one of the undergraduate colleges or schools. Students seeking nondegree admission follow the process for undergraduate transfer applicants and are considered on a competitive basis with transfer applicants for the same semester. Some undergraduate majors are not open to nondegree students; applicants must select from available nondegree majors.

Nondegree students are subject to the rules that apply to other undergraduates. With the approval of the director of admissions, nondegree students may change to degree-seeking status in an undergraduate college or school.

With the approval of the instructor and the graduate adviser, a nondegree student may take any graduate course for which he or she meets the prerequisite. However, graduate courses that a student takes while enrolled as an undergraduate nondegree student may not later be counted toward a graduate degree.

**Exchange students.** A student who is admitted to the University through a reciprocal exchange program is also classified as a nondegree student. An exchange student may not register for more than two long-session semesters and one summer session. The transferability of academic credit to the student's home institution is determined by the home institution.

An exchange student may later apply for admission to the University as a degree-seeking student, but only after completion of the exchange period. If the student is admitted as a degree-seeker, credit that he or she earned as an exchange student may be counted toward a University degree only on a limited basis and only with the approval of the student's dean.

## Major-Specific Application Requirements

To be considered for admission to some undergraduate majors, applicants must submit additional information or meet additional requirements beyond those for applying to the University. Applicants who complete the University's undergraduate application requirements but fail to submit these additional items or to meet these major-specific requirements may be considered for admission to other undergraduate majors. Undergraduate applicants may select both a first-choice and a second-choice major when applying for admission; however, preference may be given to first-choice applicants.

The list below offers an overview of major-specific requirements. Additional information is available at Be a Longhorn (<http://bealonghorn.utexas.edu>) and to individual applicants through MyStatus (<http://bealonghorn.utexas.edu/services/apply/checkstatus>), the University's secure admissions portal.

## Architecture

### Freshmen Requirements

- **Essay D:** Submit a response to Essay D
- **Fall-only admission:** Entering students must begin their studies in a fall semester

### Transfer Requirements

- **Essay D:** Submit a response to Essay D
- **Portfolio and letters of recommendation:** Submit online portfolio and letters of recommendation
- **Minimum 3.25 grade point average:** Applicants must have a minimum 3.25 grade point average on transferable coursework
- **Fall-only admission:** Entering students must begin their studies in a fall semester
- **Transfer from architecture/interior design programs:** Submit transfer credit from architecture or interior design programs

## Business

### Freshmen Requirements

- **Summer/fall admission:** Entering business students must begin their studies in a summer or a fall semester
- **Business Honors Program:** Admission to the Business Honors Program requires completion of an additional application

### Transfer Requirements

- **Fall-only admission:** Entering business students must begin their studies in a fall semester
- **Business indicator courses:** Submit official transcripts showing the following business indicator courses:
  - Calculus I
  - Calculus II
  - Microeconomics
  - Macroeconomics

## Communication

### Freshmen Requirements

- **Fall-only admission:** Entering students must begin their studies in a fall semester

### Transfer Requirements

- **Fall-only admission:** Entering students must begin their studies in a fall semester (non-degree seekers may apply to communication sciences and disorders for the spring semester)

## Education

### Freshmen Requirements

- No additional application requirements

### Transfer Requirements

- **Teacher certification:** Complete the application to the professional development sequence

## Engineering

### Freshman Requirements

- **Calculus readiness requirement\***
- **Summer/fall admission:** Entering students must begin their studies in a summer or a fall semester
- **Engineering Honors Program:** Admission to the Engineering Honors Program requires the completion of an additional application
- More information (<http://bealonghorn.utexas.edu/freshmen/admission/majors/engineering>)

### Transfer Requirements

- **Transfer credit for the following coursework:**
  - Mathematics 408L, 408M, or 408D
  - Physics 303K and 103M
  - A minimum of four technical courses. Technical courses include courses in math, physics, biology, chemistry, geology, computer science, and engineering.
- **Summer/fall admission:** Entering students must begin their studies in a summer or a fall semester

## **Fine Arts**

### **Freshman Requirements**

- **Art history majors:**
  - Submit Essay D
  - Fall-only admission
- **Studio art, design, and visual art studies majors:**
  - Submit Essay D
  - Submit art portfolio
  - Fall-only admission
- **Music majors:**
  - Submit additional Butler School of Music application
  - Submit letters of recommendation
  - complete an audition for the Butler School
- **Department of Theatre and Dance majors:**
  - Submit departmental application
  - Complete additional steps such as audition or interview
  - Fall-only admission

### **Transfer Requirements**

- **Art history majors:**
  - Submit Essay D
  - Fall-only admission
- **Studio art, design, and visual art studies majors:**
  - Submit Essay D
  - Submit art portfolio
  - Fall-only admission
- **Music majors:**
  - Submit additional Butler School of Music application
  - Submit letters of recommendation
  - Complete an audition for the Butler School
- **Department of Theatre and Dance majors:**
  - Submit departmental application
  - Complete interview or audition
  - Submit resume to the department
  - Fall-only admission

## **Geosciences**

### **Freshman Requirements**

- **Calculus readiness requirement\***
- **Fall-only admission:** Entering students must begin their studies in a fall semester

### **Transfer Requirements (all applicants)**

- **Fall-only admission:** Entering students must begin their studies in a fall semester

### **Transfer Requirements (for applicants to Environmental Science-Geological Sciences)**

- **Transfer credit for the following coursework:**
  - Biology 311C, Chemistry 301, and Mathematics 408C, 408K, or 408N with a grade of at least C- in each
  - Geological Sciences 401 or 303 with a grade of at least B-

### **Transfer Recommendations (to be competitive for all Geosciences majors)**

- **Transfer credit for the following coursework:**
  - Chemistry 301
  - Geological Sciences 401
  - Mathematics 408C, 408K, or 408N

## Liberal Arts

### Freshman Requirements

- **Honors Programs:** Plan II and Liberal Arts Honors applicants must complete the online Honors Program application and submit the additional materials.
- **Environmental Science (Geographical Sciences):** Meet the calculus readiness requirement\*
- **Fall-only admission:** Plan II and environmental science students must begin their studies in a fall semester

### Transfer Requirements

- **Plan II:** the Plan II major is not currently available to transfer applicants
- **Environmental Science (Geographical Sciences):**
  - Transfer credit for Biology 311C, Chemistry 301, and Mathematics 408C, 408K, or 408N with a grade of at least C- in each
  - Transfer credit for Geological Sciences 401 or 303 with a grade of at least B-

## Natural Sciences

### Freshman Requirements

- **Honors Programs:** Natural Sciences honors program applicants must complete the online Honors Program application and submit the additional materials
- **Environmental Science (Biological Sciences):** Meet the calculus readiness requirement\*
- **Fall-only admission:** Environmental science students must begin their studies in a fall semester

### Transfer Requirements

- **Environmental Science (Biological Sciences):**
  - **Fall-only admission:** Environmental science students must begin their studies in a fall semester
  - Transfer credit for Biology 311C, Chemistry 301, and Mathematics 408C, 408K, or 408N with a grade of at least a C- in each
  - Transfer credit for Geological Sciences 401 or 303 with a grade of at least B-

### Transfer Recommendations (to be competitive for all Natural Sciences majors):

- **Minimum of thirty transferable semester hours**
- **Minimum grade point average of 3.00**
- **Transfer credit:** One of the following:
  - Mathematics 408C, 408D, 408K, 408L, 408M, 408N, or 408S
  - Statistics and Data Sciences 302
  - Mathematics 316
- **Transfer credit:** Two of the following courses
  - Biology 311C, 311D
  - Chemistry 301, 302
  - Computer Science 311, 312
  - Physics 303K, 303L
  - or majors level equivalents
- **Essay A:** Submit Essay A describing how the intended major would impact achievement of the student's educational and career goals

## Nursing

### Freshman Requirements

- **Essay C:** Submit Essay C with a focus on goals of becoming a nurse and/or a career in nursing

### Transfer Requirements

- **Essay A:** Submit Essay A with a focus on goals of becoming a nurse and/or a career in nursing
- **Transfer credit:** Submit transfer credit for the following:
  - Chemistry 301, Statistics and Data Sciences 302 or Mathematics 316, and Biology 311C
- **Additional documents:** Additional documents ([http://www.utexas.edu/nursing/academics/ud\\_degree\\_adnbsn.html](http://www.utexas.edu/nursing/academics/ud_degree_adnbsn.html)) may be required for applicants with an associate's degree in nursing

## Pharmacy

Admission to the College of Pharmacy is not available to freshman applicants

### Transfer Applicants

- **Pharm CAS Application:** Apply to the professional pharmacy program (PharmD) by completing the PharmCAS application and the College of Pharmacy Supplemental Application

## Social Work

There are no additional application requirements or recommendations for freshman or transfer applicants to Social Work.

## Undergraduate Studies

There are no additional application requirements or recommendations for freshman or transfer applicants to Undergraduate Studies

- \* To be considered to these undergraduate majors, applicants must meet the math/calculus readiness requirements defined by the affected undergraduate programs.

**Admission to Upper-Division Work and Requirements for Continuing Study:** Some undergraduate academic programs admit new students as undeclared or entry-level majors within a college or school. In such cases, students must meet certain requirements—earn a certain GPA in specified coursework, for example—to move into upper-level study. In some cases, students must apply for admission to a concentration or to a professional program after meeting the specified requirements.

**Additional Information:** Prospective undergraduate students and applicants should review online information about their majors of interest provided by the Colleges and Schools (<http://www.utexas.edu/academics/colleges-schools>) that offer them and should consult the *Undergraduate Catalog* for details.

## International Admission

The applications of prospective students from countries other than the United States are reviewed on an individual basis and admission may not be offered to every applicant who meets the minimum requirements. Academic background and curriculum are important considerations in decisions on admissibility.

International student applicants must submit (1) an application for admission, including two essays; (2) official transcripts of previous academic work; (3) standardized test scores when required; (4) Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores; (5) evidence of sufficient financial support while studying in the United States; (6) the application processing fee, which is not refundable; and (7) any other documents required by the program the student seeks to enter.

## Readmission of Former Undergraduate Students

Former University students who were not enrolled the previous long-session semester must apply for readmission. Students who completed the requirements for a degree from the University in the previous semester or summer session must also apply for readmission. (Former graduate students who have never been enrolled at UT Austin as undergraduates and who wish to take undergraduate courses must apply for undergraduate transfer admission.) Application materials must be submitted by the deadline for former students (p. 19). To be eligible to re-enroll, a former student who has subsequently attended another college must submit an official transcript from each college showing a grade point average of at least 2.50 on a 4.00 scale for all transferable coursework he or she has undertaken since leaving the University. (Students who have taken only one transferable course in their absence must earn at least a 2.00 on that course.) This requirement does not apply to work taken during a summer session that falls between consecutive spring and fall semesters in which the student is enrolled at the University.

A student who leaves the University on scholastic probation will be on scholastic probation when readmitted, even if he or she has attended another institution in the interim.

Former students who wish to enter the School of Law, the Graduate School, or the graduate program of the McCombs School of Business for the first time must meet the requirements and deadlines given in the appropriate section of this chapter. Additional information about graduate and law programs is given in their respective catalogs.

## Readmission Following Military Service

In accordance with section 51.9242 of the Texas Education Code, a student who withdraws from the University in order to perform active military service will be readmitted for any semester or summer session that begins within a year after the student's release from active service. The student is not required to apply for readmission or pay an application fee. However, he or she must submit the Notification of Intent to Re-Enroll. This form allows the University to prepare for the former student's return. If the form is submitted late, the student's registration may be delayed. To prevent a delay, the former student should submit the form at least two weeks before he or she expects to register for classes.

This policy applies to students who withdraw for service with the United States armed forces or the Texas National Guard; however, it does not apply to students who withdraw solely to perform one or more training exercises as members of the Texas National Guard.

## Graduate Admission

A summary of the general requirements, application fees, deadlines, and procedures for graduate admission follows. Prospective students should refer to the *Graduate Catalog* (<http://catalog.utexas.edu/graduate>) for further information.

## Requirements

General requirements for admission to the Graduate School are

1. A bachelor's degree from a regionally accredited institution in the United States or a comparable degree from a foreign academic institution. The Graduate and International Admissions Center (GIAC) will determine eligibility for admission in consultation with prospective graduate programs.
2. A grade point average of at least 3.00 in upper-division (junior- and senior-level) coursework and in any graduate work already completed.
3. An official score on the Graduate Record Examinations General Test (GRE), unless otherwise specified by the graduate program to which the student is applying. The McCombs School of Business requires master's and doctoral degree applicants to submit a satisfactory score on either the GRE or the Graduate Management Admission Test (GMAT). Applicants to dual or combined degree programs with the School of Law must submit a satisfactory score on the Law School Admission Test (LSAT) as well as on the GRE or GMAT.
4. Adequate subject preparation for the proposed major. Evidence of adequate preparation varies by program, but examples include letters of reference, auditions, samples of work, and personal statements.
5. A recommendation for acceptance by the Graduate Studies Committee for the proposed major area.

International students whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Applicants should consult the graduate adviser for the program of interest to learn which test the program requires.

Applicants may apply simultaneously to more than one graduate program, but they may enroll in only one program (with the exception of those admitted to dual degree programs). All complete applications are forwarded to the Graduate Studies Committee(s) to which they are directed. Admission decisions are based on a careful review of all aspects of the applicant's file. Scores on standardized tests such as the GRE are not the sole criterion for making an admission decision or ending consideration of the application. Each applicant's test scores are compared with those of other applicants of similar socioeconomic status. Graduates of foreign institutions may be required to have a minimum score on an English-language-proficiency test such as the TOEFL or the IELTS. Information about admission criteria for each graduate program is available from the graduate adviser.

When there are more qualified applicants than can adequately be instructed by the faculty or accommodated in the facilities, the Graduate Studies Committee (GSC) for the proposed area may deny admission to students who have met the prescribed requirements. GSC admissions recommendations to the graduate dean are final; there is no appeal. All admissions must be approved by the graduate dean.

Applicants who feel that their grade point averages or test scores are not valid indicators of ability should explain their concerns in a letter to the graduate adviser of the program to which they are applying.

## Admission Tests

The Graduate Record Examinations General Test (GRE), the Graduate Management Admission Test (GMAT), and the Test of English as a Foreign Language (TOEFL) are offered at testing centers throughout North America and at selected international sites. Current information about GRE and TOEFL test dates, locations, and registration procedures is published by the Educational Testing Service at <http://www.ets.org/>.

Similar information about the GMAT is published by the Graduate Management Admission Council at <http://www.gmac.com/gmat.aspx>.

The International English Language Testing System (IELTS) is administered in more than 120 countries and is available off-site in additional countries. Information about IELTS test dates, locations, and procedures is published at <http://www.ielts.org/>.

The Law School Admission Test (LSAT) is administered by the Law School Admission Council. Information about the LSAT is published by the council at <http://lsac.org/>.

## Graduate School Select Admission Program

The Graduate School Select Admission Program allows graduate programs to recommend academically outstanding University undergraduates for admission to seek a graduate degree in a State formula-funded degree program. Students are normally nominated in the junior year, and programs are encouraged to limit their nominations each year to one or two outstanding undergraduates.

Nominations are forwarded to the Graduate School by the program's graduate adviser or graduate admissions office with the recommendation of the Graduate Studies Committee. Undergraduate candidates may be extended an offer of admission and financial aid as early as the junior year, conditional upon completion of the baccalaureate degree. Application and transcript fees are waived; some graduate programs may waive submission of GRE scores. Admitted students may enroll in graduate courses at undergraduate tuition rates during the senior year and reserve the courses for graduate credit.

Additional information about the Graduate School Select Admission Program is available at <http://www.utexas.edu/ogs/admissions/select.html>, in the Office of Graduate Studies, and from the graduate adviser of the nominating graduate program.

## Conditional Admission

Almost all of the students who are admitted to the Graduate School have qualifications equal to or better than the minimum standards outlined in Graduate Admission Requirements (p. 29). However, a Graduate Studies Committee may recommend, with the consent of the graduate dean, that a student be admitted to the Graduate School with conditions. The Graduate Studies Committee may require the student to maintain a certain grade point average or to take a certain number of semester hours of coursework. A conditionally admitted student may also be required to remedy deficiencies in undergraduate preparation by taking upper-division or graduate courses. The graduate adviser notifies the student of these conditions at the time of admission. The Graduate Studies Committee petitions the graduate dean for removal of conditions once the conditions have been met.



A student who does not fulfill the conditions within the specified time may be barred from subsequent registration in the Graduate School. If the student changes his or her major before the conditions have been fulfilled, the conditions remain in effect unless the graduate adviser for the new program, on behalf of the Graduate Studies Committee, petitions the graduate dean and receives approval for them to be changed.

Students admitted with conditions are not eligible to be graduate student academic employees, except under rare and unusual circumstances and with the approval of the graduate dean.

## Admission as a Nondegree Student

A person who would like to take graduate coursework without becoming a candidate for a graduate degree may apply for admission to a graduate program as a nondegree student. The applicant must submit an application and transcripts of all college coursework; Graduate Record Examinations scores are not required. Admission must be recommended by the Graduate Studies Committee for the program and approved by the graduate dean. Admission as a nondegree student is not available in all graduate programs. Enrollment as a nondegree student is normally limited to one year. Nondegree students are not eligible to be graduate student academic employees.

A graduate nondegree student who wishes to seek a graduate degree must submit an application for admission by the program's deadline and must pay the usual application fee. A degree-seeking student may petition to have applied to the master's degree up to six semester hours of graduate credit earned while he or she was a graduate nondegree student.

**Exchange students.** A graduate student who is admitted to the University through a reciprocal exchange program is classified as a nondegree student. An exchange student may not register for more than two long-session semesters and one summer session. The transferability of academic credit to the student's home institution is determined by the home institution.

An exchange student who wishes to take a graduate course must obtain the approval of the instructor and of the graduate adviser for the program that offers the course, must meet all course prerequisites, and must meet any other requirements affecting nondegree students. An exchange student may later apply for admission to the University as a degree-seeking graduate student. To do so, he or she must submit the usual test scores, application fee, and other required material by the graduate program's deadline.

**Exchange students admitted as graduate nondegree students.** If a graduate nondegree exchange student is later admitted to the Graduate School as a degree seeker, the Graduate Studies Committee may ask for the graduate dean's approval to include on the student's master's degree Program of Work up to six hours of graduate coursework that he or she completed as a graduate nondegree exchange student. All requirements related to courses that may be counted toward graduate degrees apply, including rules concerning courses counted toward another degree.

**Exchange students admitted as undergraduate nondegree students.** If an undergraduate nondegree exchange student is later admitted to the Graduate School, graduate courses that he or she took as an undergraduate nondegree exchange student may not be counted toward a graduate degree.

## Recommended Application Dates for Graduate Study

Each graduate program sets its own application deadline. Many programs have deadlines as early as December 1 for the following summer session or fall semester, but some programs set different dates. Few graduate programs admit new students for the spring semester; those that do have deadlines no later than October 1. It is the applicant's responsibility to meet the deadline set by the graduate program. A list of program deadlines is published by the Office of Graduate Studies at <http://www.utexas.edu/ogs/admissions/programs.html>.

**International students.** International students should apply as early as possible. The international student's record of work (including the score on the Test of English as a Foreign Language or the International English Language Testing System, earned within the past year) will be evaluated by the Graduate and International Admissions Center and then forwarded to the appropriate graduate studies committee and the graduate dean.

**Financial aid.** The Office of Student Financial Services offers financial assistance in the form of gift aid, which includes grants and scholarships, and self-help aid, which includes student employment programs and long-term loans. To apply for these programs, all applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA). More information about these programs and deadlines for filing the FAFSA are published by Student Financial Services (<http://finaid.utexas.edu>). Information is also available by mail from The University of Texas at Austin, Office of Student Financial Services, P O Box 7758, Austin TX 78713-7758.

Individual graduate programs may also offer financial assistance to their students. For more information about these programs and deadlines for applying to them, applicants should contact the graduate program of interest. Financial aid decisions are made soon after program application deadlines, and applicants whose materials have not been received may not be given full consideration.

## Fellowships

University fellowships, which are administered through the Graduate School, are awarded to both new and continuing graduate students in most academic areas. Students must be nominated by their graduate advisers for any fellowship administered by the Graduate School, but many award decisions are made at the college or program level. Additional information on University fellowships is published by the Office of Graduate Studies at <http://www.utexas.edu/ogs/funding/fellowships/>.

University recruiting fellowships for entering graduate students are awarded on the basis of scholastic excellence and adequate preparation for graduate study in the student's chosen field, as shown by his or her academic record and letters of recommendation. University fellowships for continuing students



are awarded on the basis of the student's record since entering the Graduate School, including performance in relevant coursework and research or creative activity, letters of recommendation from University faculty members, and the endorsement of the graduate adviser; financial need is also considered. There are additional specific qualifications for many of the competitive fellowships awarded by the University and by graduate programs.

Generally, fellowships require no service from the recipient. Many major fellowships provide for payment of nearly all tuition in addition to the stipend. Recipients of certain graduate fellowships of \$10,000 or more per year are eligible to participate in the University's group health insurance plan. Note that access to the plan is provided, but funding may or may not be included depending on the fellowship award.

## Application Processing Fee

All applicants to the Graduate School must submit a nonrefundable application processing fee along with their credentials. Applicants may apply simultaneously to more than one graduate program; a fee will be charged for each application. An applicant may be eligible for a waiver of the fee on the basis of documented financial need.

*US citizens, permanent residents, and University undergraduates.* The fee for applicants to the Graduate School is \$65. The fee for applicants to the full-time, working professional, and executive Master of Business Administration (MBA) programs is \$200. The fee for applicants to the Master in Professional Accounting (MPA) program, including students in the integrated BBA/MPA program, is \$125.

*International applicants.* The fee for applicants who present academic credentials from any country other than the United States is \$90. The fee for applicants to the full-time, working professional, and executive Master of Business Administration (MBA) programs is \$200. The fee for applicants to the MPA program is \$125.

## Enrollment Deposit

Some graduate programs require students to pay a nonrefundable enrollment deposit upon admission to indicate that they accept the offer of admission. For students applying to dual degree programs, one deposit serves to confirm the student's intention to enroll in both programs. When both programs require a deposit, only the higher fee is required. The deposit is applied to the payment of fees when the student enrolls. Students who demonstrate financial need may qualify for assistance to cover the deposit.

An enrollment deposit is assessed in the following graduate programs:

Programs	Degree	Deposit
Accounting	MPA	\$950.00
Business administration	MBA, full-time	\$2,000.00
Business administration	MBA, working professional and executive	\$2,000.00
Radio-television-film	MA, MFA, PhD	\$200.00
Social Work	MSSW, PhD	\$150.00

## Law School Admission

To be considered for admission to the Law School, each applicant (1) must have earned a baccalaureate degree from an accredited college or university; (2) must have a minimum undergraduate grade point average of at least 2.20, as calculated by the Law School Admission Council (LSAC); (3) must have attained a reportable score on the Law School Admission Test (LSAT); (4) must follow all instructions in *The University of Texas School of Law Application*; and (5) must submit all mandatory attachments described in the application. An applicant who meets the minimum requirements is not assured of admission, because the number of qualified applicants usually exceeds the number of new students the school may admit each year.

The Law School provides full-file review to all complete applications. No admission decision is based on numerical criteria alone. In addition to the LSAT score and cumulative undergraduate grade point average, the Admissions Committee reviews each application in its entirety. Among the criteria considered are the following:

- Rigor of the undergraduate course of study as reflected by the applicant's college transcripts
- Graduate study
- Demonstrated commitment to public service
- Work experience
- Leadership experience
- Extracurricular or community activities
- History of overcoming economic or other disadvantage
- Race and ethnicity
- Personal experiences with discrimination
- Overcoming disability
- Disadvantaged socioeconomic background
- Geographic diversity (particularly underrepresented regions of Texas)
- Diversity of experience and background

- Maturity
- Ability to communicate well, exceptional writing skills
- Foreign language proficiency
- Honors and awards
- Service in the Armed Forces
- Publications
- Any other personal characteristics or experiences that would contribute to the diversity and overall enrichment of the Law School

The goals of the admission process for the School of Law are:

- To identify those students with the greatest probability of success in law school, considering proven predictors (LSAT score, grade point average, the applicant's undergraduate school and major) and giving appropriate weight to all other factors in the applicant's file;
- To identify students who exhibit a demonstrated commitment to public service, leadership, and other qualities valuable to the legal profession;
- To identify students whose background, experience, and other qualities are likely to be of value in the classroom and in the Law School;
- To provide a service to the state of Texas by educating its citizens from underrepresented regions of the state and disadvantaged socioeconomic backgrounds.

The application process is described in the links on the right. Additional information about admission to the Law School as a new student, a transfer student, or a transient student is detailed in the *Law School* (<http://catalog.utexas.edu/law/admission>) catalog, *The University of Texas School of Law Bulletin*, and on the Law School's Web site (<http://www.utexas.edu/law/depts/admissions>).

## Application Procedures

Applicants must take the LSAT, which is administered by the Law School Admission Council (LSAC). The LSAT is given four times a year at designated locations in the United States and at several international test centers. Registration materials and complete information about the LSAT are available at <http://www.lsac.org/>.

Applicants must submit completed credentials to the law school by the deadlines given in the deadlines (p. 33) section. Law school admission information and application forms are available at <http://www.utexas.edu/law/depts/admissions/> and from The University of Texas School of Law, Admissions Office, 727 East Dean Keeton Street, Austin TX 78705-3224, (512) 232-1200.

Finally, applicants must register with LSAC's Credential Assembly Service. The service compiles applicants' transcripts, computes grade point averages, and transmits the information to the law school. Additional information is available from the Law School Admission Council.

**Application processing fee.** A nonrefundable application processing fee of \$70 is required of each applicant and must be submitted with the required credentials. An applicant who completed undergraduate work at a school outside the United States must have his or her transcript evaluated and the evaluation sent to the law school.

## Deadlines

New students are accepted for full-time study in the fall semester only; admission for the spring semester or summer session is available only for transfer and transient students.

**Early decision admission.** Applicants for early decision admission in fall must submit a complete application to the Law School, postmarked by November 1. They must take the LSAT no later than the October test administration. Applicants who fulfill the requirements for an early decision will be notified of their admission status by the end of January.

Early decision (ED) admission is binding. An applicant admitted under the Law School's ED program must immediately withdraw pending law school applications from further consideration, as well as decline any other admission offers. An ED applicant will be required to submit an enrollment deposit and Letter of Intent (LOI). If an ED applicant does not submit the deposit and LOI within the allotted time, the admission offer will be withdrawn and the applicant will no longer be considered for enrollment during the current admission cycle.

**Regular decision admission.** Applicants for regular decision admission in fall must submit a complete application to the Law School, postmarked by March 1. They must take the LSAT no later than the February test administration.

## Enrollment Deposit

Applicants admitted to the law school must submit a nonrefundable deposit of \$200 by credit card, cashier's check, or money order to indicate that they accept the offer of admission. The deposit is applied to tuition for the fall semester when the student enrolls; otherwise, the deposit is nonrefundable.

## Residency Regulations

Under state statutes and Texas Higher Education Coordinating Board rules interpreting them, a student or prospective student is classified as a resident of Texas, a nonresident, or a foreign student. A person who has lived in the state under circumstances specified in the Coordinating Board rules is eligible for classification as a Texas resident. A citizen, a national, or a permanent resident of the United States who does not meet resident criteria is

classified as a nonresident. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as domicile while in this country is classified as a foreign student. A person classified as a nonresident or a foreign student may qualify, under certain exceptions specified in the rules, for resident tuition rates and other charges, while he or she continues to be classified as a nonresident or a foreign student. Information about the Coordinating Board's rules on residency is published on the THECB Web site (<http://www.collegeforalltexans.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718>).

A student entering the University for the first time, or reentering after an absence of more than one semester, should carefully review the Coordinating Board rules in order to be prepared to pay the required tuition. Information and advice on residency status is available from the University's Office of Admissions, (512) 475-7391. Information about establishing residency is published by the Office of Admissions at <http://bealonghorn.utexas.edu/residency>.

**Effect of absence from the University.** Students returning to the University after an absence of more than two semesters may be required to file a residency form.

# Registration, Tuition, and Fees

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Students at the University register for classes online; instructions are given in the *Course Schedule* (<http://registrar.utexas.edu/schedules>). The only way to enroll in a class is to register for it through the proper registration procedure or to add a class after the initial registration. The instructor receives the student's name only by official notice from the registrar. A student may not receive credit for a course for which he or she is not registered.

By registering, a student enters a college or school of the University and, except in matters of conduct, is under the jurisdiction of the dean of that college or school. The dean has jurisdiction over the student's program of study and degree requirements. A student pursuing simultaneous majors in two colleges is subject to the regulations of both colleges. Students taking a course in a college or school other than the one(s) in which they are registered are subject, so far as that course is concerned, to the regulations of the college or school in which the course is given. In matters of conduct, all students are under the jurisdiction of the dean of students.

## Academic Advising

Academic advising is available to all students before registration. In many degree programs, students must be advised before they may register. Advising requirements and locations are given in the *Course Schedule* (<http://registrar.utexas.edu/schedules>). However, the University recognizes that academic advising is more than course selection. A description of the broader goals of the advising process is given in Academic Policies and Procedures (p. 52).

## Registration Periods

Freshman and transfer students entering the University in the fall semester are encouraged to attend an orientation session, during which they will be advised and will register for classes. Information about orientation for new students, including graduate and international students, is available from the Office of the Dean of Students' Web site (<http://deanofstudents.utexas.edu/nss>) and in SSB 4.400.

Continuing and readmitted students may register during each semester and summer session for the following term. Registration periods for the fall semester and the summer session usually begin in April; those for the spring semester, in late October or early November. Detailed information about registration is given in the *Course Schedule* (<http://registrar.utexas.edu/schedules>).

## Paying Tuition as a Part of Registration

A student is not registered or entitled to attend classes, participate in class-related activities, or use University facilities and services until his or her tuition bill is paid in full or in accordance with an approved installment plan. A student who has an overdue debt to the University may not register until the debt is paid.

## Late Registration

Students are expected to register at their earliest opportunity. A student who registers late is charged a fee to defray the cost of the extra services necessary to effect the late registration. Late registration periods are identified in the *Course Schedule* (<http://registrar.utexas.edu/schedules>) each semester and summer session. Students may register after the fourth class day in a fall or spring semester or the second class day in a summer term only with the approval of the department chair, the student's dean, and the registrar. Registration after these dates is approved only in unusual circumstances.

## Texas Success Initiative

Undergraduate students who have not fulfilled requirements of the Texas Success Initiative (TSI) may be subject to enrollment restrictions or may be barred from registration. TSI is described in Academic Policies and Procedures (p. 53).

## Concurrent Enrollment at the University and Another Collegiate Institution

Prior written approval of a student's academic dean is required to assure that a course taken at another institution while the student is concurrently registered at the University will count toward the student's degree. Concurrent enrollment policies of the colleges and schools are given in the *Undergraduate Catalog* (<http://catalog.utexas.edu/undergraduate>). Information about fees for students enrolled concurrently at two institutions is given in Additional Fees (p. 42).

## Continuous Registration of Graduate Students

All graduate students are expected to enroll and pay tuition by the twelfth class day of the fall semester and the spring semester of each academic year until graduation. If the student has been admitted to candidacy for the doctoral degree, registration in the dissertation course or the equivalent or in international study and research is required. The only alternative to continuous registration is a leave of absence, discussed in the Leave of Absence

for Graduate Students (p. 36) section. In order to fulfill the continuous registration requirement, doctoral candidates who are readmitted must register retroactively and pay tuition for all semesters that have elapsed since they were last enrolled.

If a student who is not on approved leave fails to register by the twelfth class day, he or she may not return to the University without applying for readmission. The student must apply for readmission both to the University and to the graduate program and must pay the general application fee. The application is reviewed by the Graduate Studies Committee, which may choose to readmit the student or to deny readmission.

## Leave of Absence for Graduate Students

Graduate students may apply for a leave of absence of no more than two semesters. Requests for a leave of absence must be approved in advance by the graduate adviser and the graduate dean. Applications from students who have been admitted to candidacy will be approved by the graduate dean only in rare and unusual circumstances.

A student on approved leave must apply for readmission in order to return to the University, but readmission during the approved period is automatic and the application fee is waived.

A student on leave may not use any University facilities; nor is he or she entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.

## Registration in the Graduate School Following Graduation

Graduate students who wish to continue enrollment beyond the semester in which their degree is awarded must be admitted as nondegree-seeking students or as degree-seeking students in a new degree program. Students must request a change of major or degree-seeking status from the Graduate School.

## In Absentia Registration

A student who is taking the final course(s) remaining to complete degree requirements via nonresident credit or a candidate for a degree who has completed the requirements for graduation and needs to register only for the purpose of having a degree conferred, may register in absentia. In absentia registration is not permitted for any other purpose; for graduate students, in absentia registration is allowed at the end of the summer session for fall graduation as described below. The fee for in absentia registration is \$25. In order for the degree to be awarded, the remaining coursework must be completed, the final grade recorded on the student's academic record, and degree requirements certified by the established deadlines for the term. Students registering in absentia must still meet in-residence requirements for a degree to be conferred.

## Undergraduate Students

After registering for classes, an undergraduate student may change to in absentia status only with the approval of his or her dean. The classes for which the student is registered should be dropped and the in absentia registration added through the normal add/drop procedure. If the change is made during the first twelve class days, the student's tuition is refunded, minus the amount of the in absentia fee. After the twelfth class day, no refund is made and no additional charge is assessed for the in absentia registration. No refund is available for the cancellation of an in absentia registration.

## Graduate Students

Graduate students must be registered for the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar. A student who fails to complete all degree requirements or misses the deadline for acceptance of the thesis, report, recital, dissertation, or treatise must register and pay tuition the following semester or summer session in order to receive the degree.

An exception is made for students who apply to graduate in the summer session but miss the deadline for acceptance of the thesis, report, recital, dissertation, or treatise. In this case, the student will be registered in absentia for the fall semester, only for the purpose of receiving the degree, by degree evaluators in the Office of Graduate Studies. The thesis, report, recital, dissertation, or treatise must be accepted by the deadline for in absentia registration, which falls before the beginning of the following fall semester. Additional exceptions may be granted by the graduate dean under rare or extenuating circumstances. A student may be registered in absentia only once.

## Transfer from One Division to Another Within the University

Students in any undergraduate college or school of the University may transfer to any other college or school within the University only under the general procedures and conditions described below.

1. To transfer, students must obtain the appropriate form at the office of the dean of the new college or school. Transfer procedures must be completed by the end of the eighth class day in the fall or spring or the fourth class day in the summer for the transfer to be effective in the current term.
2. Students may apply to transfer only two times to each new college or school that has limited space for internal transfers. For these colleges and schools, student must apply within the student's first four long-term semesters of enrollment at the University.
3. Students who transfer to a new college or school retain the same University probationary status, if any, that was in effect at the time of the transfer.
4. Students who are dismissed under University-wide regulations from one college or school are ineligible to transfer to another college or school.
5. Restrictions based on credit earned:

- a. Students who have completed forty-five or fewer semester hours of college credit may transfer between colleges and schools regardless of their University grade point average, provided they satisfy all conditions and procedures that apply to students who enter the same college or school, and any program thereof, when first admitted to the University.
  - b. Students who have completed more than forty-five semester hours of college credit must have a University grade point average of at least 2.00 to qualify for transfer between colleges and schools. Generally, students with more than forty-five semester hours of credit and a grade point average less than 2.00 may not transfer to another division within the University and must enroll in courses approved by their current college or school. All colleges are authorized to allow such students to register for courses required for the students' potential new majors, provided the normal prerequisites are met.
  - c. Students may not transfer to another college or school after they have completed sixty semester hours of coursework in residence. A student who wishes to seek an exception to this rule should petition the dean's office of the college into which he or she would like to transfer. Approval of the petition will take into account the student's ability to graduate within four<sup>1</sup> years of entering the University.
6. Students may not transfer to another college or school after they have completed four long-session semesters in residence, regardless of the amount of credit they have earned. A student who wishes to seek an exception to this rule should petition the dean's office of the college into which he or she would like to transfer. Approval of the petition will take into account the student's ability to graduate within four<sup>2</sup> years of entering the University.
  7. Transfer students from other institutions of higher education are eligible to transfer between colleges and schools within the University upon completion of their first long-session semester or summer session at the University, regardless of the number of semester hours accumulated, provided they satisfy all conditions and procedures that apply to students entering the same college or school, and any program thereof, when first admitted to the University.
  8. Students who are readmitted to the University after not enrolling for one or more long-session semesters are readmitted to the college or school in which they were last enrolled. They may then transfer to another college or school, provided they meet the general conditions for transfer given in this section and any special admission requirements of the college or school to which they wish to transfer.
  9. Graduate students not previously admitted to the University as undergraduates may transfer from the Graduate School to an undergraduate college or school under the general conditions for transfer noted in items 1 and 2 only if they (a) satisfy any pertinent admission requirements for that undergraduate college or school, and (b) have the additional approval of the director of admissions.

<sup>1</sup>Or more than four years if dictated by the length of the program.

<sup>2</sup>Or more than four years if dictated by the length of the program.

## Auditing a Course

Permission to audit a course entitles the student to attend class but not to hand in papers, take part in discussion, or receive evaluations. An auditor does not receive University credit for the course audited.

A law student may not audit a law course.

A University student who wishes to audit a course should obtain a Class Auditor Permit from the Office of the Registrar and secure the consent of the course instructor and the student's dean. A nonstudent must obtain the Class Auditor Permit and the consent of the instructor. Nonstudents under the age of sixty-five are charged an audit fee of \$20 a course.

Auditors are permitted only when space is available. An instructor or dean may refuse any request to audit a course. Nothing in these rules prohibits an instructor from permitting guests and visitors in a class.

## Tuition and Fees

Policies governing the payment and refund 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. All charges are subject to change by legislative or regental action and become effective on the date enacted. For clarification of any matter relating to payment or refund of charges, a student should contact the office or administrative unit that originated the charge or refund.

## Financial Responsibility

Students are expected to meet financial obligations to the University when they are due. Tuition is due on the date given in the academic calendar, and students are not entitled to attend classes unless the tuition bill has been paid in full or in accordance with an approved installment plan. Failure to comply with tuition payment deadlines may result in the cancellation of registration. Other charges are due within ten days after the bill is issued by the University, or according to any payment instructions on the bill. If the student does not pay the amount owed by the due date, the University may bar the student from registration and may withhold official transcripts and diplomas.

Payment of registration fees, for the exact amount due, may be made by personal check, by electronic funds transfer, or by credit card. Payments for larger amounts, the difference to be paid in cash to the student, cannot be accepted. All checks must be drawn on United States banks in United States dollars; collection charges that result from checks drawn otherwise are charged to the student.

## Returned Checks

When a check or an electronic payment (referred to in this section as a check) is returned to the University, a \$25 service charge is assessed. The student has ten days from the date of the notice to make full payment by cash, credit card, cashier's check, or money order. Failure to comply will result in refusal by the University to accept future personal checks. If the returned check was for the tuition bill or to clear a registration bar, the student's registration will be canceled; a service charge of \$25 and a late charge, if applicable, are assessed for all other returned checks.

The University will not accept a check from an individual who: previously had a registration canceled because of a returned check; wrote a bad check to clear a bar; wrote a bad check and was not responsive to requests for payment; or habitually writes bad checks, even though restitution is made promptly. Once a student is barred from writing a personal check, the bar remains in place for at least one year. After the year has passed, the student may submit an appeal to the Returned Check Section of the Office of Accounting to have the bar lifted.

## Payment Plans

A three-payment installment plan is an optional method of payment during the fall and spring semesters only. Tuition payments must be made according to the plan's guidelines. Students who choose this method of payment must electronically sign the "Installment Plan Note" found on "My Tuition Bill" and make the first payment by the date given in the Academic Calendar (p. 5). A nonrefundable \$15 service charge is required and paid with the first payment. If subsequent payments are not made on time, a late fee of \$25 is added to the amount due.

**First payment.** The Installment Plan Note (found on "My Tuition Bill") must be electronically signed before the first payment will be accepted. The first payment is one-half the amount of tuition plus the \$15 service charge. If applicable, the following charges may also be due with this payment: the international student health insurance program fee, the general property deposit, and the late registration fee. The first payment is due by the date given in the Academic Calendar (p. 5).

Add/drop transactions may increase the total amount the student owes after the first payment has been made. In this case, payment for added classes is due by the date given in the Academic Calendar (p. 5).

**Second and third payments.** Each payment is equal to one-quarter of the originally billed tuition, with adjustments for adds and drops. The second payment is due prior to the sixth week of classes; the third, prior to the eleventh week. Payment deadlines are given in the Academic Calendar (p. 5).

A student who withdraws from the University after the first four weeks of class is responsible for the full amount of tuition and must continue to make installment payments as scheduled. A student who fails to make full payment on time, including any late fees, is subject to one or more of the following actions, at the University's option: (1) bar against readmission to the institution; (2) withholding of degree and official transcript; (3) all penalties and actions authorized by law.

Financial aid recipients must apply any aid received to the unpaid balance of the tuition bill at the time the aid check is released.

Specific information about paying the tuition bill is available in each semester's *Course Schedule* (<http://registrar.utexas.edu/schedules>).

## Admission Application Processing Fees

Each applicant for admission to the University must submit a nonrefundable application processing fee. The amounts of these fees for undergraduate applicants are given in Undergraduate Admission (p. 19); for graduate applicants, in Graduate Admission (p. 29); and for law applicants, in Law School Admission (p. 32).

Applicants to the professional sequence in nursing must pay a nonrefundable processing fee; applicants to the professional curriculum in pharmacy must also pay a nonrefundable processing fee.

## Tuition

The flat rate tuition for each program covers the student's academic program costs, including tuition, mandatory fees and charges, and college and course incidental fees. It does not include the general deposit, the international student health insurance fee, the international student orientation fee, or fees for extended field trips that require students to live off campus.

Flat rate tuition for fall 2014 and spring 2015 is given in the tuition tables (p. 39). After selecting classes for a future semester, the student may view his or her tuition bill at the Student Accounts Receivable Web site (<http://www.utexas.edu/business/accounting/sar>). Flat rate tuition for summer 2015 will be published on the same Web site.

The tables show tuition for students enrolled in a single college. Undergraduates with simultaneous majors in more than one college are charged only the higher college rate. Tuition for graduate dual degree programs is unique to each program; amounts are available from Student Accounts Receivable.

The information in the tuition tables is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, legislative, or regental action, and changes become effective on the date enacted. This information should be used only as a guideline for estimating charges.



# Nonresident Tuition for Resident Students

Because the University is a state-assisted institution, tuition rates are lower for Texas-resident students than for nonresidents, including both out-of-state and international students. Information about residency is given in Residency Regulations (p. 33). In the following circumstances, a student who is classified as a Texas resident may be charged nonresident tuition.

**Undergraduates.** State law allows colleges and universities to charge a Texas-resident undergraduate the nonresident tuition rate if the student has attempted an excessive number of hours beyond the number required for his or her degree. In addition, a higher tuition rate may be charged if a student enrolls again in a course he or she has completed.

As of the current academic year, the University does not charge undergraduates additional tuition for an excessive number of hours or for repeated courses.

**Graduate students.** A student who has earned more than ninety-nine semester hours of credit at the doctoral level is subject to the nonresident tuition rate, even if the student is a Texas resident or holds an appointment that would normally entitle the holder to pay resident tuition. This policy, sometimes called the "99 hour rule," is authorized by section 54.012 of the Texas Education Code. More information about charges for excessive graduate coursework is available from the Office of Graduate Studies at [http://www.utexas.edu/ogs/student\\_services/academic\\_policies/99in99.html](http://www.utexas.edu/ogs/student_services/academic_policies/99in99.html) or (512) 471-4511.

## Tuition Tables

Pursuant to state law, The University of Texas System Board of Regents (the Board) is authorized to set tuition. The Board will consider proposed tuition and fee increases at an upcoming meeting. The tuition rates for the 2014 – 2015 academic year will be set after the Board meets.

Beginning Fall 2014, Longhorn Fixed Tuition will be available as a guaranteed tuition pricing plan as mandated by House Bill 29, passed during the 83<sup>rd</sup> Regular Legislative Session. Longhorn Fixed Tuition rates will be considered along with traditional flat rate tuition charges at an upcoming meeting of the University of Texas System Board of Regents. Tuition rates for the 2014-2015 academic year will be set after the Board meets.

### Undergraduate: Fall 2014 - Spring 2015

#### Texas Resident Undergraduate Students

Hours	Architecture	Business	Communication	Education	Engineering	Fine Arts	Geosciences	Liberal Arts	Natural Sciences	Nursing	Social Work	Undergraduate Studies
1	\$1,485	\$1,615	\$1,454	\$1,456	\$1,536	\$1,506	\$1,516	\$1,406	\$1,458	\$1,558	\$1,472	\$1,476
2	1,830	1,990	1,791	1,794	1,893	1,855	1,868	1,732	1,797	1,920	1,814	1,819
3	2,176	2,366	2,129	2,132	2,250	2,205	2,220	2,059	2,136	2,283	2,157	2,163
4	2,521	2,740	2,467	2,470	2,607	2,555	2,572	2,386	2,475	2,645	2,498	2,505
5	2,866	3,116	2,805	2,809	2,964	2,905	2,925	2,713	2,814	3,007	2,841	2,849
6	3,211	3,491	3,142	3,147	3,321	3,255	3,277	3,039	3,153	3,369	3,183	3,192
7	3,557	3,867	3,481	3,486	3,679	3,605	3,630	3,366	3,492	3,732	3,525	3,535
8	3,951	4,296	3,867	3,872	4,087	4,005	4,032	3,739	3,879	4,146	3,916	3,927
9	3,951	4,296	3,867	3,872	4,087	4,005	4,032	3,739	3,879	4,146	3,916	3,927
10	3,951	4,296	3,867	3,872	4,087	4,005	4,032	3,739	3,879	4,146	3,916	3,927
11	3,951	4,296	3,867	3,872	4,087	4,005	4,032	3,739	3,879	4,146	3,916	3,927
12+	4,938	5,369	4,832	4,839	5,107	5,005	5,039	4,673	4,848	5,181	4,894	4,908

#### Nonresident Undergraduate Students

Hours	Architecture	Business	Communication	Education	Engineering	Fine Arts	Geosciences	Liberal Arts	Natural Sciences	Nursing	Social Work	Undergraduate Studies
1	\$5,345	\$5,723	\$5,137	\$5,146	\$5,406	\$5,324	\$5,425	\$4,994	\$5,153	\$5,615	\$5,246	\$5,234
2	6,590	7,057	6,332	6,346	6,666	6,564	6,687	6,157	6,354	6,923	6,468	6,453
3	7,837	8,392	7,531	7,545	7,927	7,805	7,953	7,323	7,554	8,233	7,691	7,673
4	9,081	9,725	8,727	8,745	9,185	9,045	9,217	8,485	8,757	9,540	8,913	8,892
5	10,329	11,059	9,926	9,943	10,446	10,287	10,482	9,649	9,958	10,849	10,136	10,113
6	11,573	12,392	11,121	11,142	11,706	11,526	11,745	10,813	11,159	12,158	11,358	11,331
7	12,820	13,728	12,319	12,342	12,967	12,769	13,010	11,976	12,360	13,466	12,581	12,551
8	14,244	15,251	13,687	13,714	14,406	14,185	14,455	13,307	13,732	14,962	13,977	13,946
9	14,244	15,251	13,687	13,714	14,406	14,185	14,455	13,307	13,732	14,962	13,977	13,946
10	14,244	15,251	13,687	13,714	14,406	14,185	14,455	13,307	13,732	14,962	13,977	13,946
11	14,244	15,251	13,687	13,714	14,406	14,185	14,455	13,307	13,732	14,962	13,977	13,946
12+	17,803	19,063	17,108	17,141	18,006	17,730	18,067	16,632	17,164	18,701	17,471	17,430

### Graduate: Fall 2014 - Spring 2015



## Texas Resident Graduate Students

Hours	Architecture	Business	Communication	Education	Engineering	Fine Arts	Geosciences	Information	Liberal Arts	Natural Sciences	Nursing	Pharmacy	Public Affairs	Social Work
1	\$1,279	\$1,066	\$1,227	\$1,139	\$1,295	\$1,272	\$1,187	\$1,331	\$1,096	\$1,131	\$1,285	\$1,234	\$1,209	\$1,269
2	1,798	1,498	1,724	1,600	1,820	1,788	1,668	1,871	1,541	1,590	1,805	1,734	1,699	1,784
3	2,081	1,734	1,995	1,851	2,107	2,069	1,931	2,166	1,783	1,840	2,090	2,008	1,967	2,065
4	2,695	2,244	2,584	2,396	2,728	2,678	2,499	2,803	2,307	2,382	2,704	2,598	2,546	2,673
5	3,214	2,676	3,081	2,858	3,253	3,194	2,980	3,343	2,751	2,841	3,225	3,099	3,037	3,187
6	3,449	2,873	3,307	3,068	3,492	3,428	3,198	3,589	2,953	3,049	3,461	3,327	3,259	3,421
7	3,874	3,226	3,714	3,446	3,922	3,851	3,593	4,031	3,316	3,424	3,888	3,736	3,660	3,843
8	4,534	3,776	4,347	4,033	4,591	4,508	4,205	4,718	3,882	4,008	4,551	4,373	4,284	4,497
9	4,723	3,934	4,528	4,201	4,782	4,695	4,380	4,915	4,044	4,175	4,741	4,555	4,463	4,685
10	5,142	4,281	4,929	4,573	5,206	5,112	4,768	5,351	4,401	4,544	5,161	4,958	4,858	5,100
11	5,420	4,513	5,197	4,821	5,489	5,388	5,027	5,641	4,639	4,790	5,441	5,228	5,122	5,377
12	5,653	4,706	5,419	5,027	5,724	5,619	5,242	5,883	4,838	4,996	5,674	5,451	5,342	5,607
13	5,979	4,976	5,731	5,316	6,053	5,944	5,544	6,222	5,116	5,283	6,002	5,765	5,648	5,930
14	6,211	5,170	5,954	5,522	6,290	6,175	5,759	6,465	5,315	5,488	6,235	5,990	5,868	6,161
15	6,444	5,362	6,177	5,728	6,525	6,406	5,974	6,706	5,513	5,693	6,468	6,214	6,088	6,391

## Continuing Nonresident Graduate Students <sup>1</sup>

Hours	Architecture	Business	Communication	Education	Engineering	Fine Arts	Geosciences	Information	Liberal Arts	Natural Sciences	Nursing	Pharmacy	Public Affairs	Social Work
1	\$1,716	\$1,545	\$1,656	\$1,605	\$1,728	\$1,709	\$1,648	\$1,772	\$1,576	\$1,611	\$1,724	\$1,671	\$1,667	\$1,734
2	2,692	2,423	2,598	2,517	2,712	2,682	2,586	2,780	2,472	2,528	2,705	2,622	2,615	2,722
3	3,181	2,862	3,070	2,974	3,204	3,169	3,055	3,285	2,920	2,987	3,196	3,098	3,089	3,216
4	4,239	3,816	4,091	3,965	4,271	4,224	4,073	4,379	3,893	3,981	4,260	4,129	4,118	4,286
5	4,972	4,476	4,799	4,651	5,010	4,954	4,777	5,135	4,566	4,670	4,997	4,843	4,831	5,027
6	5,705	5,135	5,506	5,336	5,749	5,685	5,481	5,893	5,239	5,358	5,733	5,557	5,543	5,768
7	6,519	5,867	6,292	6,097	6,568	6,496	6,263	6,733	5,986	6,123	6,551	6,350	6,333	6,591
8	7,334	6,600	7,078	6,859	7,390	7,307	7,046	7,575	6,734	6,887	7,370	7,143	7,125	7,415
9	8,147	7,333	7,863	7,620	8,209	8,118	7,827	8,415	7,481	7,652	8,188	7,936	7,915	8,237
10	8,794	7,914	8,487	8,224	8,860	8,761	8,448	9,083	8,074	8,258	8,837	8,565	8,543	8,890
11	9,197	8,277	8,876	8,601	9,267	9,164	8,835	9,500	8,444	8,637	9,242	8,958	8,934	9,299
12	10,166	9,148	9,811	9,506	10,244	10,130	9,765	10,501	9,333	9,547	10,216	9,902	9,876	10,278
13	10,731	9,657	10,356	10,035	10,813	10,693	10,308	11,085	9,851	10,077	10,785	10,452	10,424	10,850
14	11,377	10,237	10,980	10,639	11,464	11,336	10,929	11,752	10,444	10,683	11,433	11,081	11,052	11,503
15	11,942	10,745	11,524	11,167	12,033	11,899	11,472	12,337	10,963	11,215	12,002	11,631	11,601	12,075

1. Continuing nonresident graduate students are out-of-state and international graduate students who were enrolled at the University in spring 2004 or earlier and enrolled in their current graduate program in spring 2008 or earlier.

## New Nonresident Graduate Students <sup>2</sup>

Hours	Architecture	Business	Communication	Education	Engineering	Fine Arts	Geosciences	Information	Liberal Arts	Natural Sciences	Nursing	Pharmacy	Public Affairs	Social Work
1	\$1,839	\$1,651	\$1,794	\$1,720	\$1,843	\$1,833	\$1,786	\$1,887	\$1,688	\$1,732	\$1,844	\$1,824	\$1,789	\$1,822
2	2,886	2,591	2,816	2,699	2,891	2,875	2,802	2,961	2,648	2,717	2,894	2,864	2,808	2,859
3	3,586	3,219	3,499	3,352	3,592	3,572	3,481	3,679	3,289	3,376	3,595	3,557	3,487	3,552
4	4,458	4,002	4,350	4,169	4,466	4,441	4,328	4,574	4,090	4,198	4,470	4,423	4,336	4,416
5	5,244	4,708	5,117	4,903	5,254	5,225	5,092	5,380	4,811	4,939	5,259	5,203	5,100	5,196
6	6,205	5,570	6,053	5,802	6,216	6,181	6,024	6,365	5,693	5,842	6,221	6,155	6,035	6,147
7	7,078	6,354	6,906	6,618	7,091	7,051	6,873	7,261	6,494	6,666	7,098	7,022	6,884	7,013
8	8,125	7,293	7,927	7,597	8,140	8,094	7,889	8,336	7,454	7,651	8,147	8,060	7,903	8,050
9	8,737	7,843	8,524	8,169	8,753	8,703	8,483	8,963	8,016	8,227	8,760	8,667	8,497	8,656
10	9,430	8,464	9,201	8,816	9,447	9,393	9,155	9,675	8,651	8,880	9,456	9,355	9,172	9,343
11	10,036	9,008	9,792	9,383	10,055	9,998	9,745	10,297	9,207	9,450	10,064	9,956	9,761	9,944
12	10,556	9,474	10,299	9,869	10,577	10,516	10,249	10,830	9,683	9,939	10,585	10,472	10,267	10,458
13	11,249	10,096	10,975	10,516	11,271	11,206	10,922	11,542	10,319	10,592	11,280	11,160	10,940	11,145
14	11,596	10,407	11,313	10,841	11,618	11,551	11,258	11,897	10,637	10,917	11,627	11,504	11,278	11,488
15	12,375	11,106	12,074	11,569	12,399	12,328	12,016	12,697	11,351	11,652	12,409	12,277	12,035	12,261

2. New nonresident graduate students are those who were first enrolled after spring 2004 or first enrolled in their current graduate program after spring 2008.

## Law: Fall 2014 - Spring 2015

### Texas Resident and Nonresident Law Students

Hours	Resident Group 1 <sup>3</sup>	Resident Group 2 <sup>3</sup>	Resident Group 3 <sup>3</sup>	Resident Group 4 <sup>4</sup>	Continuing Nonresident <sup>4</sup>	Intermediate Nonresident <sup>4</sup>	New Nonresident <sup>4</sup>
1	\$2,798	\$3,285	\$3,415	\$3,479	\$4,570	\$4,679	\$5,163
2	3,433	4,031	4,191	4,269	5,609	5,743	6,336
3	3,941	4,627	4,809	4,900	6,438	6,591	7,274
4	4,956	5,819	6,049	6,163	8,097	8,291	9,150
5	5,973	7,013	7,290	7,427	9,759	9,991	11,026
6	6,988	8,205	8,529	8,690	11,419	11,691	12,901
7	7,876	9,248	9,614	9,794	12,870	13,178	14,542
8	8,765	10,292	10,700	10,900	14,324	14,666	16,184
9	9,653	11,335	11,783	12,005	15,775	16,152	17,825
10	10,289	12,081	12,559	12,796	16,814	17,215	18,998
11	10,924	12,827	13,334	13,584	17,851	18,277	20,170
12	11,558	13,572	14,108	14,373	18,888	19,339	21,343
13	12,066	14,168	14,729	15,005	19,719	20,190	22,281
14	12,700	14,913	15,504	15,795	20,756	21,251	23,453
15	13,331	15,655	16,276	16,581	21,790	22,310	24,622

3. *Resident group 1* consists of Texas residents who were first enrolled in the School of Law in spring 2008 or earlier; those in *resident group 2* are Texas residents who were first enrolled in the School of Law after spring 2008 but before summer 2010; those in *resident group 3* are Texas residents who first enrolled in the School of Law after spring 2010 but before summer 2011; those in *resident group 4* are Texas residents who first enrolled in the School of Law after Summer 2011.

4. *Continuing nonresident law students* are out-of-state and international students who first entered in spring 2004 or earlier and enrolled in the School of Law prior to summer 2008; *intermediate nonresident law students* are out-of-state and international students who first entered after spring 2004 and enrolled in the School of Law prior to summer 2008; *new nonresident law students* are out-of-state and international students who first enrolled in the School of Law after spring 2008.

## Professional: Fall 2014 - Spring 2015

### Texas Resident Professional Students

Hours	MPA	MBA First Year	Executive MBA	Evening MBA	International MBA	PharmD
1	\$3,182	\$4,761	\$2,122	\$2,122	\$4,156	\$2,379
2	4,028	5,554	3,129	3,129	4,847	2,852
3	4,874	6,347	4,137	4,137	5,539	3,406
4	5,615	7,139	5,145	5,145	6,231	3,881
5	6,356	7,933	6,153	6,153	6,924	4,356
6	7,098	8,725	7,160	7,160	7,615	4,909
7	7,732	9,518	8,067	8,067	8,306	5,384
8	8,473	10,310	9,075	9,075	8,998	5,938
9	9,109	11,104	10,082	10,082	9,690	6,413
10	9,426	11,896	10,683	10,683	10,382	6,887
11	9,955	12,688	11,283	11,283	11,073	7,441
12	10,272	13,480	11,785	11,785	11,765	7,915
13	10,590	14,274	12,285	12,285	12,457	7,915
14	11,011	15,067	12,785	12,785	13,149	7,915
15	11,327	15,859	13,385	13,385	13,840	7,915

## Nonresident Professional Students

Hours	MPA	MBA	Executive MBA	Evening MBA	International MBA	PharmD
1	\$4,790	\$6,982	\$2,944	\$2,891	\$6,862	\$6,142
2	5,676	8,144	4,344	4,264	8,005	7,368
3	6,562	9,306	5,744	5,639	9,148	8,801
4	7,803	10,469	7,142	7,013	10,291	10,028
5	9,042	11,632	8,543	8,387	11,434	11,255
6	10,283	12,794	9,941	9,761	12,577	12,687
7	11,523	13,956	11,201	10,997	13,720	13,915
8	12,765	15,118	12,602	12,372	14,862	15,346
9	14,005	16,282	14,001	13,746	16,006	16,574
10	15,068	17,444	14,837	14,566	17,149	17,802
11	15,777	18,607	15,672	15,387	18,291	19,232
12	16,663	19,769	16,368	16,070	19,433	20,460
13	17,726	20,932	17,065	16,754	20,577	20,460
14	18,609	22,095	17,761	17,437	21,720	20,460
15	19,315	23,257	18,597	18,257	22,862	20,460

## Additional Fees

Flat rate tuition covers most program and service related costs. The following fees are charged to defray the costs of specific programs and services.

**Affiliated studies registration fee.** The fee of \$400 per semester or summer session defrays costs associated with registration, record keeping, and certification for students participating in sanctioned study abroad programs.

**Concurrent enrollment.** When a student registers at two public Texas institutions of higher education at the same time, section 54.011 of the Texas Education Code provides for the following tuition procedure:

1. The student must register first at the institution with the lower minimum tuition and pay the full tuition charge.
2. Normally, only the hourly rate is paid at the second institution. However, if the minimum amount is less at the first institution, the student must pay the difference in the two minimums to the second institution, but not less than the hourly rate.

Other required and optional fees are billed by each institution at its regularly authorized rates.

A student who registers first at the University (if the University is the institution with the lower tuition rate) and then at a second public institution must complete a Request for Concurrent Enrollment form. The form is available in the Office of the Registrar, MAI 1.

**Duplicate fee receipt.** A charge of \$1 is assessed for a duplicate fee receipt. The charge must be paid to the Office of Accounting Cashiers when the application for a duplicate receipt is submitted. The application must be submitted by the student whose name appears on the fee receipt.

**Field trip fees.** Students in courses that include a field trip are assessed a fee to defray transportation and related costs of the trip.

**Freshman summer orientation fee.** A fee of \$125 is assessed for all first-time freshmen who attend summer orientation to defray costs associated with this program. Additional room and board charges also apply.

**General deposit.** A fee of \$10 is assessed for every student in the first semester of enrollment to help offset the cost of property loss or damage and nonpayment of any University billing. The deposit, less outstanding charges, is returned on request when the student leaves the University with no intention to return. Applications for refund are available online at <http://www.utexas.edu/business/accounting/hbp/forms/gpd.pdf> and in Student Accounts Receivable, MAI 4. A general deposit that remains without request for refund for four years from the date of the student's last attendance at the University is forfeited to the Student Property Deposit Scholarships.

**In absentia fee.** The fee for in absentia registration is \$25.

**International student health insurance fee.** International students holding nonimmigrant visas are assessed a fee that reflects the actual cost of the premium for health insurance. The fee varies, matching the premium for approved UT System student insurance plans.

**International student support services fee.** A fee of \$100.00 per semester is assessed to international students to defray costs associated with orientation; immigration advising and compliance; and support services.

**International study and research registration fee.** The fee of \$400 per semester or summer session defrays costs associated with registration, record keeping, and certification for students enrolled in international study and research (ISR).

**Joint and cooperative program fees.** The University has agreements with several other University of Texas System institutions that allow students to enroll in courses at the other institution. Tuition and required fees for full-time students are normally paid at the degree-granting campus and allocated by that unit to the other institution involved. Graduate students enrolled at the University may apply for admission to another University of Texas System

institution through the appropriate dean's office at that institution. Evidence of support from the University should include the approval of the graduate dean. Programs are available only where formal agreements exist between institutions.

**Late registration charge.** A student who registers late is assessed a charge to defray the cost of the extra services required to effect the late registration. Late registration periods are identified in the *Course Schedule* (<http://registrar.utexas.edu/schedules>). In the fall and spring semesters, the late registration charge is \$25 through the fourth class day of a semester, \$50 from the fifth through the twelfth class day, and \$200 after the twelfth class day. In the summer session, the late registration charge is \$25 through the second class day, \$50 from the third through the fourth class day, and \$200 after the fourth class day.

**Matriculation fee.** The \$15 matriculation fee is charged when a student withdraws prior to the first class day and receives a full tuition refund. It is also charged when the student is withdrawn by the University because of a returned check.

**Reinstatement fee.** A fee of \$50 is assessed to defray the cost of correcting student and accounting records after repayment of a check for tuition and fees that was returned.

## Tuition Exemptions

Tuition exemptions are issued only for the period in which a student is currently enrolled; therefore, unless otherwise stated, applications must be submitted no later than the date of Commencement at the end of the spring semester or the official graduation date at the end of the summer session or fall semester. Beginning with the Fall 2014 semester, Satisfactory Academic Progress must be met in order to maintain eligibility for most exemptions.

Applications and supporting documents for Hazlewood exemption must be submitted by the last class day of the semester for which you are seeking exemption.

### Accredited School Scholarship

Who is eligible	What is exempted	Where to apply
Highest ranking graduate of an accredited Texas high school.	Tuition during first two long-session semesters following graduation.	Obtain certification from high school and present to Student Accounts Receivable, MAI 4

### Blind/Deaf Student Exemption

Who is eligible	What is exempted	Where to apply
A blind disabled person, or a person whose sense of hearing is nonfunctional. The student must be a Texas resident.	Tuition General deposit	Blind: The University of Texas at Austin, Department of Assistive and Rehabilitative Services, Division of Blind Services, PO Box 7639, Austin TX 78713-7639; Deaf: Department of Assistive and Rehabilitative Services, 5811 Berkman Drive, Suite 105, Austin TX 78723-2665

### Exemption for Children of Disabled or Deceased Texas Firefighters and Peace Officers

Who is eligible	What is exempted	Where to apply
Children under twenty-one of disabled or deceased full-paid or volunteer firefighters; full-paid or volunteer municipal, county, or state peace officers; custodial officers of the Texas Department of Criminal Justice; and game wardens.	Tuition	Texas Higher Education Coordinating Board, Attn: Student Services, PO Box 12788, Austin TX 78711-2788

### Exemption for Children of Prisoners of War or Persons Missing in Action

Who is eligible	What is exempted	Where to apply
Dependent person under twenty-five years of age who receives majority of support from parent classified by Department of Defense as a Prisoner of War or Missing in Action at time of registration.	Tuition	The University of Texas at Austin, Student Accounts Receivable, Special Billing, PO Box 7398, Austin TX 78713-7398

## Exemption for Children of Professional Nursing Faculty and Staff Members

Who is eligible	What is exempted	Where to apply
The student must be a Texas resident under twenty-five years of age. The faculty or staff member must be a registered nurse and must be employed or under contract at the School of Nursing during all or part of the academic term for which an exemption is sought. Children of part-time faculty and staff members receive an exemption equivalent to the parent's percentage of employment. Eligibility ends when the student has received an exemption for ten semesters and/or summer sessions at any institution(s) or has received a baccalaureate degree.	Tuition	The University of Texas at Austin, School of Nursing, Assistant Dean for Administration, 1700 Red River Street, Austin TX 78701, 512-471-9906; <a href="http://www.utexas.edu/nursing/faculty/">http://www.utexas.edu/nursing/faculty/</a> "Forms & Policies" (EID required)

## Exemption for Clinical Nursing Preceptors and their Dependents

Who is eligible	What is exempted	Where to apply
The student must be a Texas resident under twenty-five years of age and must be enrolled at the University. The preceptor must be a registered nurse and must be under a written preceptor agreement with the School of Nursing during the semester for which an exemption is sought. Eligibility ends when the student has received an exemption for ten semesters and/or summer sessions at any institution(s) or has received a baccalaureate degree.	Tuition up to \$500 per semester	The University of Texas at Austin, School of Nursing, Clinical Placement Coordinator, 1700 Red River Street, Austin TX 78701, 512-471-8039; <a href="http://www.utexas.edu/nursing/docs/faculty/PreceptorExempt.pdf">http://www.utexas.edu/nursing/docs/faculty/PreceptorExempt.pdf</a>

## Exemption for Foster and Adopted Children

Who is eligible	What is exempted	Where to apply
A student who was in the care or conservatorship of the Texas Department of Family and Protective Services (DFPS) on the day before his or her eighteenth birthday; the day of the student's fourteenth birthday if the student was also eligible for adoption on or after that day; or the day of his or her graduation from high school or receipt of a GED; or was in the care or conservatorship of DFPS through his or her fourteenth birthday and was then adopted. The student must enroll within three years of the relevant date, but no later than his or her twenty-first birthday. A student who was adopted and was the subject of an adoption assistance agreement under subchapter D, chapter 162, Texas Family Code.	Tuition	Obtain documents from the Department of Family and Protective Services and present them to Student Accounts Receivable, MAI 4.

## Hazlewood Act Exemption for Spouses/Children of Texas Ex-Servicemembers

Who is eligible	What is exempted	Where to apply
Spouses and biological children, adopted children, and stepchildren of members of the United States armed forces who served during a period of conflict identified in the Texas Education Code, Section 54.203. Additional information is available at <a href="http://www.tvc.texas.gov/Hazlewood-Act.aspx">http://www.tvc.texas.gov/Hazlewood-Act.aspx</a> .	Tuition in state-supported courses (except student services fee, general deposit, and field trip fees)	The University of Texas at Austin, Office of the Registrar, Enrollment and Veteran Certification, PO Box 7216, Austin TX 78713-7216

## Hazlewood Act Exemption for Texas Ex-Servicemembers

Who is eligible	What is exempted	Where to apply
The applicants must have served in the armed forces of the United States during a period of conflict identified in the Texas Education Code, Section 54.203; have entered service at a location in Texas, have declared Texas as his or her home of record, or have been eligible to be declared a resident in accordance with the Education Code; and meet other requirements stipulated by the Education Code. Additional information is available at <a href="http://www.tvc.texas.gov/Hazlewood-Act.aspx">http://www.tvc.texas.gov/Hazlewood-Act.aspx</a> .	Tuition in state-supported courses (except student services fee, general deposit, and field trip fees)	The University of Texas, Office of the Registrar, Enrollment and Veteran Certification, PO Box 7216, Austin TX 78713-7216

## Legacy Act Exemption for Children of Texas Ex-Servicemembers

Who is eligible	What is exempted	Where to apply
The ex-servicemember must meet the Hazlewood Act requirements given above, and the child must be a Texas resident who is twenty-five years of age or younger on the first day of the semester or summer term; and be a child or dependent of a veteran who has received unused hours. Additional information can be found at <a href="http://www.tvc.texas.gov/Hazlewood-Act.aspx">http://www.tvc.texas.gov/Hazlewood-Act.aspx</a> .	Tuition in state-supported courses (except student services fee, general deposit, and field trip fees)	The University of Texas at Austin, Office of the Registrar, Enrollment and Veteran Certification, PO Box 7216, Austin TX 78713-7216

## Peace Officers Disabled in the Line of Duty Exemption

Who is eligible	What is exempted	Where to apply
The applicant must be a Texas resident and be classified as an undergraduate.	Tuition in state-supported courses, up to twelve semesters or sessions	Texas Higher Education Coordinating Board, Attn: Student Services, PO Box 12788, Austin TX 78711-2788

## Exemption for the Surviving Spouse and Dependent Children of Certain Deceased Public Servants (Employees)

Who is eligible	What is exempted	Where to apply
Surviving spouses and minor children of those killed in the line of duty while employed in certain public service positions.	Tuition, room and board (textbook stipend)	The University of Texas at Austin, Student Accounts Receivable, Special Billing, PO Box 7398, Austin TX 78713-7398

## Exemption for Senior Citizens

Who is eligible	What is exempted	Where to apply
Those age sixty-five or older. Applicant must submit copy of birth certificate.	Tuition up to six credit hours	The University of Texas at Austin, Student Accounts Receivable, Special Billing, PO Box 7398, Austin TX 78713-7398

## Exemption for Participants in a Military Funeral

Who is eligible	What is exempted	Where to apply
Students in grades six through twelve and postsecondary students who sound Taps during a military funeral in Texas. The student receives a voucher for the exemption from the funeral director.	\$25 per voucher in tuition	Student Accounts Receivable, MAI 4

## Tuition Waivers

A waiver allows for a portion of a student's tuition not to be paid. The student is responsible for payment of the remaining tuition not covered by the waiver. Waivers are issued only for the period in which a student is currently enrolled; therefore, applications must be submitted no later than the date of commencement at the end of the spring semester or the official graduation date at the end of the summer session or fall semester. Beginning with the fall 2014 semester, Satisfactory Academic Progress must be met in order to maintain eligibility for most waivers.

## Competitive Scholarship Waiver

Who is eligible	What is exempted	Where to apply
A limited number of nonresident and international students who have received a competitive scholarship. The scholarship must be administered by a school-recognized scholarship committee	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	Student's department (undergraduate or graduate student service office).

## Economic Development and Diversification Waiver

Who is eligible	What is exempted	Where to apply
Nonresident and domiciled international students whose families transferred to Texas as part of the state's Economic Development and Diversification Plan.	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	The University of Texas at Austin, Office of Admissions/GIAC, PO Box 7608, Austin TX 78713-7608; <a href="http://www.collegeforalltexas.com/apps/financialaid/tofa2.cfm?ID=567">http://www.collegeforalltexas.com/apps/financialaid/tofa2.cfm?ID=567</a>

## Waiver for Faculty Members, Teaching Assistants, and Research Assistants, and their Dependents

Who is eligible	What is exempted	Where to apply
Employee, or employee's dependent. The employee must have a qualifying job title for at least twenty hours per week and must be appointed monthly. The beginning employment date must be on or before the twelfth class day (fourth class day for a summer term), and the end date must be no earlier than the last class day; these dates are published in the academic calendar. If the dependent is the spouse of the employee, a marriage license must be on file with Special Billing, Student Accounts Receivable, MAI 4	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	Enrolled students apply directly to the hiring department. Graduate School applicants may indicate interest in a teaching or research assistantship when they apply for admission. <a href="http://utdirect.utexas.edu">http://utdirect.utexas.edu</a>

## Good Neighbor Scholarship

Who is eligible	What is exempted	Where to apply
Native-born citizens and residents from nations of the Western Hemisphere other than the United States. Applicants must furnish certified evidence of native-born citizenship and scholastic qualifications.	Tuition.	The University of Texas at Austin, International Student and Scholar Services, PO Box A, Austin TX 78713-8901; <a href="http://www.utexas.edu/international/iss/students/financialaid/">http://www.utexas.edu/international/iss/students/financialaid/</a>

## Waiver for International Students Who Hold Visas Allowing for Domicile in the United States

Who is eligible	What is exempted	Where to apply
International students establishing domicile in Texas and meeting residency requirements.	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	The University of Texas at Austin, Office of Admissions/GIAC, PO Box 7608, Austin TX 78713-7608; <a href="http://bealonghorn.utexas.edu/residency">http://bealonghorn.utexas.edu/residency</a>

## Waiver for Mexican Citizens with Financial Need

Who is eligible	What is exempted	Where to apply
A limited number of students from Mexico who have financial need.	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	The University of Texas at Austin, International Student and Scholar Services, PO Box A, Austin TX 78713-8901; <a href="http://www.utexas.edu/international/iss/students/financialaid/">http://www.utexas.edu/international/iss/students/financialaid/</a>



## Waiver for Military Personnel Stationed in Texas

Who is eligible	What is exempted	Where to apply
Certain active-duty military personnel and honorably discharged veterans of the US military stationed in Texas, and their spouses and children. Eligibility is determined by the Office of Admissions.	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	The University of Texas at Austin, Office of Admissions/GIAC, PO Box 7608, Austin TX 78713-7608; <a href="http://bealonghorn.utexas.edu/residency">http://bealonghorn.utexas.edu/residency</a>

## Nonresidents Enrolled in the Texas Guaranteed Tuition Plan or Texas Tuition Promise Fund

Who is eligible	What is exempted	Where to apply
Nonresident students whose tuition is paid by the Texas Guaranteed Tuition Plan for the semester for which the waiver is issued.	Nonresident portion of tuition.	The University of Texas at Austin, Student Accounts Receivable, Special Billing, PO Box 7398, Austin TX 78713-7398

## Waiver for Military Veterans, Spouses, and Children Moving to Texas

Who is eligible	What is exempted	Where to apply
Veteran must be eligible for benefits under the federal Post 9/11 Veterans Education Assistance Act of 2008 or another federal law authorizing educational benefits for veterans. Child must be twenty-five years of age or younger on the first day of the semester or summer term for which the benefit is used. Eligibility may be extended if child can provide proof of severe illness or debilitating condition that prevented prior enrollment. Applicant must provide a letter of intent to establish residence in Texas.	Nonresident portion of tuition. The student is responsible for payment of resident tuition.	The University of Texas at Austin, Office of Admissions/GIAC, PO Box 7608, Austin TX 78713-7608; <a href="http://bealonghorn.utexas.edu/residency">http://bealonghorn.utexas.edu/residency</a>

## Third-Party Billing

Agencies outside the University may set up a third-party billing arrangement that pays all or a part of a student's tuition bill. The student is responsible for any amount not covered by the third party. Arrangements must be made in advance with the Special Billing Office, MAI 4.

Description	Who is eligible	What is exempted	Where to apply
Post 9/11 GI Bill	Eligibility is determined by the Department of Veterans Affairs. Degree-seeking students submit paperwork to the Office of the Registrar, Enrollment and Veteran Certification.	A percentage of tuition and mandatory fees based on the length of active duty service as determined by the VA.	The University of Texas at Austin Office of the Registrar Enrollment and Veteran Certification P O Box 7216 Austin TX 78713-7216 <a href="http://registrar.utexas.edu/students/cert/vetn/">http://registrar.utexas.edu/students/cert/vetn/</a>  Submit the most recent award letter to Student Accounts Receivable, MAI 4 or <a href="mailto:oa.specbill@austin.utexas.edu">oa.specbill@austin.utexas.edu</a> to apply VA coverage to tuition bill.
Staff Educational Benefit	Active employees appointed as full-time for at least twelve continuous months as of the first class day. Eligibility is determined by Human Resource Services.	Tuition for the college in which the employee is enrolled for one eligible course or more than one course not to exceed three credit hours.	The University of Texas at Austin Student Accounts Receivable Special Billing P O Box 7398 Austin TX 78713-7398 <a href="http://www.utexas.edu/hr/current/career/seb.html">http://www.utexas.edu/hr/current/career/seb.html</a>
Teaching assistant/assistant instructor/graduate research assistant tuition reduction	Students employed as teaching assistants, assistant instructors or graduate research assistants.	Tuition reduction amount is indexed to the number of hours the student is employed.	Student's academic department regarding employment <a href="http://www.utexas.edu/ogs/employment/tuition/">http://www.utexas.edu/ogs/employment/tuition/</a>

Texas Guaranteed Tuition Plan	Students enrolled in the Texas Guaranteed Tuition Plan. Plan enrollment, requirements, and payments determined and maintained by the Texas Comptroller of Public Accounts.	Resident tuition and fees required of all students. The student is responsible for all other fees.	The University of Texas at Austin Student Accounts Receivable Special Billing P O Box 7398 Austin TX 78713-7398 Membership cards may be faxed to (512) 471-0212.
Texas Tuition Promise Fund	Students enrolled in the Texas Tuition Promise Fund. Plan enrollment, requirements, and payments determined and maintained by the Texas Comptroller of Public Accounts.	Resident tuition and fees required of all students. The student is responsible for all other fees.	The purchaser must submit the Benefit Payment Authorization Form at <a href="http://www.texastuitionpromisefund.com">www.texastuitionpromisefund.com</a> ( <a href="http://www.texastuitionpromisefund.com">http://www.texastuitionpromisefund.com</a> ) each semester.

## Tuition Adjustments

Refunds are applied to any current and outstanding debts owed to the University. Section 54.006(d) of the Texas Education Code requires that the University refund tuition paid by a sponsor, donor, or scholarship to the source, rather than directly to the student, if the funds were made available through the University.

### Refunds for Students Withdrawing from the University

Students who withdraw from the University receive a refund of a percentage of their tuition. The percentage varies as shown below according to the student's effective withdrawal date.

#### *Long Session and Summer Session (Whole-Session Classes)*

Official withdrawal date	Percentage refund
Prior to the first class day	100% less \$15 matriculation fee
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	none

#### *Summer Session (First-Term, Second-Term, and Nine-Week Classes)*

Official withdrawal date	Percentage refund
Prior to the first class day	100% less \$15 matriculation fee
During the first, second, or third class day	80%
During the fourth, fifth, or sixth class day	50%
After the sixth class day	none

Withdrawal refunds are based upon the effective date on the withdrawal form. Adds and drops are included in the calculation. In some cases, a student may receive two refund checks, one based on dropped courses and one based on withdrawal percentages for remaining courses.

Students withdrawn by the University because of a returned check are assessed a \$25 service charge and the matriculation fee (p. 42). A student withdrawn by the University for scholastic reasons, class cancellations, or other reasons receives a full refund; the matriculation fee is not charged.

A student who withdraws as a result of being called to active military service may choose to receive a tuition refund. More information about withdrawal for active service is given in the section Withdrawal (p. 63).

A student who withdraws after receiving any cash payment from the Office of Student Financial Services may be required to make full or partial repayment. Funds received through the Federal College Work-Study Program are not subject to repayment. Students should contact the Office of Student Financial Services for information regarding repayment obligations.

Student Accounts Receivable initiates refunds for all eligible students who submit approved withdrawal petitions to the Office of the Registrar as described in the section Withdrawal (p. 63). A refund is issued no earlier than thirty days after the date the student paid the initial tuition bill. The refund is sent to the address specified on the withdrawal petition.

### Adjustments for Added and Dropped Classes

Charges for added classes must be paid by the end of the twelfth class day in the fall and spring semesters and by the end of the fourth class day in the summer. Revised tuition bills are not sent to the student when they change their schedule. It is the student's responsibility to check "My Tuition Bill" or "What I Owe" to see what payments are still outstanding. Failure to pay for added classes may result in the cancellation of the student's entire

registration. Students can determine what they owe by visiting the Student Accounts Receivable Web site, <http://www.utexas.edu/business/accounting/sar/>.

Overpayments of tuition resulting from classes that a student drops (1) during the first twelve class days in a fall or spring semester; (2) during the first twelve class days of a whole-session class in the summer session; or (3) during the first four class days of a first-term, second-term, or nine-week class in the summer session will be refunded. No refunds are made for classes dropped after these dates. Refunds are issued the week after the twelfth (or fourth) class day. They are mailed to the student's local address or deposited into the account the student has designated if an electronic funds transfer authorization is in effect. The student may contact Student Accounts Receivable at (512) 475-7777 to verify account information.

## Tuition Rebates for Certain Undergraduates

An undergraduate may be eligible for a tuition rebate of up to \$1,000 if, at graduation, he or she has attempted no more than three semester hours beyond the minimum number of hours required for the degree. The student must meet the following eligibility requirements.

1. The student must not have been enrolled at any institution of higher education before the fall semester 1997.
2. At the time he or she earns a first undergraduate degree, the student must have attempted no more than three semester hours beyond the minimum number of hours required for the degree. Hours attempted include all courses the student has undertaken, such as transfer credit, courses the student dropped or from which the student withdrew after the date the official enrollment count was taken, developmental courses taken for credit, optional internship and cooperative education courses, courses the student failed, and courses the student repeated. If the student has earned credit by examination for more than nine hours of coursework, the hours in excess of nine are also counted as hours attempted. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

Beginning with degrees awarded on September 1, 2007, or later, course credit is not counted if the student earned it to meet ROTC requirements but it is not required for the degree. Beginning with degrees awarded August 2011, or later, course credit is not counted if it is earned before graduating from high school (except for course credit earned exclusively by examination).

If the student earned a bachelor's degree and a Texas teaching certificate concurrently, required teacher education courses are not counted as hours attempted if they exceed the number of hours of free electives allowed in the bachelor's degree program.

3. The student must have been a Texas resident and must have been eligible to pay resident tuition at all times while pursuing the degree.
4. If the student received a bachelor's degree in architecture, engineering, or any other program that is determined by the Texas Higher Education Coordinating Board to require more than four years to complete, then the student must have graduated within five calendar years after first enrolling in a Texas public senior college or university. If the student's degree is in a field other than those that have been determined to take more than four years to complete, he or she must graduate within four calendar years after that first enrollment. Requirement 4 applies only to students who enrolled in a public Texas senior college or university for the first time on or after September 1, 2005.

A student who was unable to meet requirement 4 because of a hardship may seek an exception to this requirement from his or her dean.

An eligible student should submit a request for a rebate in the dean's office when the student files an application for graduation; the request must be submitted before the official date of graduation. If the student's request for a rebate is denied, he or she may appeal to the vice provost and registrar in the Office of the Registrar. The rebate may be reduced by the amount of any outstanding student loan owed to or guaranteed by the State of Texas.

Tuition rebate policies are governed by section 54.0065 of the Texas Education Code and by the rules of the Texas Higher Education Coordinating Board.

If a student does not qualify for a tuition rebate only because of study abroad coursework that exceeds the number of hours required for the degree, then the student may be eligible for an institutional award from the University in place of the tuition rebate. Students who are interested in this institutional award should apply for a tuition rebate; they will be considered for the institutional award if they are eligible.

## Short-Term Loans

The University provides short-term tuition loans and emergency cash loans to students. Tuition loans have a one- to three-month repayment period and are applied directly to the student's tuition bill. Emergency cash loans are due in full one month from the date of issue. Any subsequent refund of tuition is applied to a tuition or emergency cash loan balance, regardless of the due date of the loan.

## Payment of Fees for Students with Disabilities

The Texas Department of Assistive and Rehabilitative Services (DARS) offers payment of tuition and other services to students (normally nonveterans) who have certain disabilities, if the student's vocational objective is approved by a representative of the agency. Application for vocational rehabilitation should be made to DARS, Office of Deaf and Hard of Hearing Services.

## Optional Fees

Students may select the following optional fees when they register. Those who select an optional fee for the fall semester pay the academic year rate. The spring semester rate is available only during the spring semester.

**Analecta fee.** The fee of \$12 entitles the student to a copy of *Analecta*, the University's literary and arts journal, published annually by the Senate of College Councils and the journal's editorial and readers staff. Each issue includes works of fiction, nonfiction, drama, art, and poetry by students from the University as well as other universities worldwide. The year's issue is mailed to the student's permanent address upon publication.

**Cactus fee.** The fee of \$85 entitles the student to a copy of the University yearbook.

**Department of Theatre and Dance Package.** The fee entitles the student to a specified number of tickets to major season productions at no additional cost as long as tickets are available. The fee is \$45 for the academic year or \$22.50 for the spring semester.

**The Big Ticket (replaces Longhorn All-Sports Package).** Beginning in 2014-15, the Longhorn All-Sports Package (or LASP) is being replaced by a unique, exclusive student ticket package offer—The Big Ticket. The Big Ticket is a single purchase, all-event ticket that buys a reserved seat to every Texas Football home game—and a simple, general admission access pass to every other UT sports regular-season home event. The Big Ticket is tied directly to the student's valid UT ID; general admission seating requires only a scan. Students may purchase The Big Ticket on TexasSports.com (<http://www.texasports.com>) for \$175 (full-season package), and \$100 for spring only, plus a \$20 one-time transaction fee.

**Parking permit fee.** Class A, C, or M parking permits purchased in the fall semester enable students to park in any appropriately designated lot or area for the academic year; a permit purchased in the spring is valid through the summer session. The fee for a class C (surface student) permit is \$120 for the academic year; the fee for a class M (motorcycle/moped/motor scooter) permit is \$72 for the academic year. Both fees are prorated for permits purchased after September 30.

Only class C and M permits may be purchased during registration. Information about other parking permits available to students is given in Student Parking (p. 84), along with more information about class C and M permits.

**Texas Performing Arts Package.** The fee enables a student to purchase tickets for professional touring events presented by Texas Performing Arts at a discount, as long as tickets are available. The fee is \$40 for the academic year or \$25 for the spring semester.

**Student Speaker Series fee.** The fee of \$2 a semester supports the Student Endowed Centennial Lectureship. The endowment is used to bring speakers to the University to lecture, teach, or meet with students.

## Optional Fee Refunds

Refunds for the *Cactus* yearbook may be requested at the Texas Student Media office in the William Randolph Hearst Building (also known as Hearst Student Media building).

Parking permit refunds may be requested at the Parking and Transportation Services office.

A refund for The Big Ticket is available only upon termination of enrollment with the University. No refunds will be issued after the 12th day of class. If a student attends any athletics event before requesting a refund, then only a pro-rated portion of The Big Ticket will be refunded.

## Student Insurance

### Student Health Insurance Program

The Student Health Insurance Program is an optional health insurance plan available to currently enrolled University students who are not covered through other insurance programs. Information is available by calling (512) 475-8394, by going online to [www.healthyhorns.utexas.edu/insurance.html](http://www.healthyhorns.utexas.edu/insurance.html), or by coming to the University Health Services' Cashier/Insurance Office (SSB 2.106).

### International student health insurance

The Student Health Insurance Program described above is mandatory for international students; the cost is included in the student's tuition bill each semester. International students with equivalent health insurance may submit a request for a waiver, which must be approved by International Student and Scholar Services. Additional information about international students and student health insurance is given in the International Student and Scholar Services (p. 79) section of this catalog.

### Student liability insurance

Students must show evidence of student liability insurance when enrolled in field experience courses that use off-campus facilities, if such facilities require the insurance.

## Identification Cards

**Student identification cards.** Every student is required to have a University photo identification card issued by the ID Center which is located on the first floor of the Flawn Academic Center. The proximity-enabled photo ID card is needed for many purposes, including use of the libraries and University Health Services and access to residence halls and other University buildings. ID cards may also be used for purchases at stores that accept Bevo Bucks and for admission to athletic and other special events.

Students receive their first ID card at a cost of \$10. This ID card is intended to be used throughout the student's enrollment at the University. It is not replaced unless changes in data are required, the card is defective or damaged through normal wear and tear, or the card is lost or stolen. In

some cases, an additional \$10 replacement fee may apply. Students should report lost or stolen ID cards at <https://utdirect.utexas.edu/idcenter/lostid/lostid.WBX>; found cards should be returned to the ID Center on the first floor of the Flawn Academic Center.

University community members are expected to maintain control and possession of their photo ID cards and to have them in their possession whenever they are on University grounds. The ID card should not be loaned to others, and its benefits are not transferable. Those who lend their cards or use them for fraudulent purposes are subject to disciplinary action. More information is available in the University Identification Card Guidelines at <http://www.utexas.edu/cio/policies/university-identification-card-guidelines>.

**Faculty/staff identification cards.** The ID Center provides all faculty and staff members with an official University ID card. The card allows access to certain buildings and can be used as a campus library card. Cards must be returned to the ID Center upon termination of employment. More information about faculty/staff ID cards is available at <http://www.utexas.edu/its/idcenter/> and from the ID Center, which is located on the first floor of the Flawn Academic Center.

## Fees for Nonstudents

**Auditor's fee.** A fee of \$20 a course is required of individuals not registered at the University who wish to audit one or more courses. In accordance with section 54.210 of the Texas Education Code, a person sixty-five years of age or older may audit a course without paying the fee if space is available. More information about auditing a course is given in *Auditing a Course* (p. 37).

**Library card fee for non-University borrowers.** Libraries are open to the public for use of materials. Adult Texas residents who are not members of the University community may borrow materials for home use by purchasing a Courtesy Borrower Card. More information about the Courtesy Borrower Card is given in *The University Libraries* (p. 87).

**The Big Ticket (replaced the Longhorn All-Sports Package).** The Big Ticket is available for purchase to only full-time, registered students at the University of Texas at Austin. For football, one guest season ticket may be purchased by a Big Ticket purchaser for an additional \$405 (plus \$20 transaction fee). These tickets are reserved seats next to the purchaser's Big Ticket reserved seat and may be used by any guest of The Big Ticket purchaser. More information is available on the Texas Longhorn Athletics Web site ([http://texassports.com/sports/2014/5/29/tickets\\_0529144327.aspx?path=tickets](http://texassports.com/sports/2014/5/29/tickets_0529144327.aspx?path=tickets)).

**Recreational and facility use fees.** Recreational Sports memberships, which allow access to University recreational facilities, are available to current faculty and staff members and one adult exercise partner and dependent children of currently enrolled students and current faculty and staff members. The recreational facilities are Gregory Gymnasium, the Gregory Gymnasium Aquatic Complex, the Recreational Sports Center, Anna Hiss Gymnasium, Belmont Hall, the Commons Recreational Area at the J. J. Pickle Research Campus, Caven Lacrosse and Sports Center at Clark Field, and Whitaker Fields and Tennis Courts. Below are RecSports membership fees. Additional information is available from the Division of Recreational Sports Membership and Guest Services Office, GRE 2.200. A \$15 replacement fee is charged for RecSports identification cards.

Member	Membership fee 9.1.2014-8.31.2015
Faculty/staff member	\$308
Gregory Gym Locker	\$90
Recreational Sports Center Locker	\$69
Bellmont or Pickle Research Campus (PRC) Locker	\$43
Faculty/staff sponsored member #1	\$308
Faculty/staff child <sup>8</sup>	\$103
PRC faculty/staff member	\$94
Faculty/staff retired	\$154
Student sponsored member #1, per semester	\$103
Student child, per semester <sup>8</sup>	\$31
Associate member	\$462
Guest/visitor	Fee
Guest pass	\$10 a day
Child guest pass (age 15 and under)	\$5 a day
Official visitor <sup>9</sup>	Fee varies

8. Children fifteen and under must have adult supervision at all times; certain restrictions apply.

9. Consultants, lecturers, or others with a clearly defined connection with a University agency or program on a short-term basis. Additional information is available from the Division of Recreational Sports.

# Academic Policies and Procedures

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## Academic Advising

The University of Texas at Austin views sound academic advising as a significant responsibility in educating students. Academic advisers assist students in developing intellectual potential and exploring educational opportunities and life goals. Many people in the campus community contribute to the advising process, including faculty, staff, students, and professional advisers. Through the relationship established between adviser and student within a friendly, helpful, and professional atmosphere, a student has the opportunity to learn about educational options, degree requirements, and academic policies and procedures; clarify educational objectives; plan and pursue programs consistent with abilities, interests, and life goals; and use all resources of the University to his or her best advantage.

Ultimately, the student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree. Frequent adviser contact provides students with current academic information and promotes progress toward educational goals. The University supports that progress and encourages effective academic advising campus-wide.

The following terms are used throughout the Academic Policies and Procedures section.

**Urgent.** An event that happened after or immediately before the deadline, typically mid-semester or shortly thereafter, that was reasonably unforeseeable and beyond the student's control. This event must have either prevented the student from meeting the deadline or significantly altered the student's ability to successfully complete the class. Consideration will be given if the event or condition occurred before the deadline but significantly worsened after the deadline and the worsening of the condition prohibited the student from successfully completing the class.

**Substantiated.** The student must have credible documentation to corroborate the claims made in the appeal. This documentation may include, but is not limited to, documents from a law enforcement agency, court, or other governmental agency, hospital records or signed statements from physicians, and the bereavement records or obituaries.

**Non-academic.** The reason must be related to some issue outside the normal academic work, such as the onset of a major illness, accident, or sudden death of a family member. Any reasons having to do with the actual performance in the class will be considered academic.

## Credit Value and Course Numbers

**The semester hour.** The credit value of courses is expressed in semester hours. Most courses are designed to require approximately three hours of work a week throughout the semester for each semester hour of credit given; that is, for each hour a class meets, an average of two additional hours of preparation is expected of the student. The time requirement in the laboratory, field, or studio varies with the nature of the subject and the aims of a course, so there is no fixed ratio of laboratory to class hours.

Most courses meet three hours a week in the fall and spring semesters and have a credit value of three hours. In a six-week summer term, courses meet seven and a half hours a week for three semester hours of credit. Fall and spring semester classes that meet on Monday, Wednesday, and Friday are scheduled for an hour (fifty minutes with a ten-minute interval between classes); classes that meet on Tuesday and Thursday are scheduled for an hour and a half (seventy-five minutes with a fifteen-minute interval between classes). Monday/Wednesday/Friday classes normally begin on the hour and are dismissed after fifty minutes; Tuesday/Thursday classes normally begin on the hour or half-hour as appropriate and are dismissed after seventy-five minutes. Summer session classes normally are scheduled every day for an hour and a half (seventy-five minutes with a fifteen-minute interval between classes).

**Course numbers.** Each field of study taught at the University is identified by a name and a one-, two-, or three-letter abbreviation. Lists of fields are included in the *Undergraduate Catalog* (<http://catalog.utexas.edu/undergraduate/appendix-b>) and *Graduate Catalog*. Each course in the field is identified by a number made up of three digits or three digits and a letter. The first digit of the course number indicates the credit value of the course in semester hours. Courses numbered 201 through 299 have a value of two semester hours; 301 through 399, a value of three semester hours; and so on. A zero as the first digit indicates that the course is noncredit. Except in the School of Law and the College of Pharmacy, the last two digits indicate the rank of the course; if they are 01 through 19, the course is of lower-division rank; if 20 through 79, of upper-division rank; and if 80 through 99, of graduate rank.

Two courses that have the same abbreviation and the same last two digits may not both be counted for credit unless the digits are followed by a letter. For example, Mechanical Engineering 136N and 236N may not both be counted because they are substantially the same; however, English 326K and 326L may both be counted.

The letter *A* following a course number designates the first half of a two-semester course; *B*, the second half. For example, Music 612A is the first half of Music 612; Music 612B, the second half. A student who completes half of a two-semester course earns half the semester-hour value of the course; for example, Music 612A has a value of three semester hours. The letter *X* following a course number designates the first third of a three-semester course; *Y*, the second third; and *Z*, the last third. Each third of the course has one-third the semester-hour value of the course as a whole.

## Classification of Students

Undergraduate students are classified as freshmen, sophomores, juniors, or seniors, based on the number of semester credit hours passed and transferred, regardless of the hours' applicability toward a degree. Semester hours used to determine classification include coursework completed in residence; transferred credit; and credit by examination, extension, and correspondence. A student is a freshman until thirty hours have been accepted;



a sophomore until sixty hours have been accepted; a junior until ninety hours have been accepted; and a senior until graduation. Freshmen and sophomores are referred to as lower-division students; juniors and seniors, as upper-division students.

## The Texas Success Initiative

The Texas Success Initiative (TSI) is a state-mandated program designed to improve student success in college. There are two components of the program: (1) an assessment to diagnose students' basic skills in reading, mathematics, and writing and (2) developmental instruction to strengthen academic skills that need improvement.

All non-exempt students are required by law to take the TSI Assessment (TSIA), which is the only assessment approved by the Texas Higher Education Coordinating Board. UT Austin students may register to take the TSIA through the Center for Teaching and Learning Web site (<http://ctl.utexas.edu/studenttesting/welcome-to-student-testing-services>) by clicking on "Test Schedules and Registration" and logging in using their UT EID. If a student chooses to take the TSIA at another institution, it is the responsibility of the student to see that scores are sent to the University's TSI office.

A student is exempt from all TSI requirements under any one of the following conditions:

- The student has earned a bachelor's degree or an associate's degree.
- The student is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- The student was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or served as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.
- The student is a non-degree-seeking or a non-certificate-seeking student.
- The student has attended another Texas public institution of higher education and has been determined to have met readiness standards by that institution.
- The student has transferred to the University from a private or independent institution of higher education, an accredited out-of-state institution of higher education, or an international institution of higher education and has completed college-level coursework.

A student is exempt from one or more TSI requirements under the following conditions:

- A student with a combined math and critical reading SAT score of at least 1070 and a math score of at least 500 is exempt from the math requirement.
- A student with a combined math and critical reading SAT score of at least 1070 and a critical reading score of at least 500 is exempt from the reading and writing requirements.
- A student with an ACT composite score of at least 23 and a math score of at least 19 is exempt from the math requirement.
- A student with an ACT composite score of at least 23 and an English score of at least 19 is exempt from the reading and writing requirements.
- A student with an exit-level TAKS math score of at least 2200 is exempt from the math requirement.
- A student with an exit-level TAKS English/language arts score of at least 2200 and an essay score of at least 3 is exempt from the reading and writing requirements.
- A student with a score of at least Level 2 on the STAAR English III end-of-course (EOC) is exempt from the reading and writing requirements.
- A student with a score of at least Level 2 on the STAAR Algebra II end-of-course (EOC) is exempt from the math requirement.

SAT, ACT, TAKS, and STAAR scores used to support an exemption must be less than five years old. Students who fail to meet the minimum passing standards on the TSIA are required to enroll in a developmental education course designed to strengthen skills in reading, writing, or mathematics. Students will meet individually with a TSI adviser to decide which course is best suited to their individual needs. For further information, students may visit the Texas Success Initiative Office Web site (<http://www.utexas.edu/ugs/tsi>).

## Quantity of Work Rule

The policies described in this section apply to undergraduates and graduate students. The quantity of work rule for law students is given in the *Law School Catalog* (<http://catalog.utexas.edu/law>).

### Full-Time and Half-Time Enrollment

A student's enrollment status is determined by the number of credit hours for which the student is enrolled in residence in a semester. University Extension semester-based coursework is included in the total along with in-residence coursework. The following table shows the minimum number of hours required.

### Enrollment Status

#### Fall or Spring

	Undergraduates	Graduate students	Law students
Full-time	12 hours	9 hours	10 hours
Half-time	6 hours	5 hours	5 hours



## Summer

	Undergraduates	Graduate students	Law students
Full-time	12 hours	3 hours	6 hours
Half-time	6 hours	2 hours	3 hours

A student is also considered to be enrolled full-time if he or she is enrolled in a cooperative engineering course, is taking a reduced course load because of a documented disability, or is enrolled in a specific course that carries no hours of credit. An undergraduate enrolled in at least six hours of coursework in his or her semester of graduation may also be considered full-time; the student's dean must submit a request to the registrar's office that the student's enrollment status be changed from half-time to full-time.

## Maximum Hours in the Fall and Spring Semesters

**Undergraduates.** An undergraduate student may not register for more than seventeen semester hours in any long-session semester without the approval of his or her dean, unless the degree plan published in the undergraduate catalog for the student's major specifies otherwise.

**Graduate students.** The maximum course load for a graduate student is fifteen semester hours. A heavier course load must have the recommendation of the graduate adviser and the approval of the graduate dean. It is permitted only under exceptional circumstances.

## Maximum Hours in the Summer Session

**Undergraduates.** Except as permitted by his or her academic dean, no undergraduate student may register for more than fourteen semester hours in a twelve-week summer session or for more than eight semester hours in either six-week term. A student whose maximum period of summer registration is nine weeks may not register for more than ten semester hours except as permitted by his or her academic dean.

**Graduate students.** The maximum course load for a graduate student is twelve semester hours in a twelve-week summer session. A heavier course load must have the recommendation of the graduate adviser and the approval of the graduate dean. It is permitted only under exceptional circumstances.

## Minimum Hours in the Fall and Spring Semesters

**Undergraduates.** An undergraduate student may not carry fewer than twelve semester hours of coursework without the approval of his or her academic dean. Failure to obtain approval for a reduced course load may jeopardize the student's continuance in school. A student who is a minor must present a written statement from a parent or guardian accepting the conditions under which permission to carry a reduced course load is granted.

An international undergraduate student must have written permission from the International Office as well as from his or her dean to carry fewer than twelve hours.

**Graduate students.** Course load requirements for graduate student academic employees are given on that page in this section. Graduate students who are not also academic employees are not subject to minimum course load requirements.

An international graduate student must have written permission from the International Office as well as from his or her dean to carry fewer than nine hours.

## Minimum Hours in the Summer Session

There is no minimum course load in the summer session.

## Undergraduate Student Employees

An undergraduate student's combined University employment and semester-hour course load may not exceed forty hours a week in any semester or summer term. Any academic unit may require a lower work-study load of students in the unit who are employed by the University. A student who wishes to exceed the maximum work-study load set by his or her college must have the approval of the dean of the college. More information is available at <http://www.hirealonghorn.org/employers/workstudy/oncampus/policies.html#OnC8>.

## Graduate Student Academic Employees

A "graduate student academic employee" is a graduate student who is also employed by the University under one of the following titles: assistant instructor, teaching assistant, assistant (graduate), academic assistant, graduate research assistant, and tutor (graduate). To hold one of these positions, a student must have no unfulfilled conditions imposed by the Graduate School, must be in good academic standing, and must be making satisfactory progress toward a degree. Graduate student academic employees must be registered for at least nine semester hours in a long-session semester or at least three semester hours in a summer session, in any combination of summer terms.

Student employment at UT Austin in any title, academic as well as nonacademic, may not total more than twenty hours a week during the student's first two fall or spring semesters of enrollment or more than thirty hours a week during subsequent fall or spring semesters. International student employment may not total more than twenty hours a week during any fall or spring semester without the approval of the International Office and the graduate dean.

Graduate student academic employees may not accept payment from a student for tutoring services, except on the recommendation of the department chair and with the approval of the graduate dean. If approved, the student may tutor only in a course with which he or she has no connection.

## Evaluation

Faculty members are free to develop their own methods of evaluating the performance of students in their classes, both undergraduate and graduate, but they are required to make the methods of evaluation to be used known in writing before the end of the fourth class day each semester and the second class day each summer term. Responsibility for assuring adequate methods of evaluation rests with departmental faculties and is subject to administrative review. In courses with multiple sections, departments should provide for necessary coordination. Materials used in evaluating a student's performance must be collected by the instructor at or before the regularly scheduled final examination. The final examination is a common method of final evaluation in courses.

## Grades

Letter grades are used to record the instructor's evaluation of students' performance in a course. The following grades are used: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F.

To receive credit for a course, an undergraduate student must earn a grade of at least D-. To include a course in the Program of Work for a graduate degree, a graduate student must earn a grade of at least C. More information about the Program of Work is given in the *Graduate Catalog* (<http://catalog.utexas.edu/graduate>). In addition to earning adequate grades in courses, undergraduates must have a cumulative University grade point average of at least 2.00 to maintain satisfactory progress toward a degree; graduate students must maintain a graduate grade point average of at least 3.00. Information about these requirements is given in the section Scholastic Probation and Dismissal (p. 66). Computation of the grade point average is explained in Computation of the Grade Point Average (p. 57).

Grades are given by semester; however, in a course extending through two or three semesters, credit is not counted toward the degree until all semesters have been completed.

Members of the faculty are not authorized, without the academic dean's approval, to withhold a final grade or to defer reporting a final grade at the end of the semester other than by the use of the symbol X, described in Symbols (p. 55). If a grade is withheld without the dean's approval, the grade may not be added to the official records later without the written approval of the academic dean. Issues involving withholding or deferring grades for graduate students are handled by the deans of the colleges and schools.

After a grade has been reported to the registrar, it may not be changed unless an error was made by the instructor. A college or school may approve an appeal for change of final grade for a semester prior to the previous long semester, but only for the most compelling nonacademic reasons. If approved, the appeal must be signed by the dean of the college/school. For graduate students, this is the graduate dean or the associate dean for student services.

## Symbols

Under specific conditions, instructors may use a symbol rather than a letter grade to report a student's standing in the semester's work. The following symbols are used:

CR	Credit
NC	No credit
Q	Course was dropped
W	Student withdrew from the University
X	Temporary delay of course grade
I	Permanent incomplete
*	Course is continuing
S	Satisfactory
U	Unsatisfactory
#	Grade was not submitted in time for this report
Z	Student is registered on the pass/fail or credit/no credit basis

### Symbol X: Temporary Delay in Reporting the Final Course Grade

A student is expected to complete a course, including a self-paced course, in a single semester, summer term, or summer session. If the course is not completed as expected, the student normally will not be given additional time to complete it, or allowed to do additional work to achieve a better grade. In rare instances, for nonacademic reasons and at the discretion of the instructor, a temporary delay of the final course grade, symbol X, may be recorded.

**Improper uses of the symbol X.** A student must not be assigned the symbol X to provide (1) the opportunity to raise a grade for any reason other than the approved reasons cited below; (2) time to prepare coursework in addition to that assigned the entire class; or (3) time to repeat the entire course.

**Approved uses of the symbol X.** The symbol *X* is not issued for student or faculty convenience; it may be issued for one of the following reasons only in the case of compelling, nonacademic circumstances beyond the student's control.

1. **Missing the final examination.** The student is unable to take a final examination because of illness or for another nonacademic reason. A physician's statement or other satisfactory verification is required.
2. **Incomplete classroom assignment.** The student has not been able to complete the required class or laboratory assignments for a reason other than lack of adequate effort. A request for temporary delay of the final course grade because of incomplete class or laboratory work can be made only if the student has a passing average on the classwork or laboratory work already completed and has taken and passed the final examination (unless a final examination is not given in the course or the student is unable to take the examination for reasons indicated in the previous paragraph).
3. **Reexamination petition.** Only a student who has a grade average of at least *C-* on all classwork and laboratory work submitted before the final examination may request a temporary delay of the final course grade because he or she failed the final examination, which is the examination given during the final examination period as defined in the official examination schedule. If the instructor denies the student's reexamination petition, the student's final course grade remains as originally determined. If the instructor grants the petition, and the student earns a grade of at least *C-* on the reexamination, then the instructor substitutes the reexamination grade for the original examination grade in determining the student's final course grade. If the instructor grants the petition, and the student earns a grade on the reexamination of less than *C-*, then a final course grade of *F* must be recorded.

**Assignment of the symbol X by the registrar.** If a faculty member fails to report a grade for a student, the registrar enters the symbol *X*; an *X* is also entered for a student who is given the symbol *CR* by the instructor when the student is not registered for the course on the pass/fail or credit/no credit basis. In either case, the student should contact the instructor promptly so that a final grade may be reported to the registrar. If no final grade is reported, the symbol *X* is converted to a grade of *F* or the symbol *I* as described in the following section.

## Replacement of the Symbol X with a Grade or the Symbol I

### Undergraduates

If an undergraduate student receives the symbol *X* in a course, the student must complete the requirements for the course and the instructor must report a final course grade by the last date for grade reporting in the next long-session semester, or an *F* will be recorded as the final grade in the course. The symbol *X* will also remain on the record. The period for completion of the coursework may be extended only for unusual circumstances beyond the student's control, as recommended by the instructor and approved by the student's academic dean. A student who has received an *X* in a course may not register for that course again until a final grade has been recorded, unless the course is one that may be repeated for credit.

The registrar will notify the student when a grade change is recorded.

If the symbol *X* appears on a student's record, the course for which the symbol is recorded is not included in the student's University grade point average. When the final grade has been recorded as described above, then the course is included in the student's grade point average. More information about the grade point average is given in *Computation of the Grade Point Average* (p. 57).

### Graduate students

If a graduate student receives the symbol *X* in a course, the student must complete the course requirements by the last class day in his or her next long-session semester of enrollment; the instructor must report a final grade by the end of the grade reporting period in that semester. If these deadlines are not met, the symbol *X* is converted to the symbol *I* (permanent incomplete). If the student is not enrolled during a long-session semester for twenty-four months following the end of the semester in which the *X* is reported, and the instructor does not report a final grade, then the symbol *X* is converted to the symbol *I*. The symbol *I* cannot be converted to a grade. When the symbol *I* is recorded, the symbol *X* also remains on the student's record.

The period for completion of course requirements may be extended only under unusual circumstances beyond the student's control and only upon the recommendation of the instructor and the approval of the graduate dean.

The registrar will notify the student when a grade change is recorded.

A course for which the symbol *X* or *I* is recorded is not included in the graduate grade point average and may not be listed on the student's Program of Work. If the symbol *X* is converted to a grade as described above, the course is included in the graduate grade point average and may be listed on the Program of Work. More information about the graduate grade point average is given in *Computation of the Grade Point Average* (p. 57); more information about the Program of Work is given in the *Graduate Catalog* (<http://catalog.utexas.edu/graduate/degree-requirements/graduate-credit>).

## Symbols CR and NC

Some courses must be taken for a letter grade; others must be taken on the pass/fail or credit/no credit basis. These courses are identified in the *Undergraduate Catalog*, the *Graduate Catalog* (<http://catalog.utexas.edu/graduate>), and the *Course Schedule* (<http://registrar.utexas.edu/schedules>). If registration for a course is not limited to the letter-grade basis, then the student may choose to register for credit rather than for a grade. Undergraduates register on the pass/fail basis and earn either the symbol *CR* (credit) or a grade of *F*; graduate students register on the credit/no credit basis and earn either the symbol *CR* or the symbol *NC* (no credit).

The student should choose the pass/fail or credit/no credit option at the time of registration and may not change the grading basis in a course after the deadline given in the *Academic Calendar* (p. 5). Undergraduates may not change the grading basis in a course more than once.

Coursework requirements and methods of evaluation in a course must be the same for students registered on the pass/fail or credit/no credit basis as they are for students registered on the letter-grade basis.

## Pass/Fail

Rules affecting registration on the pass/fail basis apply to all courses taken by an undergraduate.

An undergraduate who registers for a course on the pass/fail basis and earns a grade of *D-* or better is awarded the symbol *CR* for the course; if the student fails the course, a grade of *F* is awarded. If the student receives the symbol *CR*, the course is not included in the grade point average; if the student receives a grade of *F*, the course is included in the University grade point average.

Provided the following conditions are met, an undergraduate may take a limited amount of coursework on the pass/fail basis as part of the hours required for the student's degree. Other regulations may be imposed by the student's college or school.

1. The course must be in an elective subject outside the student's major field.
2. The student must have received at least thirty hours of college credit before registering for any course on the pass/fail basis, unless the course is offered only on the pass/fail basis.
3. The student may take no more than two courses a semester on the pass/fail basis.

Students in the College of Liberal Arts and students pursuing the Bachelor of Arts in the College Natural Sciences may take up to sixteen semester hours of classroom or correspondence work in elective courses on the pass/fail basis. Students in the College of Natural Sciences pursuing a Bachelor of Science or a Bachelor of Science and Arts may take up to six semester hours of classroom or correspondence work in elective courses on the pass/fail basis. Plan II students may take up to nineteen semester hours in elective courses on the pass/fail basis. All other undergraduates may take up to five one-semester courses, including correspondence courses, on the pass/fail basis.

If a student decides to major in a subject in which he or she has taken a course on the pass/fail basis, it is the prerogative of the department to decide whether or not the course will count toward degree requirements.

Each department may offer as many as two courses in its major entirely on the pass/fail basis.

**Credit by examination.** Undergraduates may earn credit by exam on the pass/fail basis in required courses. Accepting credit by exam with the symbol *CR* does not reduce the number of elective courses for which the student may register on the pass/fail basis. (More information about credit by examination is given in Course Placement and Credit by Examination (p. 58).)

## Credit/No Credit

Rules affecting registration on the credit/no credit basis apply to all courses—undergraduate, graduate, and professional—taken by a graduate student.

The student must have the graduate adviser's approval to take a course on the credit/no credit basis. There is no limit on the number of courses a graduate student may take on this basis. However, no more than 20 percent of the hours on the Program of Work for a master's degree may have been taken on the credit/no credit basis, and no more than a comparable portion of the Program of Work for a doctoral degree. (Additional information about the Program of Work is given in the *Graduate Catalog* (<http://catalog.utexas.edu/graduate/degree-requirements/graduate-credit/t>).)

Performance at the level of *C* or above is required to earn credit (*CR*) for a course taken on the credit/no credit basis. Courses taken on the credit/no credit basis are not included when the grade point average is computed.

## Symbols S and U

The symbols *S* (satisfactory) and *U* (unsatisfactory) are assigned only in developmental studies (DEV) courses. These courses are not included in the student's grade point average.

## Repetition of a Course

If a student repeats a course and has two or more grades, all grades and all semester hours are used to calculate the University grade point average and to determine the student's scholastic eligibility to remain in school. The official grade in a course is the last one assigned.

A student enrolled in any of the following colleges and schools may not repeat for credit a course in which he or she has earned a grade of *C-* or better: the McCombs School of Business, the College of Communication, the Cockrell School of Engineering, the College of Liberal Arts, the College of Natural Sciences, the School of Nursing, and the College of Pharmacy.

## Computation of the Grade Point Average

While a student's performance in a course is represented by a letter grade, a grade point average is used to represent his or her academic performance more broadly. For undergraduates, the official grade point average is called the cumulative University grade point average; the official grade point average for graduate students is called the graduate grade point average. Official grade point averages are calculated by the registrar and appear on the student academic record maintained by the registrar.

The following numerical equivalents of letter grades are used in the calculation of both the cumulative University grade point average for undergraduates and the graduate grade point average:

Letter grade	Grade points	Letter grade	Grade points
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

## Undergraduate Students

The cumulative University grade point average for an undergraduate includes all work undertaken at the University of Texas at Austin (including credit by examination, correspondence, and extension) for which a letter grade is recorded. Courses in which the symbol *I*, *Q*, *W*, *X*, *S*, *U*, or *CR* is recorded are excluded. (Note: Since September 15, 2006, the University has awarded only the symbol *CR*, rather than a letter grade, for credit earned by exam. As a result, credit earned by exam and recorded since that date is not included in the student's cumulative University grade point average. Through September 15, 2006, students chose either a letter grade or the symbol *CR* for credit earned by exam; credit by exam that was recorded with a letter grade is included in the student's cumulative University grade point average.)

## Graduate Students

The graduate grade point average includes all upper-division undergraduate and graduate courses in which the student earns a letter grade while he or she is enrolled in the Graduate School; the following are excluded: undergraduate courses taken through the University's Division of Continuing and Innovative Education; courses for which the symbol *Q*, *W*, *X*, *I*, *CR*, or *NC* is recorded; graduate or undergraduate courses the student took at the University before enrolling in the Graduate School; credit earned by examination; and courses taken at other institutions. The graduate grade point average also excludes grades in all undergraduate courses the student took from fall 1999 through summer 2008; upper-division undergraduate courses he or she took as a graduate student before fall 1999 and after summer 2008 are included.

## Correspondence Work by Resident Students

A student enrolled in residence must have the prior approval of his or her dean to count correspondence work toward degree requirements. Correspondence courses taken from the University of Texas at Austin and used toward a degree at the University are subject to the same pass/fail rules that apply to courses taken in residence; information about pass/fail registration is given in Symbols (p. 56) *CR* and *NC*, *Pass/Fail*.

## Center for Teaching and Learning

The Center for Teaching and Learning (<http://ctl.utexas.edu>) (CTL) partners with instructors, academic units, and external collaborators on pedagogy, technology, and assessment to advance excellence in teaching and learning in face-to-face, online, and hybrid settings. CTL offers colloquia, workshops, training, consulting, and online resources to promote best practices in instructional design, evidence-based teaching practices, educational measurement and evaluation, instructional and course assessment, and emerging technologies.

The center is also a faculty resource for course management tools, including Canvas and Blackboard, and supports faculty development with educational technologies and design, new graduate student and faculty orientation, multimedia tools, and media production techniques. Research and benchmarking are crucial to CTL's objectives, and are supported by the studies related to innovations in course instruction and design.

The Student Testing Services group within CTL coordinates University testing programs, including examinations for course credit and placement, and serves as a test center for many examinations offered worldwide:

- College Level Examination Program
- Medical College Admissions Test
- Texas Educators Certification
- Graduate Record Examinations General Test and Subject Tests
- Law School Admission Test
- Miller Analogies Test
- Praxis Series (Professional Assessments for Beginning Teachers)

Information about academic placement and credit by examination as well as worldwide test programs is available at the CTL Web site (<http://www.ctl.utexas.edu/studenttesting/welcome-to-student-testing-services>).

## Course Placement and Credit by Examination

Students at the University may earn credit and determine course placement by examination. Many exams are recommended for enrollment in certain courses, while others are optional; most serve as a basis for course credit.

Any current, former, or prospective University student may attempt to earn credit by exam for any required or elective undergraduate course, provided the student has neither passed nor failed that course at the University or at any other collegiate institution. The sole exception to this policy is when a student has received transfer credit for a course with fewer semester hours than the corresponding University course carries; in those instances, the student may earn credit by exam for the University course. Additional eligibility requirements may be established by the academic department awarding credit, with the approval of the dean of the college or school. Information about additional requirements is available from The Center for Teaching and Learning (p. 58) (CTL) and from the academic department.

Credit earned by examination satisfies degree requirements in the same way as credit earned by passing a course, except that it does not count as credit earned in residence. Credit earned by examination does not jeopardize eligibility for scholarships that require freshman standing. The student's official transcript does not reflect unsuccessful attempts to earn credit by examination.

A student's academic dean may approve an exception to the course placement and credit by exam policies for compelling academic reasons. If the exception involves the student's eligibility to be tested or to receive credit by exam in a particular course, the exception must also be approved by the department in which the course is offered.

All tests administered at the University for course placement and credit by exam require a fee. Information, including the testing schedule, eligibility requirements, test descriptions, sample questions, and the amount of test fees (including a \$20 nonrefundable test registration fee), is available at the CTL Web site (<http://www.ctl.utexas.edu/programs-and-services/student-testing-services>).

## Claiming placement and/or credit

A student who has earned a credit-eligible score by exam has the option of using the score as a course prerequisite by claiming "placement only," or by claiming "credit only." If the student claims credit, the CTL reports the credit to the registrar's office and the credit becomes part of the student's academic record. Credit by examination cannot be reported to the registrar for former students who are prohibited from enrolling in Texas public colleges and universities due to noncompliance with Texas Success Initiative regulations. If the student wishes to use the test score as a course prerequisite without claiming credit, he or she may use the qualifying score, after consulting his or her academic adviser, to enroll in the sequent course. In this case, the course does not appear on the student's academic record. A student who uses a test score for placement may later petition for course credit, but once the score has been used for course credit it may not be changed to placement only.

A fee is assessed for using the test score for either placement or credit. The CTL Web site (<http://www.ctl.utexas.edu/programs-and-services/student-testing-services>) gives complete instructions for petitioning and paying for placement and/or credit.

Although prospective students may take examinations to establish their eligibility to receive credit or placement, credit is awarded only to officially enrolled students and former students. Enrollment on the twelfth class day of a semester or the fourth class day of a summer term constitutes official enrollment.

In deciding whether to claim credit by exam, students should consider the impact of the credit on their eligibility for a tuition rebate (p. 49); the possibility that they will be charged additional tuition if they have excess credit (p. 39); and the possibility that they will be ineligible for Texas B-On-Time loan forgiveness if they have excess credit.

## Examinations recommended for course placement

Most of the tests mentioned below are given on the University campus immediately before each semester and before the first summer term, and at least once each fall and spring semester. The Writing Section of the SAT Reasoning Test and the ACT Combined English and Writing Test are administered at various sites nationwide.

1. **Placement in languages.** Foreign language placement tests serve not only to determine the level of work appropriate for students but also as the basis for credit by exam, which normally may be earned in lower-division courses. Credit by exam may be used to absolve a high school unit deficiency or to fulfill degree requirements. Language credit that exceeds degree requirements often may be used as elective credit. Students who have taken either a College Board Advanced Placement (AP) Examination in Chinese, French, Japanese, Latin, or Spanish (with the exception of German) or any International Baccalaureate (IB) Examination in a foreign language (except German) do not need to take the corresponding recommended placement test, because the AP or IB examination results can be used for placement. Students should contact the CTL for information about foreign language tests not listed in this section.

Students with transfer credit in a foreign language are strongly encouraged to take the placement test before enrolling in further coursework in that language; however, in most languages, students with transfer credit are not required to take the placement test.

Students without transfer credit but with knowledge of American Sign Language or a foreign language, however acquired, are strongly encouraged to take the placement test before enrolling in a course in that language.

For course placement and credit by examination, the University uses the University of Wisconsin College-Level Placement Test in French; the SAT Subject Test in German with Listening plus UT Austin supplemental items; the SAT Subject Test in Korean with Listening plus UT Austin supplemental essay; and UT Austin Tests for Credit in Chinese, Hindi, Japanese, Latin, Russian, and Spanish. Information about the language tests and in some cases, sample questions, are available at the CTL Web site (<http://www.ctl.utexas.edu/programs-and-services/student-testing-services>) and from the CTL office.

2. **Placement in chemistry.** The UT Austin Test for Credit in Chemistry 301 is recommended for engineering majors (with the exception of electrical and computer engineering majors) and physics majors who have studied chemistry in high school and who do not have credit for Chemistry 301 or the equivalent. The test is appropriate for any student with a strong background in high school chemistry. Information about the chemistry test,



including eligibility requirements and sample questions, is available at the CTL Web site (<http://www.ctl.utexas.edu/programs-and-services/student-testing-services>) and from the CTL office.

- 3. Placement in mathematics.** Most entry-level courses in mathematics and statistics and scientific computation have as a prerequisite a minimum score on the ALEKS Web-based placement exam in mathematics. Course prerequisites are given in the *Undergraduate Catalog*. Information on ALEKS scores required for particular courses is available from the Department of Mathematics and the Division of Statistics and Scientific Computation.

Students whose degree programs allow credit for Mathematics 305G may take the SAT Subject Test in Mathematics Level 1 or Level 2 to earn credit. For more information on the ALEKS test, visit the College of Natural Sciences Web site (<http://cns.utexas.edu/academics/placement/math-assessment>).

## Optional examinations

The following optional tests serve as bases for credit by examination at the University.

- 1. Placement in rhetoric and writing.** A student must have an eligible score on the ACT Combined English and Writing Test or the Writing Section on the SAT Reasoning Test to receive credit for Rhetoric and Writing 306. A score on the Advanced Placement (AP) Examination in English Language and Composition or transfer credit for Rhetoric and Writing 306 may also be used for credit and placement. Additional information is available from the CTL.  
International students whose native language is not English must submit satisfactory scores on the Internet-based Test of English as a Foreign Language (TOEFL iBT) for admission to a lower-division rhetoric and writing course.
- 2. College Board SAT Subject Tests.** In addition to the Mathematics Level 1 or Level 2 Tests, the University grants credit on the basis of the SAT Subject Tests in German with Listening, Korean with Listening, Latin, and Physics.
- 3. College Board Advanced Placement (AP) Examinations.** Credit is granted to students who have earned satisfactory scores on the College Board Advanced Placement Examinations in art (art history and studio art), biology, chemistry, Chinese, computer science, English, European history, French, German, human geography, Japanese, Latin, macroeconomics, mathematics, microeconomics, music theory, physics, psychology, Spanish, statistics, United States government and politics, United States history, and world history. The AP Examination in government and politics is supplemented with test items on Texas government; these additional items are administered only at the University. Advanced Placement Examinations are different from the SAT Subject Tests and are offered only once each year, in May, at specific high schools across the country. More information about AP Examinations is published by the College Board at <http://www.collegeboard.com/student/testing/ap/about.html>.
- 4. College-Level Examination Program (CLEP).** The CLEP examinations in American government, American literature, calculus, college algebra, English literature, principles of macroeconomics, principles of microeconomics, introductory psychology, and introductory sociology are used as bases for credit by examination. The tests in American government, American literature, and English literature are supplemented with items prepared by University faculty members; these items are available only on the University campus. Information about locally prepared items may be obtained from the CTL. All CLEP examinations used by the University as a basis for credit by exam are given on campus on an ongoing basis. The University also serves as a national testing center for other CLEP examinations.
- 5. International Baccalaureate (IB) Higher-Level Examinations.** Credit is granted by the University to students who earn satisfactory scores on the IB Higher-Level Examinations in Arabic, biology, chemistry, Chinese, computer science, Danish, Dutch, economics, English, French, geography, German, Hebrew, Hindi, history (concentrations in Africa, the Americas, Europe, and Islamic history), Italian, Japanese, Korean, mathematics, Norwegian, philosophy, physics, Portuguese, psychology, Russian, social and cultural anthropology, Spanish, Swedish, and visual arts.
- 6. International Baccalaureate (IB) Diploma.** Students who have earned an IB diploma are awarded credit based on scores of 4 or higher on IB Higher-Level (HL) and Standard-Level (SL) examinations as described by Texas Education Code section 51.968. Before claiming the credit, students should consider the impact of these hours on their eligibility for a tuition rebate (p. 49); the possibility that they will be charged additional tuition if they have excess credit (p. 39); and the possibility that they will be ineligible for Texas B-On-Time loan forgiveness if they have excess credit. Each student is strongly encouraged to discuss these issues with an academic adviser in his or her college before claiming credit. The student and adviser should also discuss the student's academic preparation for sequent courses based on IB test scores. Credit by exam is awarded as described below to students who have earned an IB diploma and who are admitted as freshmen.
  - All students who submit satisfactory scores on the IB-HL Examinations listed in item 5 above receive credit by exam, whether or not they have also earned the IB diploma.
  - Students who submit scores of 4 or higher on HL exams in the subjects listed in item 5 or in other IB subjects receive credit by exam if they have also earned the IB diploma.
  - Students who submit scores of 4 or higher on IB-SL Examinations receive credit by exam if they have also earned the IB diploma.
- 7. UT Austin tests for credit in biology, chemistry, computer science, government, Hindi, history, Latin, physics, and Polish.** Eligible students can earn credit for specified courses in these fields. Descriptions of the tests and test schedules are available at <http://www.ctl.utexas.edu/programs-and-services/student-testing-services/> and from the CTL office.
- 8. Other credit by examination.** With the approval of the appropriate academic dean and department chair or program director, a student may take an examination in any undergraduate course offered by the University for which he or she has reason to feel qualified. A candidate may apply to take course examinations only after registering as a student at the University. Exams are given at the convenience of the administering department. A student who earns a satisfactory score will receive credit for the course.  
Application forms for course exams are available at the CTL office. A student who intends to apply for an exam over a first-year course should obtain a course outline from the department that offers the course; only students who have the equivalent in knowledge or training of that presented in the outline should apply for the exam.



# Adding and Dropping Classes

Procedures for adding and dropping classes are given in the *Course Schedule*. Each student is responsible for properly initiating and completing adds and drops. Information about tuition adjustments resulting from adds and drops is given in Adjustments for Added and Dropped Classes (p. 48).

## Adding a Class

The addition of a class is governed by the following requirements: (1) the student must obtain all required approvals; (2) the student must be eligible to take the class; (3) there must be space available in the class; and (4) the student must remain in conformity with the Quantity of Work Rule (p. 53).

Subject to these requirements, a registered student may add a class through the twelfth class day of a long-session semester or the fourth class day of a summer term. Through the fourth class day of the semester or the second class day of the summer term, the approval of the chair of the department offering the class may be required; after these dates, the approval of the chair is required for undergraduates; for graduate students, the approval of the instructor, the graduate adviser, and the graduate dean is required. In some colleges and schools, the approval of the student's adviser and college dean is also required. The student must consult the regulations of his or her college or school before adding a class.

Although a college or school may permit the addition of classes through the twelfth class day of a long-session semester or the fourth class day of a summer term, the student is expected to be settled in his or her classes by the fourth class day of the long-session semester or the second class day of the summer term. After the twelfth class day of a long-session semester or the fourth class day of a summer term, with the approval of the student's dean and the chair of the department offering the class, a student may add a current or past semester class (either with or without a grade) only<sup>1</sup>:

1. If there was a rare or extenuating circumstance such that the student was unable to attempt to register for the class during the regular registration or add/drop access periods; or
2. When evidence exists that the student made an unsuccessful attempt to register for the class using normal registration procedures and that space was available in the class at that time.

The addition of a class for a semester prior to the previous long semester must be signed by the dean of the college/school. For graduate students, this is the graduate dean or the associate dean for student services.

<sup>1</sup> This section does not apply to college/school programmatic processes as typically described in the *Undergraduate Catalog*.

## Dropping a Class: Rules for Undergraduate Students

In general, an undergraduate may drop a class through midsemester in a long-session semester and through the last class day in a summer term. However, the student must meet the conditions described below and must abide by the Quantity of Work Rule (p. 53). The dates of the deadlines discussed below are given in the Academic Calendar (p. 5).

In addition to other required approvals, international students must have the written consent of the International Office (p. 79) to drop a class.

On the recommendation of the instructor and with the approval of the student's academic dean, a student may be required to drop a class at any time because of neglect or lack of preparation. Delete drops (which remove all indications of the course registration from a student's academic record) may be requested only in the cases of University error or in response to rare and extenuating circumstances. The form requesting the delete drop must be signed by the dean of the college or school in which the student is enrolled.

## Limitations

In accordance with section 51.907 of the Texas Education Code, a student may drop no more than six classes for academic reasons during his or her undergraduate career. This rule applies to all students who entered a public Texas institution of higher education as first-time undergraduates in the fall semester 2007 or later.

A dropped class is counted toward the six-drop limit if the student dropped it from the thirteenth class day through the deadline to drop a class for academic reasons in a long-session semester or from the fifth through the last class day in a summer term, and if the student did not drop the class for a substantiated, nonacademic reason as defined below.

Any Q-drop assigned will not be considered final until any investigations of scholastic dishonesty for the class in question are resolved.

## Nonacademic Reasons for Dropping a Class

A dropped class will not be counted toward the six-drop limit if it occurs for a nonacademic reason such as those listed below. The student's dean will decide, at the time the student drops a class, whether the reason for the drop is academic or nonacademic.

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.

4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. A change of the student's work schedule that is beyond the control of the student and that affects the student's ability to complete the course.

## Procedures

**Through the twelfth class day.** From the first through the twelfth class day in a long-session semester, and from the first through the fourth class day in a summer term, a student may drop a class through the registration system. If the dropped class must be taken in conjunction with another class, the student must drop the second class as well. Each student should meet with his or her adviser before dropping a class.

A class dropped during this period is deleted from the student's academic record. It does not count toward the six-drop limit described above.

**From the thirteenth class day through the deadline to drop a class for academic reasons.** From the thirteenth class day through the deadline to drop a class for academic reasons in a long-session semester, and from the fifth through the last class day in a summer term, a student may drop a class only with the approval of his or her dean. In some colleges and schools, the approval of the student's adviser is also required. If the student is allowed to drop, the class remains on the student's academic record with the symbol Q, which identifies a drop without academic penalty. In addition, the student's dean determines whether the student is dropping the class for an academic or a nonacademic reason. If the dean determines that the reason is academic, the drop is counted toward the six-drop limit described above.

**After the deadline to drop a class for academic reasons.** After the deadline to drop a class for academic reasons has passed, there are only two possible ways for a student to drop a class. One way is in the case of urgent, substantiated, nonacademic reasons, which must be approved by his or her dean. Approved nonacademic drops that occur during this period are not counted toward the six-drop limit described above. The other way is for the student to seek approval to use the One-Time-Exception. Approved One-Time-Exception drops that occur during this period are counted toward the six-drop limit described above. To seek either type of drop within this period a student must request the drop forms from the student's dean's office by the last class day, and the forms must be returned to the student's dean's office before the first day of final exams.

## One-Time-Exception

Undergraduate students who may not have urgent, substantiated, nonacademic reasons will be allowed to drop a single class or withdraw from the University after the deadline to drop or withdraw for academic reasons under the provisions of the One-Time-Exception (OTE). The OTE may be invoked only once during the student's entire undergraduate college career regardless of the college the student was enrolled in at the time the exception was allowed. The provisions of the OTE are as follows.

### General Provisions

1. The OTE does not apply to students in the Graduate School, the College of Pharmacy, the LBJ School of Public Affairs, the School of Law, or the School of Information.
2. A student must request the OTE from the student's dean's office by the last class day. Forms must be returned to the student's dean's office before the first day of final exams.
3. Any drop or withdrawal allowed under the OTE will be subject to the same academic and financial aid rules governing other drops or withdrawals taken during the semester.

### Provisions for Drops

1. The student must obtain the signature of the instructor on the form.
2. A student may not drop a class in which a final grade has been assigned. This will be verified by the student's dean's office with the instructor of the course.
3. A student may not drop a class if there are any pending investigations of scholastic dishonesty for the class in question; this will be verified by the student's dean's office with the instructor of the course.
4. A student who has not completed two long semesters will be allowed to drop a course regardless of his or her current grade in the course.
5. A student who has completed at least two long semesters at the University of Texas at Austin may only drop a class if he or she has an average grade of *D+*, *D*, *D-*, or *F* in the course at the time of the request. This will be verified by the student's dean's office with the instructor of the course.
6. Drops allowed under the provisions of the OTE will be considered academic drops and will count toward the six-drop limit. Students who have reached the six-drop limit are not eligible to use the OTE to drop a course.

### Provisions for Withdrawals

1. Students who are requesting to use the OTE for a withdrawal will be allowed to withdraw regardless of current grades in classes.
2. No instructors' signatures will be required on the form.
3. Pending scholastic dishonesty will be verified by the student's dean's office with the Dean of Students Office. Withdrawal will not be approved if there is a pending scholastic dishonesty case.

# Dropping a Class: Rules for Graduate Students

With the required approvals, a graduate student may drop a class through the last class day of the semester or summer term; after the twelfth class day of the semester or the fourth class day of the summer term, the graduate dean's approval is also required. If the student drops the class by the twelfth class day of the semester or the fourth class day of the summer term, the class is deleted from the student's academic record. After this time, delete drops (which remove all indications of the course registration from a student's academic record) may be requested only in the cases of University error or in response to rare and extenuating circumstances. The form requesting the delete drop must be signed by the graduate dean, the associate dean for student services, or the director of student services in the Office of Graduate Studies.

If the student drops the class from the thirteenth through the twentieth class day of the long-session semester or from the fifth through the tenth class day of the summer term, the symbol *Q* appears on his or her academic record to indicate a drop without academic penalty. After these dates, if the student is registered on the letter-grade basis, the class instructor assigns the symbol *Q* or a grade of *F*; if the student is registered on the credit/no credit basis, the symbol *NC* is recorded.

A student who is in warning status for failing to maintain a 3.00 grade point average may not drop a class without the recommendation of his or her graduate adviser and the approval of the graduate dean.

International students, in addition to obtaining the required approvals, must be advised by the International Office before dropping a class if their remaining course load will be fewer than nine hours.

Students appointed as graduate student academic employees may not reduce their course load to fewer than nine hours during a long-session semester or fewer than three hours in a summer session (in any combination of summer session terms) without the written recommendation of the graduate adviser and the approval of the graduate dean.

## Changing Registration to or from the Pass/Fail Basis or the Credit/No Credit Basis

Some courses must be taken for a letter grade; others must be taken on the pass/fail or credit/no credit basis. These requirements are given in catalogs and the *Course Schedule* (<http://registrar.utexas.edu/schedules>). If registration in a course is not restricted to a specific grading basis, the student may choose to register either for a letter grade or for credit.

An undergraduate student may change registration in a class from the pass/fail basis to the letter-grade basis or from the letter-grade basis to the pass/fail basis until the deadline given in the Academic Calendar (p. 5). The basis of registration for a course may be changed only once.

A graduate student may change registration in a class from the credit/no credit basis to the letter-grade basis or from the letter-grade basis to the credit/no credit basis until the deadline given in the Academic Calendar (p. 5).

In designated classes only, a law student may change registration in a class from the pass/fail basis to the letter-grade basis or from the letter-grade basis to the pass/fail basis until the deadline given in the Academic Calendar (p. 5).

## Withdrawal

A student who wishes to withdraw from the University after completing registration for a semester or summer session must secure the dean's approval. Following withdrawal, students are required to meet with the appropriate school/college academic adviser or other designated individual before the first class day of the semester for which they plan to re-enroll. A student who is a minor must present a written statement from a parent, guardian, or sponsor indicating that the responsible person knows of the student's intent to withdraw. In addition, international students must have permission from the International Office to withdraw. The dean's permit to withdraw must be submitted to the registrar, where the student may request a refund of tuition in accordance with University policy. These policies are given in Tuition Adjustments (p. 48). No refund will be made to anyone other than the payer, except on the payer's written order.

After the last day for withdrawing (approximately midsemester), an undergraduate student may petition for withdrawal only for urgent, substantiated, nonacademic reasons. Withdrawal by an undergraduate student on scholastic probation may affect the student's scholastic standing. Information about scholastic probation and dismissal is given in Scholastic Probation and Dismissal (p. 66).

A graduate student in good standing may withdraw with the approval of the graduate dean through the last class day of the semester. A graduate student who is in warning status may not withdraw without the recommendation of the graduate adviser and the approval of the graduate dean.

**Withdrawal for military service.** A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition for the semester; (2) if eligible, to be assigned an incomplete (symbol *X*) in each course as described in Symbol *X*: Temporary Delay in Reporting the Final Class Grade (p. 55); or (3) at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Policies affecting students who are absent for military service but do not withdraw are given below.

**Medical withdrawal.** After the last day for withdrawing, a student who has an urgent, substantiated, and significant medical or mental health condition which impacts the student's academic functioning may be withdrawn from the University as of the date, and under the conditions, specified at the time of the withdrawal. A student must request a medical withdrawal from UHS/CMHC by the last class day. Forms must be returned to UHS/CMHC before the first day of final exams. A student who requests medical withdrawal must submit copies of medical records from each medical and mental health care

provider treating the condition. The medical records must include the date of onset of the illness or injury, dates of care, and diagnosis and prognosis. If the withdrawal is approved, the registrar and other appropriate officials will be notified. Specific information about the medical withdrawal process is available at <http://healthyhorns.utexas.edu/medicalwithdrawals.html>.

**Retroactive withdrawal.** A student who wishes to leave the University for nonacademic reasons is expected to withdraw by the last class day of the current semester as described above. Requests to withdraw after the last class day are considered only if the student was somehow unable to withdraw by that day. For example, students who were hospitalized or incarcerated, called away at the end of the semester because of a family crisis, asked to perform military service, or seriously debilitated by mental illness may be unable to withdraw by the last class day of the semester in which they are enrolled.

In these cases, students may discuss the situation with the dean or an academic adviser in the dean's office. If there is sufficient and compelling documentation, and if the request for retroactive withdrawal is submitted to the dean's office before the end of the next long-session semester, the dean or the dean's staff will review the request and consider approval of a retroactive withdrawal. Appropriate documentation could include written recommendations from University Health Services and the Counseling and Mental Health Center.

A college or school may approve an appeal for retroactive withdrawal for a semester prior to the previous long semester, but only for the most compelling nonacademic reasons. If approved, the appeal must be signed by the dean of the college/school.

## Attendance

Regular attendance at all class meetings is expected. Instructors are responsible for implementing attendance policy and must notify students of any special attendance requirements.

Special regulations of colleges and schools, required by the unique nature of their programs of study, may be enacted through the normal approval process. These special regulations may not conflict with University regulations on class attendance and absence.

**Religious holy days.** A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.

**Absence for military service.** In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as "no more than 25 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." The student will be allowed a reasonable time after the absence to complete assignments and take exams. Policies affecting students who withdraw from the University for military service are given in the Withdrawal (p. 63) section.

## Class Syllabi

Each instructor must provide students with a syllabus on the first day that the class meets. The syllabus must include the following:

- The course number and title
- The instructor's name, office location, and office hours
- If there are teaching assistants for the class, their names, office locations, and office hours
- An overview of the class, including prerequisites, the subject matter of each lecture or discussion, and the academic/learning goals for the course and how they will be assessed
- Grading policy, including the means of evaluation and assignment of class grades, including whether plus and minus grades will be used for final class grade and whether attendance will be used for determining the final class grade
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade
- A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate, identified by author, title, and publisher
- Final exam date and time (when available)
- The class Web site, if any
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities

Listing of office hours and location is not required for the publicly available version of the syllabus on the University's main Web site at <https://utdirect.utexas.edu/apps/student/coursedocs/nlogon/>. This public version is in response to HB 2504, passed in the eighty-first Legislative Session (2009). Additional advice for faculty members on the preparation of syllabi is provided by the Center for Teaching and Learning.

# Examinations

The final examinations for each semester and summer term are scheduled by the registrar. Classes that meet at the same time during a semester also have a common examination time. An index of these examination times is included in the *Course Schedule* (<http://registrar.utexas.edu/schedules>). Near the end of each semester and term, the complete examination schedule is distributed to academic offices; the examination schedule for a specific class is available through the registrar's Web site (<http://registrar.utexas.edu/students/exams>). Students may access their individual examination schedules through the site.

Examinations should begin promptly at the scheduled hour and should not continue beyond the three hours allocated in the official schedule.

No final examinations may be given before the examination period begins, and no change in time from that printed in the official schedule is permitted without approval. An instructor with a compelling reason to change the time of an examination must obtain the approval of the department chair and the dean of the college or school in which the course is taught before announcing an alternative examination procedure to the students. No substantial examinations may be given during the last class week or during the reading days and the no-class days preceding the final examination period. An examination is considered to be substantial if it counts for more than 30 percent of the final course grade. A change in the room assignment for a final examination may be made only with the approval of the registrar.

The no-class days preceding final examinations are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, or for any other class-related activity, other than office hours. In addition, the final examination period is reserved for scheduled final examinations. No other class-related activity, with the exception of office hours, may be scheduled during the final examination period.

With the approval of the department chair, an instructor may choose not to give a final examination. However, if an examination is given, all students must take it and no exemptions may be allowed except pursuant to a uniform exemption policy announced to the class.

For good cause, an instructor may give a student permission to take an examination with a different class section than the one in which the student is registered.

For good cause, a student may petition his or her academic dean for permission to change the time or place of an examination from that specified in the official schedule. If permission is given by the dean and the instructor, no penalty (such as a reduction in grade) may be assessed.

In a course extending over two semesters, when the subject matter is continuous, the second-semester final examination may include the subject matter of the first semester.

A student may address complaints related to the final examination procedures in a course to the chair of the department or the dean of the college or school in which the course is offered, or to the Office of the Student Ombuds.

The following instructions govern the conduct of final examinations as well as other examinations given during the semester:

- Students must be informed that all written work handed in by them is considered to be their own work, prepared without unauthorized assistance.
- Students should be asked to cooperate in maintaining the integrity of examinations and encouraged to inform the instructor, without specifying the offenders, when cheating goes on in class.
- Instructors are responsible for advising students of the rules governing examinations and for supervising examinations in their respective classes. They, or their representatives, must remain in the examination room and take necessary actions to ensure an orderly examination and minimize the temptations and opportunities for cheating.
- Students are expected to (a) remain in the examination room until the test is completed; (b) refrain from talking; and (c) leave all notes and books where they are not accessible during the examination unless otherwise directed by the instructor.
- An instructor who suspects academic dishonesty must report the case to the Office of the Dean of Students.

## Searches

General searches of a student's personal papers and belongings may be conducted at the discretion of an instructor only when there is reasonable suspicion that the student has engaged in misconduct in violation of the Appendix C, chapter 11, Student Discipline and Conduct (p. 130). In addition, the instructor must believe that the search is necessary to maintain the academic integrity of an examination or to maintain an environment in which learning can occur.

## Availability of Classwork to Students

A student has the right to have all written materials that are submitted to meet the requirements of a course returned or made available for review. To be "made available" does not ensure the right to a photocopy, but the materials may be examined in the office of the faculty member or the academic department. Written materials that are not returned to the student must be retained by the faculty member or the department for at least one long-session semester following the completion of the course.

## Grade Reports

**Semester reports from the registrar.** Grade reports are available to all students, except students in the School of Law, at the end of each semester and summer session at the registrar's Web site, <http://www.registrar.utexas.edu/students/grades/>.

**Intr semester reports from the deans.** About the middle of each semester (but not in the summer session), faculty members report undergraduate students doing work below the passing grade of *D-* to the deans. The offices of the deans forward the reports to each student.

## Scholastic Probation and Dismissal

### Undergraduate Students

An undergraduate must maintain a minimum cumulative University grade point average (GPA) to remain academically eligible to register for the subsequent semester or summer session. The cumulative University grade point average is calculated on the basis of all work undertaken at the University, including credit by examination, correspondence, and extension, for which a letter grade was given. Courses for which the symbols *Q*, *S*, *U*, *X*, *W*, *CR*, and *NC* were given are not included. (Note: Since September 15, 2006, the University has awarded only the symbol *CR*, rather than a letter grade, for credit earned by exam. As a result, credit earned by exam and recorded since that date is not included in the student's cumulative University grade point average. Through September 15, 2006, students chose either a letter grade or the symbol *CR* for credit earned by exam; credit by exam that was recorded with a letter grade is included in the student's cumulative University grade point average.) Grades earned at any institution other than the University are not included in the University grade point average, but semester hours of transfer credit accepted by the University are added to hours taken at the University to determine the total college hours undertaken.

As shown in the following table, the minimum grade point average required varies with the total number of college credit hours the student has undertaken.

### Table of Scholastic Standards

Total College Hours Undertaken	UT Austin GPA for Scholastic Probation	UT Austin GPA for Scholastic Dismissal
Below 15	less than 2.00	less than 1.50
15-44	less than 2.00	less than 1.70
45-59	less than 2.00	less than 1.85
60 or more	less than 2.00	less than 2.00

### Probation and dismissal

The following rules govern scholastic probation and dismissal.

- 1. Change of scholastic status.** Scholastic status is determined when grades are reported at the end of each fall and spring semester and at the end of the summer session. Although a student's University grade point average may change between these grade-reporting periods (because a final grade has been recorded in place of an *X*, for example), the student's scholastic status is not changed until the next official grade-reporting period during which the student is enrolled at the University.
- 2. Effect of grades in courses repeated.** All grades earned in University courses, whether repeated or not, count in a student's grade point average. However, in counting grade points for any semester, a student who earned a grade of at least *C-* in a course taken in a previous semester may not use grade points earned in that same course in the current semester to meet the minimum requirements for continuance given below without written permission from the dean.
- 3. Scholastic probation.** (a) A student whose cumulative University grade point average falls below 2.00 at the end of a grade-reporting period is placed on scholastic probation. Probationary status is reflected on the student's permanent academic record. (b) Any student returning to the University after a period of scholastic dismissal returns on scholastic probation. (c) Under exceptional circumstances, the director of admissions may admit a student to the University on scholastic probation.
- 4. Quantity of work while on scholastic probation.** A student on scholastic probation must maintain a course load of at least twelve semester hours in a long-session semester, unless the student's dean approves a reduced course load in writing before the student registers. Permission to take fewer than twelve hours is based on extenuating circumstances and is not routinely granted. In the summer session, no minimum course load is required of a student on scholastic probation.
- 5. Removal from scholastic probation.** A student on scholastic probation who achieves a cumulative University grade point average of at least 2.00 at the end of a grade-reporting period during which he or she is registered at the University is removed from scholastic probation. Removal from probation is reflected on the student's permanent academic record.
- 6. Scholastic dismissal.** Under the conditions noted in items a, b, and c below, a student is subject to scholastic dismissal at the end of a long-session semester. A student is not placed on scholastic dismissal at the end of a summer session unless the dismissal is the result of a previous condition prescribed by his or her academic dean. Scholastic dismissal is reflected on the student's permanent academic record.
  - a.** Any beginning student, freshman or transfer, who has not earned previous credit in residence at the University and who fails twelve or more semester hours of coursework in a long-session semester is subject to scholastic dismissal without a prior probationary period.
  - b.** To be subject to scholastic dismissal, a student, except the beginning students described above, must first be placed on scholastic probation. A student on scholastic probation is subject to scholastic dismissal under either of the following conditions:
    - i** At the end of a long-session semester, a student on scholastic probation who fails to attain the cumulative University grade point average shown in the Table of Scholastic Standards above will be dismissed from the University.
    - ii** A student on scholastic probation who withdraws from the University after the first four weeks of classes in a long-session semester will be placed on scholastic dismissal, unless the withdrawal is under exceptional conditions approved by the student's dean.
  - c.** When a student who has been dismissed from the University returns, he or she reenters on scholastic probation and may be subject to dismissal under the policies stated in (b)(i) and (b)(ii) above.



7. *Student responsibility.* A student who is dismissed from the University after completing registration for the next semester will have his or her registration canceled and may not attend classes. The student is responsible for knowing his or her scholastic status and may not appeal the cancellation of registration based on lack of such knowledge.
8. *Length of scholastic dismissal.*
  - a. First dismissal—One long-session semester and any intervening summer session.
  - b. Second dismissal—Three calendar years; readmission must be approved by the student's dean.
  - c. Third dismissal—A student dismissed for the third time will not be readmitted.
9. *Effect of scholastic dismissal on correspondence courses or registration in another institution.* A student who is dismissed from the University for scholastic reasons is not prohibited from taking courses by correspondence or from enrolling in another institution. The period of dismissal will not be decreased as a result of coursework completed while on dismissal.
10. *Exceptions permitting continuance in the University.* Normally, a student subject to dismissal will be dismissed; however, each college and school within the University has an appeals procedure administered by the Office of the Dean. A student who wishes to appeal should contact the office of his or her academic dean for procedures and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the dean. Approval to continue will not be given, regardless of the circumstances, unless the dean believes that the student has a reasonable chance of attaining a degree.
11. *Special college regulations.* Each college and school of the University determines its own policies regarding the minimum academic standards required of its students. Any college or school may require a higher minimum grade point average than is required to avoid scholastic probation under University-wide rules. In addition, a college or school may restrict enrollment because of the limitation of instructional resources. A student may be ineligible to continue in a particular college or school while remaining eligible to transfer to another; however, no student on scholastic dismissal from the University may be enrolled in any academic program of the University.

## Graduate Students

To continue in the Graduate School beyond the first semester or summer session, the student must make satisfactory progress in fulfilling any admission conditions that were imposed, meet any requirements made in writing by the Graduate Studies Committee, maintain a graduate grade point average of at least 3.00, and receive the approval of the student's Graduate Studies Committee.

Graduate Studies Committees are responsible for evaluating the students in their programs to ensure that they are making satisfactory progress toward a degree. If the Graduate Studies Committee finds that a student is not making satisfactory progress, it may recommend to the graduate dean that the student's program be terminated.

A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that his or her continuance in the Graduate School is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session he or she is enrolled or be subject to dismissal. During this period, the student may not drop a course or withdraw from the University without the approval of the graduate adviser and the graduate dean.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Graduate Studies Committee in the student's major area or by the Graduate Studies Committee of another program that will accept the student. The petition must be approved by the graduate dean.

Scholastic warning status and academic dismissal are reflected on the student's permanent record.

## Honors

Except as noted, the opportunities displayed in the following sections are open to all qualified undergraduates. Honors available through the colleges and schools, and the interdisciplinary activities offered by the University Honors Center, are described in the *Undergraduate Catalog* (<http://catalog.utexas.edu/undergraduate/the-university/honors>).

## Honor Societies for Freshmen

Alpha Lambda Delta and Phi Eta Sigma are national honor societies that recognize scholastic attainment during the freshman year. Their purpose is to encourage superior academic achievement among students in their first year at institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist men and women in recognizing and developing meaningful goals for their roles in society.

Membership is available by invitation only to students who earn a grade point average of at least 3.50 during their first semester at the University while completing at least twelve semester hours of coursework. Students who do not qualify during the first semester may become eligible by enrolling full-time in the second semester and earning a grade point average of at least 3.50 for the first two semesters of work combined. All eligible students are notified by the University Honors Center each fall and spring.

## Phi Beta Kappa

Phi Beta Kappa, the oldest honorary society in America, was founded by students at the College of William and Mary in 1776; the Alpha of Texas chapter was organized at the University in 1904–1905. Membership is available by invitation only to upper-division students who achieve distinguished



scholastic records in disciplines that Phi Beta Kappa designates as liberal arts and sciences. To be eligible for consideration, a student must have completed at least sixty semester hours of coursework at the University.

All eligible students are notified by the University Honors Center after the fall, spring, and summer chapter elections. Alumni members are occasionally selected from among graduates of at least five years' standing who have won appropriate distinction since graduation; honorary members are selected for special merit.

## Phi Kappa Phi

Founded in 1897 at the University of Maine, Phi Kappa Phi is the nation's oldest, largest, and most selective honor society for all academic disciplines. The University of Texas chapter was established in 1962. The society gets its name from the initial letters of the Greek words forming its adopted motto: *Philosophia Krateito Photōn*, which means "Let the love of learning rule humanity." Phi Kappa Phi awards more than \$800,000 annually through graduate and undergraduate scholarships, member and chapter awards, and grants for local and national literacy initiatives.

Membership is available by invitation only to the top 7.5 percent of second-semester juniors, the top 10 percent of seniors, and graduate students with a grade point average of 4.00. Students are eligible for membership if they have completed at least seventy-two semester hours of coursework at the University and have the required grade point average. All eligible students are notified by the University Honors Center in the fall and spring.

## National Society of Collegiate Scholars

The National Society of Collegiate Scholars (NSCS) at The University of Texas at Austin is an honor society for high-achieving second year students. In addition to recognition, networking, career resources, and leadership development, members can apply for NSCS-only scholarships and awards and attend special NSCS programs throughout the country.

Membership is available by invitation only to students who have a GPA of 3.50 or above and rank in the top 20 percent of their class.

## British Marshall, Rhodes, and Truman Scholarships

British Marshall scholarships allow young Americans of high ability to study for a degree in the system of higher education of their choice in the United Kingdom. Each scholarship offers two years or more of postgraduate study. Up to forty new awards are offered every year in the United States. Students should apply in their senior year. Applications are due in the Liberal Arts Honors Program office in early September.

Rhodes scholarships are for outstanding United States citizens who are between eighteen and twenty-four on October 1 of the year of application. Students should apply in their senior year. Each scholarship offers two years or more of postgraduate study at the University of Oxford. Thirty-two scholarships are assigned annually to the United States. Applications are due to the Liberal Arts Honors Program office in CLA 2.104 in early September.

The Harry S. Truman Scholarship Foundation awards sixty to sixty-five \$30,000 merit-based scholarships annually to college students who wish to attend graduate school in preparation for careers in government or elsewhere in public service. Applicants must be in the top quarter of their class, with a grade point average of at least 3.80, and must be United States citizens or nationals. Truman Scholars receive leadership training, graduate school counseling, preferential admission and merit-based aid at some premier graduate institutions, and internship opportunities with federal agencies. Students who will be seniors the following academic year should apply to the Liberal Arts Honors Program office in CLA 2.104 in September.

## Junior Fellows Program

The Junior Fellows Program provides recognition for outstanding students who have completed four semesters, or approximately sixty semester hours of coursework. Chosen annually from the best students across the campus, junior fellows are given the opportunity to participate in independent study and research with distinguished professors of their choice, and to have that research supported by small grants, if necessary. The program is administered by the College of Liberal Arts, but undergraduates in all colleges and schools are eligible to take part. Students who wish to be considered should apply in February. Application forms are available in the Liberal Arts Honors Program office in CLA 2.104.

## College Scholars

On Honors Day each spring, the University designates outstanding students as College Scholars and Distinguished College Scholars, on the basis of registration and grade point average requirements for courses taken in residence at the University, as specified below. Students who are eligible for recognition receive invitations to the Honors Day convocation about three weeks before Honors Day.

To be designated a College Scholar, a student must meet all of the following requirements:

1. The student must be registered as an undergraduate in the current semester. Students who hold an undergraduate degree or are registered in-absentia are not eligible.
2. The student must have completed at least thirty semester hours of coursework in residence at the University, and at least sixty semester hours of college coursework, including transferred work and credit by examination.
3. The student must rank in the top 20 percent of their class in each college or school in which he or she is pursuing a major, based on in-residence cumulative grade point average.

4. The student must have an in-residence University grade point average of at least 3.50.

To be designated a Distinguished College Scholar, a student must meet all of the following requirements:

1. The student must meet the first, second, and fourth College Scholar requirements stated above.
2. The student also must rank in the top 4 percent of their class in each college or school in which they are pursuing a major, based on in-residence cumulative grade point average.

## University Honors

Each fall and spring semester, undergraduates who complete a full course load and earn outstanding grades are recognized by inclusion on the University Honors list. Each time a student is included on the list, his or her official record also shows the award of University Honors for that semester. The list is compiled at the end of each fall and spring semester; it is based on the student's work in that semester only. To be included, a student must earn at least forty-five grade points and a grade point average of at least 3.50 on courses completed in residence and must have no incomplete grades (symbol X).

Students are notified on the semester grade report of their inclusion on the list.

## Graduation with University Honors

To be eligible to graduate with University honors, an undergraduate must have completed at least sixty semester hours at the University of Texas at Austin. Graduation with University honors is based on the average of all grades earned in courses taken in residence at the University, whether the courses were passed, failed, or repeated. Courses taken pass/fail are counted in the sixty-hour minimum, but only letter grades (including *F*s in pass/fail courses) are used to determine the grade point average.

The faculty of each college or school determines the percentage of the graduating class of that division to receive honors, high honors, and highest honors and the minimum grade point average for each category, subject to the following requirements:

1. No more than 20 percent of the May graduating class of each college or school may receive honors, high honors, and highest honors. No more than 10 percent of the class may receive high honors and highest honors. No more than 4 percent may receive highest honors.
2. Honors graduates must have a grade point average of at least 3.30 in courses taken in residence at the University.

The faculty may adopt college- or school-wide standards or may designate grade point average and percentage requirements for each program within the college or school, but the percentage of the college or school class receiving honors, high honors, and highest honors may not exceed those above.

Percentage requirements are not applied to August and December graduating classes. The grade point averages established for May graduates are applied to the following August and December classes to determine honors, high honors, and highest honors.

College or School	Honors		High Honors		Highest Honors	
	Rank	Min. GPA	Rank	Min. GPA	Rank	Min. GPA
School of Architecture	top 20%	3.30	top 10%	3.30	top 4%	3.30
McCombs School of Business	top 20%	3.50	top 10%	3.65	top 4%	3.80
Moody College of Communication	top 20%	3.465	top 10%	3.665	top 4%	3.865
College of Education	top 20%	3.50	top 10%	3.65	top 4%	3.80
Cockrell School of Engineering	top 20%	3.50	top 10%	3.70	top 4%	3.85
College of Fine Arts	top 20%	3.30	top 10%	3.60	top 4%	3.85
Jackson School of Geosciences	top 20%	3.30	top 10%	3.667	top 4%	3.867
College of Liberal Arts	top 20%	3.30	top 10%	3.667	top 4%	3.867
College of Natural Sciences	top 20%	3.30	top 10%	3.667	top 4%	3.867
School of Nursing	top 20%	3.30	top 10%	3.30	top 4%	3.30
College of Pharmacy	top 20%	3.30	top 10%	3.30	top 4%	3.30
School of Social Work	top 20%	3.30	top 10%	3.30	top 4%	3.30

Each grade point average listed is the minimum required for graduation with honors, high honors, or highest honors. Because only a certain percentage of the class may receive honors, the average required for each category may be higher.

In the McCombs School of Business, the College of Communication, the Cockrell School of Engineering, and the College of Fine Arts, a student must have completed at least sixty semester hours of coursework in residence at the University to graduate with University honors.

In the Cockrell School, a student may receive only one bachelor's degree with University honors.

In the College of Fine Arts, to graduate with University honors, a student must rank in the indicated percent of students graduating that semester from his or her academic unit (art and art history, music, or theatre and dance) and must have no outstanding delay of grade (symbol X). A student may receive only one bachelor's degree with University honors from the College of Fine Arts.

# Teacher Certification

The University conducts a large, field-based educator preparation program leading to certification for future teachers, administrators, and educational support personnel. This program is evaluated each year by the State of Texas and by the federal government. The results of these evaluations attest to the high quality of educator preparation at the University. For the academic year 2012–2013, 749 students were enrolled in the Professional Development Sequence of courses in the teacher certification programs. Teacher preparation requires extensively supervised field experiences, with most programs requiring eight hundred hours in the field. Of the 446 University students who took an educator certification exam in 2012–2013, 98 percent passed. This passing rate ranks in the highest quartile for all educator certification programs in Texas; the statewide average pass rate was 80 percent. Based on certification exam pass rates for all applicant demographic groups, the Texas Education Agency (TEA) rated the University educator preparation program “accredited,” its highest rating.

The University recommends students for teacher certification to TEA. To be recommended for a certificate to teach in elementary, middle, or high school, an undergraduate student must earn a degree as well as complete an approved teacher certification program. Students complete the following requirements for approved programs in conjunction with degree requirements:

1. *Enrollment.* Students seeking certification to teach at the elementary school level (option a below) must register in the College of Education and major in applied learning and development, an interdisciplinary program.  
Students seeking middle grades (option b below), high school (option c), or all-level (option d) certification must earn a degree from the college or school that houses the academic program in their prospective teaching field. Students should be advised by both an adviser in their academic department and a teacher certification adviser to confirm that the courses for which they register are applicable to their certification program.

Students who are seeking teacher certification should select from the following options:

- a. Early childhood through grade 6: ESL generalist
  - b. Grades 4 through 8: Mathematics, science, English language arts and reading, or social studies
  - c. Grades 8 through 12: Mathematics, science, computer science, English language arts and reading, history, or social studies
  - d. All-level: Special education, art, music, theatre arts, physical education, or languages other than English
2. *Admission to the Professional Development Sequence.* All students seeking teacher certification must complete a sequence of professional development courses. Admission to the Professional Development Sequence is restricted, and students must apply for admission. Academic performance, completion of prerequisite courses, documented evidence of proficiency in reading and in oral and written communication, and the number of hours needed to complete the program may be factors in the admission decision.

For students seeking early childhood through grade six, all-level generic special education, or all-level kinesiology certification, admission to the Professional Development Sequence requires a minimum University grade point average and minimum course grades prescribed by each program. To progress within the sequence, the student must maintain the minimum grade point average for the program. In addition, when they enter the Professional Development Sequence, students seeking early childhood through grade six and all-level generic special education certification may lack no more than one class outside the sequence. Additional information about these requirements is available in the Office of the Dean, College of Education.

For students in other teacher certification programs, requirements for admission to and continuation in the Professional Development Sequence are set by the college in which the student majors.

3. *Certification exam.* An individual seeking certification is required to achieve a satisfactory level of performance on the appropriate Texas Examinations of Educator Standards (TExES) test to be approved for initial or additional certification. Students who do not apply for their teaching certificate within three years of completing apprentice teaching may be required to complete additional fieldwork hours and coursework before applying for the certificate.
4. *Legal questions.* In accordance with state law, the commissioner of education may suspend or revoke a teaching certificate or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime that directly relates to the duties and responsibilities of the teaching profession. Information about legal issues is available from the teacher certification officer, George I. Sánchez Building 216, (512) 471-3223.

For students who hold a bachelor's degree, separate programs are available that lead to teacher certification at all levels. The requirements of these postbaccalaureate programs may be different from those of the undergraduate certification programs.

For more information about teacher certification programs, students should see a certification adviser in the dean's office of the College of Education, George I. Sánchez Building 216.

## Transcripts

With proper identification, a student may purchase an official transcript for \$10 a copy in person; by mail, e-mail, or fax; or online. The transcript includes only the academic record accumulated at the University of Texas at Austin. Unofficial copies of transcripts from other institutions are furnished by the registrar in accordance with the Texas Open Records Act, for a fee of \$10. A transcript is a comprehensive record of an individual's academic progress at the University; it contains all the significant facts about a student's admission, academic level, and scholarship. The contents of an official transcript are listed in 9–400 of the (p. 127) *Institutional Rules*. No partial or incomplete record (such as a record with grades of *F* omitted) will be issued. A student who owes a debt to the University may be unable to obtain an official transcript until the debt is paid. Additional information about requesting a transcript is published by the registrar's office at <http://registrar.utexas.edu/transcripts/>.

Texas law provides criminal penalties for forgery of a transcript or similar document.

The registrar's office also provides official certifications to students and others for health insurance, loan deferment, and other reasons. A \$5 charge is assessed for on-demand emergency certifications.

## Diplomas

University diplomas display the student's legal name, graduation date, and degree, along with the name and seal of the institution and the signatures of University and University of Texas System officials. If the student has graduated with University honors as described in Graduation with University Honors (p. 69), this accomplishment is indicated. The diploma shows the title of the degree the student has earned, such as Bachelor of Arts, Bachelor of Science in Chemistry, or Doctor of Philosophy; it does not include the student's major(s).

Diplomas are mailed about six weeks after the student's graduation. A student who owes a debt to the University may be unable to obtain a diploma until the debt is paid.

A graduate may purchase a replacement diploma if the original has been lost or destroyed. If purchased more than one year after the original diploma was issued, the replacement will bear the reissue date below the date the degree was awarded. The signatures of University and University of Texas System officials may not be the same as those on the original diploma, since the signatures of former officials are not maintained on file. Additional copies of an original diploma also may be purchased at the time of issue. Orders should be submitted to the Office of the Registrar with a \$50 fee for each diploma.

A student who requests a new diploma based on a change of name must pay the replacement fee, unless the name change was submitted by the deadline set by the registrar or a postponement of the deadline was granted.

## Personal Record Information

**Name change.** The University maintains educational records under the student's full, legal name. Official documents such as diplomas and transcripts will not be issued bearing any other name.

Currently enrolled and former students may change the name on their permanent academic record by presenting an original or certified copy of the appropriate documentation to the registrar. In addition, students may be asked to present a notarized copy of their request. To change the first, middle, last name, suffix, or sequence of names the student must present an original or certified copy of one of the following: government issued ID, such as driver's license, state ID card, valid passport, or military ID; birth certificate, marriage certificate, or official documentation of common law marriage; court order (must show change to new name); or divorce decree (must show change to new name). The registrar may request additional documentation if necessary.

**Change of address, telephone number, or e-mail address.** The student must give the correct local and permanent postal addresses, telephone number(s), and e-mail address to the Office of the Registrar and to the office(s) of the student's dean(s) and must notify these offices immediately of any changes. Official correspondence is sent to the postal or e-mail address last given to the registrar; if the student has failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

## Summons to Administrative Offices

A summons to the office of any administrative officer must be observed. Failure to respond to a summons may result in suspension from the University. A summons to the dean may be sent by post or by e-mail, so it is important that the student keep both the dean and the Office of the Registrar informed of all current addresses.

## Official Communications with the University

Students are expected to attend to business matters with the University during regular working hours, Monday through Friday. A student who is unable to conduct business personally should contact the appropriate office by mail or telephone. For purposes of proper identification and clarity, written communications should include the student's name, public user name (UT EID), and local address (if applicable).

Electronic mail, like postal mail, is a mechanism for official University communication to students. Policies on the use of e-mail for official communication are given in Appendix M (p. 185).

# Student Services

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## Vice President for Student Affairs

The Vice President for Student Affairs administers the Division of Student Affairs, which encompasses the Counseling and Mental Health Center, the Office of the Dean of Students, University Health Services, the Division of Housing and Food Service, the Division of Recreational Sports, and the University Unions. The vice president serves as liaison between the president of the University and the directors of these units, and provides leadership in the development of programs that supplement the classroom experience and enrich the quality of campus life.

## Office of the Dean of Students

The Office of the Dean of Students provides opportunities and experiences that support student learning and development. Our core values of advocating for the needs of all students, helping community members navigate the University, encouraging student responsibility and leadership, and promoting a diverse and socially responsible learning community are reflected in the programs and services provided by our office.

## The Leadership and Ethics Institute

The Leadership and Ethics Institute offers comprehensive leadership training, programs and resources to all University students and student organizations. The area provides specialized leadership development to first-year students through the Leadership Education and Program (LEAP) which also serves as one of the Campus Life 360 Connections. In addition to providing workshops and trainings to various student organizations and departments throughout the area, LEI also hosts annual events such as The Texas Leadership Summit and The Change Institute. Additionally, students are provided a pathway to maximize their student involvement, engagement and experiences by opting to participate in the Earn Your Orange curriculum. Upon completion of this curriculum students are eligible to be inducted into the Burnt Orange Society which provides access to special events and networking opportunities.

## Legal Services for Students

Legal Services for Students provides advice, representation, access to mediation, and other services to students with legal problems. The area also offers seminars, workshops, and presentations to student groups and classes to educate students about legal issues before conflicts arise. A free notarization service is also available to all registered students during normal business hours.

## Student Activities

Student Activities offers many services to student organizations, providing information, registration, space reservations, training through its workshops and risk management programs, one-on-one consultations and event planning support. Student Activities manages HornsLink, through which students can find events and activities, connect with student organizations, explore opportunities based upon interests, build a leadership resume, and manage organization affairs.

## Student Emergency Services

Student Emergency Services provides immediate professional assistance to students who are faced with emergencies and critical incidents. Student Emergency Services also provides oversight for the Behavioral Concerns Advice Line (BCAL). BCAL is a resource to report behavioral concerns of an individual affiliated with the University. In addition, Student Emergency Services assists students who are concerned about issues related to Title IX. Title IX is a federal regulation related to sexual discrimination that encompasses sexual harassment, sexual assault, sexual violence, and sexual misconduct.

## Student Judicial Services

Student Judicial Services implements and interprets University regulations related to student behavior and works with faculty members regarding academic dishonesty.

## Student Veterans Services

Student Veterans Services provides resources and services to currently enrolled student veterans and military members, prospective students veterans, and veteran and military family members that help ease the transition from military to campus life.

## Sorority and Fraternity Life

Sorority and Fraternity Life serves as liaison to the Interfraternity, Latino Pan-Hellenic, Multicultural Greek, National Pan-Hellenic, Texas Asian Pan-Hellenic, and University Panhellenic Councils, as well as affiliated organizations.

## The Research Institute

The Research Institute is a dynamic, multidisciplinary research collaborative housed within the Office of the Dean of Students. A major aim of the Dean of Students Research Institute is to conduct and translate applied research for improved decision-making and practice. Research programs are collaborative, utilizing University faculty, undergraduate and graduate students, and University staff, as well as outside agencies.

## The Election Supervisory Board

The Election Supervisory Board (ESB) is tasked with conducting and overseeing all campus-wide student elections. The entities that defer to the ESB for election processes are: Graduate Student Assembly, Texas Student Media, University Co-op, University Unions, and Student Government. It is the exclusive prerogative of the ESB to hear complaints, conduct hearings, and release resolutions and advisory opinions regarding election activities. These and all other powers granted to the ESB fall strictly within the purview of the Common Code, which is adopted by each aforementioned entity, revised annually, and approved by the Office of the Dean of Students.

The Office of the Dean of Students also advises and supports Student Government, Graduate Student Assembly and Senate of College Councils.

## Recreational Sports

The Division of Recreational Sports develops and conducts programs through which students, faculty members, and staff members may participate in recreational activities. Intramural tournaments and events (<http://www.utrecsports.org/intramurals>) are scheduled throughout the year for individual, dual, and team participation. The tournaments and events are organized to provide separate competitions among coeducational teams, teams for men, and teams for women. Sport clubs (<http://www.utrecsports.org/sport-clubs>) provide an opportunity to participate in a single sport on a continuing basis. About forty clubs, ranging from aikido to lacrosse to sailing, are active each semester. Outdoor Recreation (<http://www.utrecsports.org/adventure-and-climbing>) provides equipment rental and supervised trips in a variety of activities such as backpacking, camping, canoeing, kayaking, nature hiking, and rock climbing. Opportunities through Fitness and Wellness (<http://www.utrecsports.org/fitness-and-wellness>) include group fitness, mind/body classes, and personal training. The Instructional Program (<http://www.utrecsports.org/swimming-and-safety>) provides safety education and swimming classes.

In addition to structured sports programs, the division promotes the concept of informal recreational use of its facilities through the Informal Recreation Program. A reservation service is available for most activity areas, and facilities are supervised to enhance the enjoyment of participants.

Programs, activities, and facilities are open to all currently registered students as well as faculty members, staff members, and the spouses and children of students, faculty members, and staff members who purchase membership in Recreational Sports. Facilities are available to children at designated times only.

Participants may check out sports equipment at the Recreational Sports Center and Gregory Gymnasium. The retail store in Gregory Gym sells fitness related merchandise and supplies, personal hygiene items, and snacks. Gregory Gymnasium provides an additional service to participants by renting outdoor equipment at the Outdoor Center (<http://www.utrecsports.org/adventure-and-climbing/outdoor-center>).

Membership and Guest Services (<http://www.utrecsports.org/about/memberships>) manages recreation facility access systems and provides amenities to students, faculty, staff and others affiliated with The University of Texas at Austin. Access is provided through membership, and amenities include a retail operation, locker and towel service, and massage therapy.

## Division of Housing and Food Service

All students enrolled in the University are eligible to live in University-owned housing. Students are not required to live on campus and may choose to live on or off campus. Freshmen are encouraged to consider living in University residence halls. The experience of many students indicates that adjustment to University life is often easier for those who live on campus. Research indicates that students who live in residence halls are more fully involved in academic and extracurricular activities, earn higher grade point averages, more frequently exceed predicted levels of learning and personal development, and more frequently complete their college education within four years than students who live off campus.

A brief description of University housing follows. More information about housing is available at [utexas.edu/student/housing/](http://utexas.edu/student/housing/) and from The University of Texas at Austin, Division of Housing and Food Service, P O Box 7666, Austin TX 78713-7666. Institutional rules on University-owned residences are given in Appendix C, Chapter 5 (University-Owned Residences) (p. 109).

**Applying for housing in University residence halls.** Students may apply to live on campus after they have completed the admission application. Contracts are offered to students who are admitted to the University; incoming freshmen must be admitted and have paid or satisfied the enrollment deposit. More information about the housing application process is available at [bealorghorn.utexas.edu](http://bealorghorn.utexas.edu).

**University-owned residence hall for men.** The University residence hall for men is Creekside Residence Hall, which can accommodate approximately 200 students.

**University-owned residence halls for women.** The University residence halls for women are Kinsolving and Littlefield, which can accommodate approximately 900 students. Freshman women who apply for housing with Littlefield as their first building choice are given priority consideration for assignment to Littlefield.

**University-owned residence halls for men and women.** Jester Center, Whitis Court, San Jacinto Hall, Almetris Duren Hall, Brackenridge Hall, Prather Hall, Moore-Hill, and Roberts Hall accommodate approximately 5,500 students. Andrews, Blanton, and Carothers honors residence halls accommodate about 500 students.

**University-owned apartments.** The University Apartments, located in off-campus areas that have shuttle bus service, are open to families, single parents with children, single graduate students, and single undergraduates who have completed at least thirty semester hours of coursework. Gateway Apartments and Colorado Apartments have approximately four hundred air-conditioned, unfurnished units; Brackenridge Apartments have approximately three hundred one-, two-, and three-bedroom, air-conditioned, unfurnished units. Rates for Colorado Apartments include gas and water. Rates for all other units include only water. Residents pay for electricity in all units. Apartment contracts may be signed up to sixty days before move-in. More



information about University apartments is available at <http://www.utexas.edu/student/housing/apartments> and from The University of Texas at Austin, University Apartments, 3501 Lake Austin Boulevard, Austin TX 78703-5533.

**Privately owned housing.** A wide range of privately owned housing is available for men, women, and families in the University community. Arrangements for living in these residence halls, rooming and boarding houses, cooperative houses, apartments, and private homes are made directly with the management of each residence. The University maintains a Web site that includes links to other housing and real estate listings at <https://www.utexas.edu/provost/housing/resources/other.php>.

The University accepts no responsibility for the terms of rental or the accommodations offered and will not be a party to the enforcement of contracts between students, parents, and landlords for privately owned housing.

## Student Financial Services

The Office of Student Financial Services offers financial assistance to students who might otherwise be unable to attend the University. Financial aid awarded through the office may be gift aid, which includes grants and scholarships, or self-help aid, which includes student employment programs and long-term loans. Most financial aid is based on documented financial need. Financial need is the difference between the cost of attending the University and the financial resources available to the student.

To apply for financial assistance, a student must complete a need analysis form *each year*. The office requires the student to complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/> to be evaluated for financial need. The need analysis helps the office assess available family resources and determine eligibility for specific aid programs.

Students who are admitted as transient/non-degree-seeking and attend the University only in the summer session are not eligible for financial aid through the Office of Student Financial Services.

**Estimated Costs.** Pursuant to state law, The University of Texas System Board of Regents (the Board) is authorized to set tuition. The Board will consider proposed tuition and fee increases at an upcoming meeting. Total estimated costs will be set after the Board meets. Please visit Tuition Dollars & Sense (<http://www.utexas.edu/tuition>) for up-to-date information regarding Fall 2014 rates.

The following are *estimated* typical costs for tuition, fees, room, board, books, travel, and personal and miscellaneous items for a new single student living in University-owned housing for the long sessions (fall and spring semesters) 2014-2015. The tuition amounts included in these figures are based on an average course load of twelve semester hours for undergraduates and nine semester hours for graduate students.

	Texas residents	Nonresidents
Undergraduate	\$25,882	\$49,220
Graduate	\$24,976	\$33,226

**Application dates.** The University strongly recommends that all students complete the FAFSA by the University's FAFSA priority date. More information about the FAFSA priority date and financial aid is published by Student Financial Services at <http://finaid.utexas.edu/>. This information is also available by mail from The University of Texas at Austin, Office of Student Financial Services, P O Box 7758, Austin TX 78713-7758. A student may apply for financial aid before being officially admitted to the University, but the awarding of aid is contingent upon admission. Aid cannot be disbursed until the student is officially enrolled.

Prospective freshmen apply for scholarships by completing the freshman scholarship application at ApplyTexas, <https://www.applytexas.org/>, the online admission and scholarship application. Continuing and transfer students may apply for annually awarded scholarships by completing the online continuing and transfer scholarship application, <http://www.texasscholarships.org/apply/continuing/CSA.html>. More information, including deadlines, is published at <http://www.texasscholarships.org>.

**Course load requirements.** Most financial aid programs are based on a minimum full-time enrollment of twelve hours for undergraduate students and nine to sixteen hours for graduate students, depending on the student's academic program. Students may receive financial aid for less than full-time enrollment with the approval of their financial aid counselor. Some aid programs require that assistance be reduced proportionately for less than full-time enrollment. To receive financial assistance for the summer session, students (except those admitted as transient/non-degree-seeking) must enroll for classes in a six-week term, the nine-week term, or the twelve-week term.

**Changes in financial circumstances.** Students are responsible for reporting to the Office of Student Financial Services any change in their financial resources that occurs after the initial application for aid is submitted. A documented decrease in resources may provide for an increase in financial aid if funds are available; an increase in resources may result in a reduction or cancellation of financial aid funds or a requirement to repay awards already released to the student.

**Satisfactory progress.** Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order to remain eligible for federal, state and some institutional financial aid, students must comply with The University of Texas at Austin's standards for Satisfactory Academic Progress; requirements for satisfactory progress are:

1. Minimum GPA: An undergraduate student must maintain a cumulative University grade point average (GPA) of at least 2.00. A graduate student must maintain a cumulative GPA of at least 3.00.
2. Minimum Pace: A student must successfully complete at least 75% of the credit hours they attempt.
3. Maximum Timeframe: A student may attempt no more than 134% of the credit hours required by his or her degree program.

For more specific information about the policy and the appeal procedure, see the Office of Student Financial Services' Web site (<http://finaid.utexas.edu>).

## Types of Financial Aid

A student who submits a Free Application for Federal Student Aid (FAFSA) is considered for all federal, state, and institutional funds that are administered by the Office of Student Financial Services on behalf of the University. The composition of the aid package depends on the characteristics of the student, including program eligibility and degree of financial need, as well as on the availability of funds.

### Gift Aid

Students who apply for financial help by the priority deadline are considered for all gift aid awards administered through the Office of Student Financial Services. To be considered for a Federal Pell Grant, a student must be an undergraduate and must not have received a bachelor's degree. Most scholarships and grants awarded through the FAFSA process are based on financial need. The office also administers some programs based on merit.

In addition to specific qualifications for competitive undergraduate scholarships and fellowships awarded by the University, the committee or agency responsible for selecting recipients for a given scholarship or fellowship may consider such factors as the following in designating recipients:

- Standardized test scores
- Class rank
- Grade point average
- Leadership and extracurricular activities
- Status in national academic competitions
- Academic performance within a major and other performance criteria
- Financial need
- Socioeconomic background
- Educational level

### Self-Help Aid

**Long-Term Loans.** Federal loan programs are available to assist students who show financial need. These programs have interest rates that may be adjusted annually and do not require repayment of principle or interest until the student has graduated or is no longer enrolled at least half-time. In addition, the loans offer a grace period between the time the student leaves school and the time repayment begins. Deferment or cancellation of repayment is available for situations such as military service, periods of unemployment, or teaching service in designated schools.

Federal and state loans are also available both to students and to the parents of students who do not show financial need. Interest rates on these loans are set by federal and state law. Under certain conditions, repayment of these loans may be deferred while the student is enrolled in school.

**Employment.** The Work-Study program provides jobs for students who show financial need and want to earn part of their educational expenses while attending school. The majority of Work-Study jobs are on campus, though some may be with off-campus nonprofit agencies. Depending on their education and experience, students may choose from a variety of employment opportunities.

## Other Services Not Based on Financial Need

Short-term loans are available to students for emergency expenses related to educational costs. In addition, the Office of Student Financial Services helps students find part-time, seasonal, and summer employment through the Hirealonghorn Job Bank (<http://www.hirealonghorn.org/jobbank>). Information about these services is available at the Office of Student Financial Services.

## Requirements for Student Borrowers

**Mandatory counseling sessions.** Prior to receiving the first disbursement of a Federal Direct Subsidized or Unsubsidized Loan, Federal Direct Graduate PLUS or Federal Perkins Loan, student borrowers must complete an online loan counseling session, in which they receive information about their obligations, rights, and privileges as borrowers. In addition, before withdrawal or graduation from the University, student loan recipients under these programs must complete an online exit interview to receive additional information about their repayment obligations and about the consequences of failure to repay.

**Identification and release of official transcript.** Records of students who have received loans are identified to the Office of the Registrar. Students may not obtain official academic transcripts if they fail to repay federal, state, or University loans under the terms and conditions to which they agreed when they applied for the loans.

## Tuition Refunds and Repayment of Financial Aid

Students who are awarded financial assistance for a specific semester but withdraw prior to the beginning of classes are required to repay the University all funds released. Students who withdraw after the beginning of classes may be required to repay at least some portion of the funds received. The amount to be repaid is calculated according to a repayment policy determined by the Office of Student Financial Services in accordance with federal

regulations. Repayment varies depending on the amount and type of funds received and when the student withdraws. Any refund of tuition due to a student may be used to meet the aid repayment requirement.

Students who received financial assistance may have all or part of the calculated refund credited to the student aid programs from which the student was paid. The remaining refund, if any, will be disbursed to the student.

Federal regulations require that refunds due to student aid programs be credited in the following order: (1) Federal Direct Unsubsidized Loan; (2) Federal Direct Subsidized Loan; (3) Federal Perkins Loan; (4) Federal Direct Grad Plus; (5) Federal Direct Parent Loan for Undergraduate Students; (6) Federal Pell Grant; (7) Federal Supplemental Educational Opportunity Grant; (8) other federal student aid programs; (9) nonfederal student aid programs. Nonfederal student aid programs are refunded in the following order: (1) state grants; (2) institution grants; (3) state loans; (4) scholarships, if specified by donor.

## Office of the Registrar

The role of the Office of the Registrar is to create, maintain, certify, and protect the University's records of courses, degrees, and students. Among the office's core functions are to

- Maintain the official course inventory;
- Publish catalogs, course schedules, final exam schedules, and the academic calendar;
- Coordinate the use of classrooms;
- Register students for classes and to manage the add/drop process;
- Ensure the accuracy and privacy of student academic records;
- Collect grades and determine students' scholastic status;
- Issue diplomas, transcripts, and certifications of enrollment status;
- Determine and certify students' academic progress;
- Identify, adopt, develop, and deploy technological services related to the core functions of the office, the student service needs of the University, and the higher education community in the United States.

A detailed description of the items included in the academic record and on the transcript is given in Appendix C, subchapter 9–200, Directory Information and Student Records (p. 126). More information about the registrar's office, including contact information for each section, is given on the office's Web site (<http://registrar.utexas.edu>). The Web site also provides easy access to the *Course Schedule* (<http://registrar.utexas.edu/schedules>), online catalogs (<http://registrar.utexas.edu/catalogs>), and academic calendars (<http://registrar.utexas.edu/calendars>), and to secure sites where students may register (<http://registrar.utexas.edu/students/registration/during>) for classes, update their personal information (<http://registrar.utexas.edu/students/registration/before/ris>), request and view degree audits (<http://registrar.utexas.edu/students/degrees/ida>), and order transcripts (<http://registrar.utexas.edu/transcripts>).

## University Health Services

University Health Services (UHS), located in the Student Services Building, is a fully accredited ambulatory healthcare facility. It provides medical services primarily for currently enrolled students, but also provides travel health and physical therapy services for University faculty and staff and certain services for some nonstudents who are officially enrolled in particular University programs. University Health Services also provides public health leadership and initiatives, including the promotion of a healthy campus.

The medical staff includes board-certified physicians (family medicine, internal medicine, and sports medicine), nurse practitioners (family or women's health), physician assistants, physical therapists, and a registered dietitian. University Health Services has its own laboratory and X-ray facilities.

For non-urgent health concerns, students are required to schedule appointments by calling (512) 471-4955 between 8 am and 5 pm on weekdays. Students can also schedule many types of appointments online (<http://www.healthyhorns.utexas.edu/appointments.html>). Students who need prompt medical attention, as determined by University Health Services clinical staff, may be seen in the Urgent Care Clinic. The Urgent Care Clinic is open from 8 am until 5:30 pm Monday through Friday and from 11 am until 3 pm on Saturdays during the long session. Operating hours for summer, holidays, and between semesters are posted on the University Health Services Web site (<http://www.healthyhorns.utexas.edu/contactuhs.html>).

Students with medical emergencies should go directly to an emergency facility or call 911.

The Nurse Advice Line, (512) 475-NURS (6877), is available every day, twenty-four hours a day, to offer students advice about illness or injury. Students who need medical treatment when University Health Services is closed must go to a healthcare facility in the community and are responsible for any charges incurred.

Health promotion, a part of University Health Services, helps students get and stay healthy. Its programs and services foster students' academic and personal success through the promotion of healthy behaviors and a healthy campus. Programs and initiatives cover a range of topics, including alcohol and drugs, healthy sexuality, healthy eating, stress management, sleep, and general health. Audiovisual and printed materials on a variety of health topics are available at no charge to University students at the Health Promotion Lending Library (SSB 1.106), (512) 475-8252.

There are charges associated with University Health Services clinic visits. Charges are generally lower than those for comparable services in the community. A charge applies for missed appointments or appointments not cancelled at least two hours in advance (twenty-four hours in advance for

appointments with a registered dietitian or for physical therapy). The complete University Health Services Charges Policy and a schedule of charges are posted on the UHS Web site (<http://healthyhorns.utexas.edu/charges.html#options>).

Students sometimes are affected by medical conditions beyond the scope of services offered by University Health Services. Payment for services at other healthcare facilities is the sole responsibility of the student; therefore, every student is encouraged to purchase student health insurance or to have sufficient insurance coverage under an existing policy. Additional information about the student health insurance plan can be found through the UHS Web site (<http://utexas.myahpcare.com>).

Students do not have to have health insurance to use University Health Services; however, University Health Services can file claims with most health insurance plans. For more information, including types of plans with which claims cannot be filed, go to the UHS Web site (<http://healthyhorns.utexas.edu/charges.html#insurance>).

By providing their insurance information, students are authorizing University Health Services to file a claim with (send a bill to) the student's insurance company for services rendered. Students who do not want an insurance claim to be filed must let University Health Services know by 11:59 pm on the day of their visit by contacting the Cashier/Insurance Office during regular business hours or logging on to My UHS ([https://portal.uhs.utexas.edu/login\\_directory.aspx](https://portal.uhs.utexas.edu/login_directory.aspx)) online to send a secure message.

A student's insurance company may determine that some or all of the charges incurred at UHS are not covered by their insurance policy. The student is responsible to learn what their insurance covers.

For students who do not have health insurance and cannot pay at the time of service or who have health insurance that does not pay for any part of their charges, University Health Services will post their charges to "What I Owe." Students who do not have insurance or who do not use their insurance at University Health Services will receive a self-pay discount for charges incurred.

University Health Services healthcare providers do not provide written excuses for patients who miss classes or assignment deadlines due to illness. Any accommodations for absences or missed deadlines are strictly between the student and the instructor. Students may request a Visit Verification Form at the time of a visit to University Health Services. The form verifies only the date and time of the visit. It provides no information about the reason for the visit. A student with special medical circumstances may apply to Services for Students with Disabilities for a letter to the appropriate authority on the student's behalf to request a course load reduction, medical withdrawal, or other accommodation. The application and additional information are available at <http://healthyhorns.utexas.edu/medicalwithdrawals.html>.

## Counseling and Mental Health Center

The Counseling and Mental Health Center (CMHC) assists students in coping effectively with aspects of their personal, social, and psychological welfare and growth so they may realize their full academic potential. CMHC programs address problems that can affect day-to-day living; respond to student crises; support student mental health, well-being and safety; and generally prepare the student to respond more effectively to the challenges of University life. The center also provides support to the University community by consulting with faculty, staff, and administrators and by responding to traumatic events affecting University students. CMHC services include short-term individual counseling; group counseling; walk-in and crisis line counseling; psychiatric evaluation and medication, if indicated; and prevention and education programs designed to support student safety, growth, and development.

The Integrated Health Program (<http://www.cmhc.utexas.edu/integratedhealth.html>), a collaboration with University Health Services, offers mental health services, a self-paced MindBody Lab for stress reduction and biofeedback, and classes on stress management and mindfulness. The Mindful Eating Program (<http://cmhc.utexas.edu/mindfuleating.html>) provides treatment options for students with disordered eating or body image concerns. The Alcohol and Other Drugs (AOD) Program (<http://www.cmhc.utexas.edu/alcoholdrugs.html>) provides assessment, support services, and short-term counseling for students with alcohol and other drug use/abuse issues.

CMHC Prevention and Outreach services are extended to the University community through campus programming. The Voices Against Violence (<http://cmhc.utexas.edu/vav.html>) (VAV) program works to prevent interpersonal violence (sexual violence, relationship violence, and stalking) on campus. VAV offers individual and group counseling, as well as advocacy for survivors. VAV staff also conduct outreach and prevention programming, including peer-education via Theatre for Dialogue. The Be That One (<http://www.cmhc.utexas.edu/bethatone/bethatone.html>) suicide prevention program is dedicated to raising awareness about suicide for the purpose of reducing the risk of student suicide. Workshops, trainings and other campus programming are offered by Be That One staff. The Mental Health Promotion Program is designed to help the general student body flourish in both their personal and academic life and focuses on creating lasting positive change in the emotional well-being of students on campus.

The Counseling and Mental Health Center clinical staff includes counseling and clinical psychologists, psychiatrists, social workers, and professional counselors. It is approved by the American Psychological Association for internship training and cooperates with the Departments of Psychology and Educational Psychology and the School of Social Work in training intern and practicum students. In addition, CMHC cooperates with the School of Nursing in training psychiatric nurse practitioner students and with the University of Texas Southwestern-Austin Psychiatry Residency Program in training psychiatry residents.

The center is committed to the promotion and affirmation of diversity in its broadest sense. Its mission requires that people of every background be able to use its services with the expectation of respectful treatment. The center's Statement on Diversity is published online at <http://cmhc.utexas.edu/diversity.html>.

The Counseling and Mental Health Center, is located on the fifth floor of the Student Services Building, 100 West Dean Keeton Street, and is open weekdays 8:00 am to 5:00 pm. The telephone number is (512) 471-3515. The Web site is <http://cmhc.utexas.edu/>.

The center provides a crisis line that can be reached twenty-four hours a day, every day, including holidays. The telephone number is (512) 471-CALL (471-2255).

## Sanger Learning Center

The Sanger Learning Center is the primary provider of academic assistance to University students, dedicated to students' mastery of course content and development of transferrable academic and professional skills; the center's services are described in the *Undergraduate Catalog* and at [www.utexas.edu/ugs/slc](http://www.utexas.edu/ugs/slc).

## Advising and Career Counseling

Through strategic advising, assessment, and counseling, the Vick Center for Strategic Advising & Career Counseling helps students choose their major and make decisions about their career goals; the center's services are described in the *Undergraduate Catalog* (<http://catalog.utexas.edu/undergraduate/undergraduate-studies/general-information>) and at <http://www.utexas.edu/ugs/csacc>. Assistance with job searches is provided by career service offices within individual colleges and schools. In addition, most colleges and schools have career advisers in their career service offices. Many of these career services are described in the *Undergraduate Catalog*; more information is available in the deans' offices and on the college and school Web sites.

## The University Unions

The University Unions act as the community center for the University and offers activities, programs, services, and facilities that complement the academic mission and focus on student development. The unions offer a wide variety of food services and items in stores, restaurants, and mobile food carts located throughout the campus.

The University Unions serve the University as community centers, providing facilities, services, and programs for students, faculty members, staff members, alumni, and friends of the University.

Programs are offered for intellectual, cultural, social, and recreational development. The unions coordinate beneficial co-curricular activities, promote genuine democracy, help cultivate responsible citizenship, and facilitate an intelligent interest in and deeper affection for the University. Through the many opportunities provided by the University Unions, students can strengthen their leadership experience, self-expression, and management skills.

The Board of Directors recommends policy for the University Unions. The voting membership of the board includes six students and three faculty members. The executive director of the University Unions and the vice president for student affairs, or the vice president's delegate, serve as ex officio members without vote.

## Division of Diversity and Community Engagement

The Division of Diversity and Community Engagement (DDCE) works with a broad range of student, faculty, staff, and community constituents to make the University of Texas at Austin a national model for diversity in higher education. The division strives to create an inclusive community on campus that fosters an open and robust learning environment that supports all students, faculty, and staff.

The DDCE includes more than fifty units, programs, projects, and initiatives and works in four strategic areas: campus culture, community engagement, pre-K-16 education pipeline, and research.

*Campus Diversity and Strategic Initiatives* (CDSI) coordinates the Campus Climate Response Team and online campus climate reporting system (<http://www.utexas.edu/diversity/ddce/ccrt/reportingform.php>). The *Diversity Education Initiative* is housed under CDSI and provides diversity training to departments on campus and organizations outside the University.

The *Community Engagement Center* in East Austin serves as a center for community activities and houses the Regional Foundation Library, which offers services helping students, faculty members, and the public find funding for research projects and nonprofit activities. The center also houses Foodways Texas and the Social Justice Institute.

The *Hogg Foundation for Mental Health* funds and advocates for programs in mental health service research and public policy analysis.

The *Intellectual Entrepreneurship Consortium* uses entrepreneurship as a method for promoting student success on campus, collaboration among disciplines, and student impact on community issues through internship and mentoring opportunities.

The *Longhorn Center for Academic Excellence* offers a variety of programs and services to assist University students, including the Gateway Scholars Programs, the McNair Scholars Program, and the Longhorn Link program.

The *Longhorn Center for Civic Engagement* fosters and supports the development of academic service learning classes on campus and connects students, faculty, and staff to service projects on campus and throughout the greater Austin area.

The *Longhorn Center for School Partnerships* works with public schools throughout the state to help students from underrepresented groups across the state prepare for college. The Longhorn Center for School Partnership programs include the Neighborhood Longhorns Program which works with Title I schools in Austin; three dual-credit programs for high school students (SPURS, Mathmasters and ChemBridge); and five University Outreach Centers in Austin, Dallas, Houston, the Rio Grande Valley, and San Antonio.



The *Office of Institutional Equity* aids the University in fulfilling the intent and spirit of equal opportunity laws by providing equitable resolutions to complaints and striving for an environment free of discrimination.

*Services for Students with Disabilities* works to ensure that all students have equal access to the University's programs and services. Eligibility and specific accommodations are based on appropriate documentation and individual student needs.

*Student Diversity Initiatives* works with students to create safe environments through two centers: the *Gender and Sexuality Center*, which provides resources for all members of the campus community to explore and organize around issues of gender and sexuality through education and outreach, and the *Multicultural Engagement Center*, which develops and provides training to students on the multicultural and diverse society in which we live.

Through *Thematic Faculty Hiring Initiatives*, DDCE collaborates with colleges and departments across campus to identify underrepresented areas of scholarship and then to find faculty members to fill them. *Thematic Faculty Hiring Initiatives* also includes a faculty fellows program that provides funding to faculty members conducting research that is linked to the community.

The *University Interscholastic League*, created to provide leadership and guidance to public school debate and athletics teachers, has grown into the largest organization of its kind in the world.

The *University of Texas Elementary School* is a research-based demonstration school that serves as a training and development site for future teachers, school nurses, speech therapists, social workers, counselors, and psychologists.

## International Office

The International Office coordinates and administers programs that serve international students, faculty members, staff members, and visitors to the University, as well as University students going abroad. The office is located at 2400 Nueces and is open 8:00 am to 5:00 pm Monday through Friday. The telephone number is (512) 471-1211.

## International Student and Scholar Services

Advisers who are aware of the demands associated with studying in another country are available to assist international students with matters related to their immigration status, cross-cultural adjustment, orientation to the University, financial aid, health insurance, housing, legal issues, employment, income tax status, social security regulations, and personal problems or concerns. International Student and Scholar Services (ISSS) also assists in case of an emergency involving an international student or the student's family. More information about ISSS office hours and services is published by the International Office at <http://world.utexas.edu/iss/>.

**Sponsored Student Program.** International students and sponsors of international students are provided advisers, special financial arrangements, required certifications, and supervision while in academic status and under sponsorship.

**SEVIS and immigration regulation compliance.** Student immigration advisers are available to assist international students with issues regarding immigration status and the immigration service. For example, in accordance with immigration regulations, an international student who seeks to be enrolled for fewer than twelve hours as an undergraduate or fewer than nine hours as a graduate student is referred to ISSS. Withdrawal petitions for international students are referred to ISSS before final action is taken by the appropriate academic dean's office.

**Special programs.** The office administers special contract programs consistent with the academic objectives of the University and handles special arrangements for groups, including visiting representatives of other nations.

**Mandatory health insurance.** The Student Health Insurance Program is mandatory for international students, and the cost is included in the student's tuition bill each semester. A student who has an acceptable level of coverage under another insurance plan may request a waiver of the mandatory plan through ISSS prior to the twelfth class day each long semester. Please see the ISSS insurance Web site at <http://world.utexas.edu/iss/insurance> for a full list of waiver deadlines. The minimum acceptable level of coverage is \$50,000 per accident or illness, with a deductible that does not exceed \$500 per accident or illness; \$10,000 for medical evacuation to the home country; and \$7,500 for repatriation. Dependents in J-2 (exchange visitor) status are also required to have an acceptable level of coverage.

## English as a Second Language Services

Several kinds of classes in English for nonnative speakers are available through ESL Services. More information about ESL Services is published by the International Office at <http://world.utexas.edu/esl>.

**Classes for University graduate students.** ESL Services offers several courses for graduate students who would like to improve their English or are required by their departments to do so. Each three-semester-hour course counts toward full-time enrollment, but the courses do not count toward degree requirements. Courses are available in oral communication, academic writing, communication for international teaching assistants, and basic speaking skills for potential international teaching assistants. More information about ESL classes for graduate students is published by the International Office at <http://world.utexas.edu/esl/programs/gradcourses>.

**Classes for everyone.** ESL Services offers two intensive English programs that are open to adult nonnative speakers of English. The *Academic English Program* (AEP) is a full-time academic program for prospective graduate students who have completed their first university degree and plan to pursue a master's or doctoral degree in the United States. English proficiency at the intermediate level or above is required for admission to the program. The *English Language Program* (ELP) provides both full-time and part-time instruction in general-purpose English for students at all levels of English proficiency, including prospective undergraduates and those interested in improving their communication skills. Both programs offer optional test



preparation instruction for the Test of English as a Foreign Language (TOEFL) and other admission tests. Discounts are available for part-time study by University students, staff members, and faculty members and University-affiliated family members. More information about these courses can be found at <http://world.utexas.edu/esl/programs>.

## Study Abroad

Study Abroad provides information on educational opportunities in other countries, including study abroad, exchange, international internships, research abroad, and study abroad scholarships. Information sessions are offered throughout the year; students are strongly encouraged to attend a session before seeking staff assistance in selecting the program most appropriate to their needs and interests. Session topics, dates, and times can be found at <http://world.utexas.edu/abroad>.

University programs available to students include reciprocal exchanges with foreign universities; affiliated studies through other organizations and institutions; faculty-led programs, including Maymesters Abroad; and international study and research. Students pay a \$50 fee to defray the cost of processing applications and of tracking study abroad applicants and students who are abroad; the fee also encourages students to think carefully about the application to go abroad. The application fee is nonrefundable, regardless of whether the student is accepted by or enrolls in a program.

## Exchange Programs

Exchange programs allow UT Austin students to enroll at a partner university abroad while continuing to pay UT Austin tuition. These cost-effective programs integrate UT Austin students into the host university and provide access to courses applicable to UT Austin degree plans. Students in exchange programs register for a block of coursework in study abroad (SAB). Faculty members in the appropriate academic departments review the student's work to identify equivalent University courses; Study Abroad staff convert grades from the system used by the host institution into their University equivalents. Courses and grades are recorded as resident credit.

## Affiliated Programs

Students register for affiliated studies (A S) when they participate in study abroad programs offered by organizations and institutions with which the University has an affiliation agreement. Students enrolled in affiliated studies pay a fee of \$400 per semester and are considered full-time students by the University.

After a student takes part in a program offered under an affiliation agreement, University faculty members in the appropriate academic units review the student's work to identify the equivalent University courses. Courses and grades appear on the student's academic record, but they are not included in the University grade point average. In some circumstances, affiliated studies credit is treated as resident credit; more information is given in the General Requirements for Graduation (<http://catalog.utexas.edu/undergraduate/the-university/graduation/general-requirements>) in the *Undergraduate Catalog*.

## Faculty-Led Programs

Academic units may offer courses taught abroad as a part of their regular curriculum. Students who take these courses follow normal registration procedures and are assessed normal tuition and fees. Additional fees are charged to cover program costs.

## International Study and Research

Students may register for international study and research (ISR) if they are conducting research or studying independently abroad. Enrollment requires the approval of the student's faculty sponsor, graduate adviser (for graduate students) or departmental undergraduate adviser (for undergraduates), and Study Abroad. The approval may cover up to four consecutive long-session semesters and contiguous summer sessions.

Students enrolled in international study and research pay a fee of \$400 a semester and are considered full-time students by the University.

Students who register for international study and research are not guaranteed credit for work completed abroad. Students must consult with the departmental undergraduate adviser or the graduate adviser and with the Graduate and International Admissions Center to determine whether credit will be granted.

## Financial Assistance

Financial aid, including loans, scholarships, and grants, may be applied toward the cost of study abroad. If study abroad costs exceed the on-campus cost of attending the University, and if the student is eligible for additional aid, the Office of Student Financial Services will repackage the student's aid award based on the budget submitted by the Study Abroad program coordinator, with one exception: students registered for international study and research abroad are not eligible to receive federal financial aid; however, they may use scholarships and grants awarded by the University and outside agencies.

Information about other funding opportunities for study abroad is available on the Study Abroad Web site (<http://world.utexas.edu/abroad/funding>). The office administers the campus competition for a number of local and federal grants and scholarships, including the IIE Fulbright and the University's International Education Fee Scholarship (IEFS).

## Overseas Insurance

Ensuring that UT Austin students have adequate health and safety support while abroad is a primary goal of the University. All students participating in approved international activities as stipulated by the Student Travel Policy for International Locations (p. 186) are required to pay the International Insurance Coverage Fee. This fee has been established to ensure that all students are systematically and comprehensively covered by an international

health insurance policy, an emergency services policy and a general liability policy. The fee is non-refundable and is scaled to correspond to the length of international activity. Students are also encouraged to maintain their domestic health insurance coverage.

## Transfer Credit Policies for Coursework from International Institutions

Evaluation by the Office of Admissions of course credit earned at an international institution does not constitute approval of the credit for use toward a degree; such approval is solely within the jurisdiction of the student's academic dean. Policies governing the evaluation of transfer credit from international institutions include the following.

1. Transfer credit is generally awarded for academic course credit earned from Ministry of Education–accredited institutions.
2. Rules governing the assignment of transfer credit from United States institutions also apply to transfer credit from international institutions. These rules are given in Transfer Application Review Process (p. 24).
3. To receive credit, the student must earn a grade that is comparable to a C- on the grading scale used at the University. The Graduate and International Admissions Center establishes grading scale equivalencies for international institutions.
4. If the credit was not earned as part of a University-affiliated study abroad program, the symbol *CR* (credit) will appear on the student's University record instead of a letter grade.
5. Transfer credit from a nonaffiliated study abroad (language and culture) program is not assigned a specific University course number. Instead, undesignated credit may be recorded, and the student's academic dean will determine the specific credit to be allowed for degree purposes on a substitution basis. Both current and previously enrolled University students who attend a nonaffiliated study abroad program may be required, at the discretion of the appropriate language department, to take an examination to earn credit for specific language courses.

## Student Government

Established in 1902 (as the Students' Association), Student Government serves as a recognized forum for student opinion. The membership includes every student enrolled at the University; official actions of the organization are carried out by the Executive Board, the Assembly, and the Judicial Court.

Student Government was instrumental in establishing many student services, including University Health Services, the summer orientation program, the shuttle bus system, a walking escort service, a multicultural information center, childcare services, student cable television, and student radio. Student Government also provides input and initiatives to the University administration, the city council, and the state legislature on such matters as minority recruitment and retention, curriculum reform, tuition increases, faculty evaluations, class availability, and the quality of undergraduate education. Student Government appoints students to the Faculty Council, the University Unions Board of Directors, and the Student Services Budget Committee, and nominates students to the standing committees of the General Faculty.

Student Government projects cover a wide range of issues; any student may join a committee and work on a project. Elections for president, vice president, and members of the Assembly are held each spring. More information about Student Government is available at [utsg.org](http://utsg.org) (<http://utsg.org>) and in the Student Government office, Student Activity Center 2.102.

## Senate of College Councils

The Senate of College Councils is the coordinating body for the individual college councils, which are composed of student leaders enrolled in the University's colleges and schools. Since 1973, the Senate of College Councils has worked directly with the councils to promote academic programs, to encourage teaching excellence, and to provide student opinion on academic issues to the administration. The Senate of College Councils reviews the budgetary policies and approves the annual budgets of each of the college councils funded by the Student Services Budget Committee. Two members serve on the Faculty Council, which is responsible for evaluating undergraduate curricular changes and degree programs for the University. The Senate of College Councils also works with Student Government to accomplish goals that benefit all University students. The Senate of College Councils office is located on the second floor of the Student Activity Center; interested students should call (512) 471-3166 or email [utsenate@gmail.com](mailto:utsenate@gmail.com) for additional information, or visit the Senate of College Councils Web site, <http://utsenate.org/>.

## Graduate Student Assembly

The Graduate Student Assembly (GSA) has been the official representative body for graduate students since 1994. Other groups, including the Council of Graduate Students, represented graduate students between 1968 and 1994. GSA addresses issues that are important to its constituents, not only as students but also as teaching assistants, research assistants, and assistant instructors. GSA reports administratively to the vice provost and dean of graduate studies. Administrative expenses are funded through an allocation from students' tuition.

The objectives of GSA are to represent the views of graduate students to the University community and the community at large; to facilitate graduate student communication and interaction; to gather and disseminate information pertinent to graduate students; to conduct activities that promote the general welfare of graduate students; and to provide a means of assisting in the selection of graduate student members of departmental, college, and University bodies.

More information about GSA, including contact information for officers, current representatives, meeting agendas and minutes, and current and past activities, is available at the GSA Web site, <http://www.utgraduatestudentassembly.org/>.

# Student Media

Texas Student Media is administratively supported by the Moody College of Communication and is governed by an eleven-member Board of Operating Trustees composed of six student members elected by the student body, three faculty members, and two media professionals appointed by the president. Student managers (editors and station managers) are appointed by the Operating Trustees, while the *Daily Texan* editor-in-chief is elected by the student body. Student managers, the Texas Student Media director, representatives from student government, and the Office of the Dean of Students serve as non-voting board members.

Texas Student Media (TSM) at the University offers an incredible range of real-world work experience for students in several areas of student-managed media. With opportunities in print, television, radio, and advertising, students learn skills that can prove invaluable once they begin their professional careers. Texas Student Media attracts and welcomes a diverse group of students from a variety of interests, ethnicities, cultural backgrounds, and majors.

TSM is comprised of the following student-managed and student-produced media entities: *The Daily Texan* newspaper, KVRX 91.7 FM radio, Texas Student Television (TSTV), the *Cactus* yearbook, and the *Texas Travesty* humor publication. These units are supported through University funding allocated by the Student Service Budget Committee, and through efforts of a sales team composed of and managed by students who sell advertisements and perform promotional/marketing duties.

## Legal Services for Students

Legal Services for Students offers currently enrolled students advice, representation, access to mediation, free notary services, and referrals for legal issues. These services are available by appointment; which may be made either online or in person. No fees are charged for advice, referral, or general assistance, but payment of court costs and other trial related expenses may be required if the office agrees to handle a student's case. The office reserves the right to accept or decline any individual case and to determine the type of legal representation that it will provide.

Representation may be provided in most civil legal matters. Representation may also be provided in misdemeanor criminal matters, unless the student is alleged to have committed the crime against another currently enrolled student, the case involves a repeat offense, or if the detention and/or arrest involve the University of Texas at Austin Police Department. Cases normally accepted for representation include, but are not limited to, landlord-tenant disputes, consumer protection matters, claims resulting from automobile accidents, employment disputes, expunctions, credit card complaints, and auto repair matters. The office also prepares wills for simple estates. The attorneys are also available to speak to University classes and organizations upon request.

Legal Services for Students will not advise or represent students regarding disputes against the University or any of its entities, student-owned businesses (including if the student is a landlord), complex wills, immigration matters, medical malpractice, tax law, patent law, legal advice for a matter in which the student is not directly involved, or if the adverse party is also a currently enrolled University student. Consultation, but not representation, is available in the following instances: felony criminal matters, family law, cases that may be litigated outside of Travis County, significant fee-generating cases, name changes, towing cases, and copyright issues.

## Office of the Student Ombuds

The Office of the Student Ombuds provides a neutral, impartial, and confidential environment for students to voice concerns related to life at the University of Texas at Austin, and provides information and assistance to students who have University-related questions, concerns, or complaints. The office functions in an independent and informal manner to help students explore options for effective problem solving and conflict resolution. The office also identifies and provides recommendations to the University regarding systemic issues. The Student Ombuds advocates for fair and equitably administered processes and does not side with individuals or the University. The office helps the University uphold the institutional core values, Student Honor Code, and University Code of Conduct.

The Office of the Student Ombuds:

- Provides students with information, referrals, and assistance with appropriate policies and processes for addressing University-related concerns.
- Helps students receive expeditious, fair, and impartial treatment.
- Provides students with voluntary conflict management for disputes and concerns related to student life at the University, both academic and nonacademic. This includes identification of options, policy clarification, conflict coaching, mediation, training, and other conflict resolution or consultative services as appropriate.

In order to create a safe place for students to voice concerns, evaluate issues, and identify options, the office maintains privacy and confidentiality to the extent permitted by law and University policy. Additionally, the Office of the Student Ombuds is considered an informal and off the record resource, and does not maintain identifying records.

## Student Grievance Procedures

**Academic related grievances.** Academic grievances involving grade disputes should be discussed with the course instructor. Grade disputes that are not resolved and all other academic grievances of undergraduate students should be submitted in writing to the department chair or other designated administrator of the academic program to which the grievance relates. Appeals may be directed to the appropriate academic dean, who will render the final decision. A grade will not be changed by the department chair (or other designated administrator) and/or the dean without first consulting with and

considering fully the position of the course instructor. The course instructor will be advised by the department chair, other appropriate administrator, or dean of the resolution of the grievance.

Procedures for the resolution of grievances of graduate students are specified in the revised *Handbook of Operating Procedures*, Policy 1.C.2.

The dean of the college or school in which a student is enrolled has jurisdiction over the student's program of study, degree requirements, and all other academic matters, including grievances, except as described below. A student pursuing simultaneous majors in two colleges is considered to be enrolled in both colleges and is under the jurisdiction of both deans. Students taking a course in a college or school other than the one(s) in which they are enrolled are subject, so far as the course and academic grievances regarding the course are concerned, to the dean of the college or school in which the course is offered. Procedures for cases of alleged academic dishonesty are given in Appendix C, Sec 11-402 (p. 130).

## Student program and student activity related grievances.

Grievances related to nonacademic student programs and activities should be submitted in writing to the dean or director of the specific student affairs area. Appeals may be directed to the vice president for student affairs, and then to the president for final disposition.

Appendix C (p. 99) of this catalog describes the institutional rules on student services and activities and includes provisions for formal hearings. Additional information on these provisions is available from the Office of the Dean of Students.

**Disability related grievances.** No qualified disabled student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic program or activity at the University of Texas at Austin. Complaints alleging discrimination on the basis of disability should be submitted according to the procedures outlined in the Nondiscrimination Policy, Appendix I (p. 174). The policy is in accord with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

**Sex discrimination and sexual conduct.** The following policies address sex discrimination and sexual conduct:

- Policy on Sex Discrimination and Sexual Harassment, Appendix D (p. 159)
- Policy on Sexual Misconduct, Appendix E (p. 165)
- Policy on Consensual Relationships, Appendix F (p. 166)
- Prohibition of Sexual Assault, Appendix H (p. 169)

## Discipline

Under the direction of the president, the dean of students has primary responsibility for the administration of student discipline.

**General statement.** The University's expectations for student conduct are grounded in the University Code of Conduct: "The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect towards peers and community." University students are also expected to uphold the Student Honor Code and expected to abide by all city, state, and federal laws and statutes and all regulations of the University and the University of Texas System. However, as a community of scholars, the University expects from its students a higher standard of conduct than that required simply to avoid discipline. The principles of the Student Honor Code together with the University Code of Conduct should govern and direct student conduct to promote a safe environment that is conducive to academic success, and to ensure that each University student graduates ready to contribute to society as an ethical citizen.

**Academic dishonesty.** Since the value of a university degree depends on the absolute integrity of the work done by each student for that degree, a student should maintain a high standard of individual honor in their academic work.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and misrepresenting facts. More information about academic dishonesty is given in Appendix C, chapter 11 (p. 130).

**Group responsibility.** Any student organization is subject to disciplinary sanctions, including revocation of the group's registration as a student organization, for violation of the penal or civil statutes of the local, state, or federal government or a rule or regulation of the University of Texas System or a Regents' *Rule*, University regulation, or administrative rule. More information about discipline of student organizations is given in Appendix C, chapter 6 (p. 111).

**Disciplinary procedures.** The University of Texas at Austin administers student discipline according to the procedures defined and described in the Regents' *Rules and Regulations*, Rule 50101, in the Model Policy of Student Conduct and Discipline promulgated by the Office of General Counsel of the University of Texas System and in Appendix C, chapter 11 (p. 130).

## Religious Organizations

State institutions are constitutionally restricted with regard to the establishment of religion; however, many sectarian activities are available to students through the sponsorship of various denominational organizations. Several places of worship are located in the University area. A number of student centers are maintained near campus, and many student religious organizations are registered with the University.

# Shuttle Bus Service

The University shuttle bus system is operated for the benefit of students, faculty and staff members, and retirees of the University. The system is funded through students' tuition. Shuttle bus patrons should be prepared to show their UT IDs on request.

Shuttle service is provided on scheduled class and final examination days. On most routes, service is not provided on holidays or on Saturdays that are not final examination days. Shuttle bus maps and schedules are available at <http://www.utexas.edu/parking/transportation/shuttle/>. Questions about routes or policies should be sent by e-mail to [shuttle@www.utexas.edu](mailto:shuttle@www.utexas.edu).

## Student Parking

Students who drive or park a vehicle on campus must purchase a permit from Parking and Transportation Services (PTS). To park within the campus boundaries, a proper permit must be displayed as required. Purchase of a surface lot permit (A, C, D, M, N) does not assure a parking space in a specific lot. Purchase of a garage permit (R, S, N+) generally assures an unassigned parking space in the garage in which it is valid.

Policies, fees, and regulations are given below. For the most recent information, a student should visit the PTS Web site, <http://www.utexas.edu/parking/>, visit the PTS office on the first level of the Trinity Garage (1815 Trinity Street), or call (512) 471-PARK (471-7275).

Students are eligible for the following types of parking permits:

1. Class C (surface student) parking permits are available to all students enrolled at the University. The fee is \$120 for the year. This permit allows parking in C and Longhorn lots.
2. Class C+ (surface student plus night garage access) parking permits are available to all students enrolled at the University. The fee is \$180 per year. This permit allows parking in C and Longhorn lots. It also allows parking in University garages, within the limits given for night garage access (N+) permits below.
3. Class A (surface faculty/staff) parking permits are available to University graduate students who are also employed by the University for at least twenty hours a week. The student's employment must be verified by a signed copy of the appointment or reappointment form or a letter from the dean, director, or department chair. The fee is \$142 a year. This permit allows parking in A parking areas, in Longhorn lots, and in C lots after 2:00 pm.
4. Class D (student with disabilities) parking permits are available to University students with disabilities. The applicant must present a state-issued license plate or placard for the disabled and a copy of his or her Texas Department of Transportation VTR214 form with a doctor's signature. The fee is \$120 a year. Individuals whose vehicles display both a valid University D permit and the appropriate state-issued license plate or placard may park in any space with a D or handicap designation.  
A student whose vehicle displays the disabled veteran license plate, Congressional Medal of Honor recipient's, former Prisoner of War, or Purple Heart recipient's license plate or placard is exempt from the payment of all parking fees on campus but must display the Class D parking permit, or a valid UT parking permit.  
Temporary permits are also available at PTS offices for people with temporary disabilities affecting mobility.
5. Class M (motorcycle/moped/motor scooter) parking permits are available to any University student, faculty, or staff member. The fee is \$72 a year, but there is no charge for the first Class M permit with the purchase of another permit except an R, N, or N+ permit. The Class M permit allows parking in M parking areas; motorcycles, mopeds, and motor scooters may not be parked in automobile parking areas between 7:30 am and 5:45 pm Monday through Friday.
6. Class R (garage resident student) parking permits are available to residents of University-owned housing located on the main campus. The fee is \$376, \$392, or \$413 for a semester, or \$677, \$705, or \$743 for nine months, depending on the garage. Nine-month Class R permits purchased in the fall are valid through May 24th of the following year. Students may purchase a permit for the summer session for an additional fee of \$170. The Class R permit allows parking in R areas in the designated garage; it also allows parking in Longhorn lots.
7. Class S (garage commuting student) parking permits are available to University students who live off campus. The fee is \$287 per semester, \$131 for the summer session, or \$602 for twelve months. Class S permits allow parking in the garage designated on the permit and in Longhorn lots.
8. Class N (night surface access) parking permits are available to anyone affiliated with the University. The fee is \$36 for the year. Class N permits allow parking Monday through Thursday from 5:45 pm to 7:30 am and from Friday at 5:45 pm until Monday at 7:30 am in otherwise unrestricted spaces and in spaces that require any UT permit.
9. Class N+ (night garage access) parking permits are available to anyone affiliated with the University. The fee is \$60 for the year. Class N+ permits allow weeknight and weekend surface parking within the limits described for the Class N permit. In addition, they allow parking when space is available in any University garage from 5:00 pm to 4:00 am, Monday through Thursday, and from 5:00 pm Friday to 4:00 am Monday.

Class C, C+, M, N, N+ and A permits purchased in the fall semester are valid through August 18th. Permits are prorated daily with the refunds for returned permits available until the last month in which the permit is valid.

Parking may be restricted in any garage or surface lot for special events.

The following charges for violation of the Parking and Traffic Regulations have been submitted to the Board of Regents for their review/approval prior to the start of the 2014-2015 academic year. Parking and Transportation Services reserves the right to refer any violator to the Office of the Dean of Students or the appropriate academic dean, chair, or director.

Violation	Penalty
Unauthorized parking in an "At All Times" space.	\$75.00



Improper method of parking.	\$35.00
Disabled vehicle.	\$75.00
Unauthorized special event parking.	\$75.00
Inhabiting a vehicle of any kind on University property without authorization.	\$75.00
Parking overtime at a meter.	\$20.00
Improper use of a controlled access area or a key card.	\$75.00
Unauthorized parking in a space reserved for persons with disabilities	\$200.00
Unauthorized parking in Thompson Conference Center or LBJ Library lot.	\$35.00
Moped/motorcycle/motorbike parked in a space designated for four-wheeled vehicles.	\$25.00
Unregistered bicycle.	\$15.00
Bicycle or EPAMD parking in areas other than those designated for bicycles.	\$25.00
Violating temporary parking restrictions.	\$35.00
Parked in violation of set time parameters.	\$35.00
Idling at air intake louvers.	\$35.00
Failure to display proper permit on a registered vehicle. (Three warning tickets per academic year, then \$15.00 per incident.)	\$15.00
Possession, counterfeiting, or altering of a University permit and/or possession of lost, stolen, or invalid permit. The cost of the permit is added to the penalty.	\$250.00
Obstruction to vehicular or pedestrian traffic.	\$35.00
Parking in a fire lane, at a fire hydrant, or on a red or yellow curb.	\$75.00
Parking or driving on sidewalks, grass, or shrubbery. The cost of repairs is added to the penalty.	\$35.00
Improper passenger pickup and drop off.	\$35.00
Exceeding 15 miles per hour speed limit or other posted speed limit on campus.	\$75.00
Violation of an official traffic control device, such as a STOP or YIELD sign.	\$75.00
Moving violation of Texas motor vehicle laws not otherwise specified in these rules and regulations.	\$75.00
Other nonmoving violation of Texas motor vehicle laws.	\$75.00
Moving a barricade or parking within any barricaded area or moving a vehicle without permission of owner/operator.	\$35.00
Failure to stop and heed instructions given by a University police officer or guard.	\$75.00
Parking or operating a motor vehicle while privileges are suspended.	\$200.00
Roller-skating on campus.	\$15.00
Having a vehicle of any type within a University building (except a parking facility).	\$20.00
Parking without authorized valid permit.	\$35.00
Theft of property or damaging property by unauthorized boot removal. The replacement cost of damaged property is added to the penalty.	\$250.00
Improper exit from a University parking garage. The maximum daily fee is also assessed.	\$75.00
Vehicle relocation or towing.	\$125.00

## The Texas Exes

The Texas Exes, the alumni association for the University, was established in 1885 and now with 100,000 members it is one of the largest self-governed alumni organizations in the nation. The association exists to champion the University in several key ways: engage alumni, support the student experience, communicate the value of the University to stakeholders, and advocate on its behalf.

In 2013, the Texas Exes awarded \$2.53 million in scholarships to more than 600 students. Many were freshmen who received scholarships from Texas Exes chapters across the United States. The Texas Exes also recently launched the Forty Acres Scholars Program, a premier four-year merit-based scholarship program and the first of its kind on the UT Austin campus.

News of the University reaches members of the association through the bimonthly *Alcalde* magazine and its Web site (<http://alcalde.texasexes.org>). The Texas Exes provide lifetime learning opportunities through worldwide Flying Longhorns trips, the annual Alumni College, and University library access. The association preserves University traditions, helps alumni connect with students for networking and mentoring, and runs Camp Texas for entering freshmen. These activities help build students' leadership skills and sense of loyalty to the University. The association also provides career services for alumni, including job listings, a résumé database, career workshops, individual consulting, webinars and other online resources, and a career network. With 149 chapters and networks around the world, the Texas Exes helps keep alumni connected and engaged with the University.

The Texas Exes' home on campus is the Etter-Harbin Alumni Center, which stands on San Jacinto Boulevard across from Darrell K Royal-Texas Memorial Stadium. Facilities include a banquet hall, offices, meeting rooms, outdoor pavilion, and underground parking. The building is named for Lila B. Etter and John P. Harbin. Etter, whose bequest to the University financed much of the original structure in 1965, was the daughter of the University's first president, Leslie Waggener. Harbin is a distinguished alumnus and past president of the Texas Exes. His gift provided site preservation, development, and landscaping.



The University depends on the time and talents of Texas Exes members to support and carry out many of its programs. Membership is a charitable contribution. More information is available at the Texas Exes Web site (<http://www.TexasExes.org>), by phone at (512) 471-8839, and by e-mail to [alumni@alumni.utexas.edu](mailto:alumni@alumni.utexas.edu).

# Libraries and Other Academic Resources

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## The University Libraries

The University Libraries, one of the largest academic libraries in North America, include the University of Texas Libraries, the Dolph Briscoe Center for American History, the Harry Ransom Center, and the Joseph D. Jamail Center for Legal Research: Tarlton Law Library. The libraries are open and information services are available to the University community and to visitors, including students and faculty members from other institutions.

## The University of Texas Libraries

The University Libraries Web site, <http://www.lib.utexas.edu/>, offers a range of services and resources. Each year this site is visited more than a billion times by information seekers around the world.

### Online Services

- Check the library catalog for a listing of on-site and electronic information resources: <http://catalog.lib.utexas.edu/>
- Libraries hours information: <http://www.lib.utexas.edu/about/hours/>. Most circulation desks close fifteen minutes before the library closes.
- Renew an item or recall an item loaned to another borrower: <https://catalog.lib.utexas.edu/>
- Ask a Librarian: Use e-mail or instant messaging to obtain assistance from a librarian: <http://www.lib.utexas.edu/services/reference/>
- Request books, photocopies of articles, and other material not owned by the University libraries from another library in the United States or abroad: <http://www.lib.utexas.edu/services/iils/>
- Request that the University Libraries purchase an item it does not currently own: <http://www.lib.utexas.edu/services/request/>
- Ask for an item in remote storage to be delivered to another library: <http://wiki.lib.utexas.edu/hdi/pmwiki.php/Main/GetAnItemThatIsInStorage>
- View jobs available in the University Libraries: <http://www.lib.utexas.edu/admin/employment/>

### Online Resources

Campus-affiliated users may access millions of pages of specially licensed scholarly information, including the full text of articles and illustrations from thousands of journals at <http://www.lib.utexas.edu/services/reference/> and the full text of about eighty thousand books in electronic format at <http://www.lib.utexas.edu/books/>. They may search hundreds of indexes at <http://www.lib.utexas.edu/indexes/> and view the world's largest and most heavily used online map collection at <http://www.lib.utexas.edu/maps/>.

Subject specialists are responsible for developing the extensive collections that make up the University Libraries. Users who have questions about resources or need research assistance are encouraged to consult one of the subject specialists listed at <http://www.lib.utexas.edu/subject/index.php>.

### On-Site Services and Resources

The University of Texas Libraries includes several libraries on the Austin campus and the Marine Science Library in Port Aransas. Each unit offers a range of services and specialized resources.

**Library classes and tours**, <http://www.lib.utexas.edu/services/instruction/>. The University Libraries offers a variety of classes on how to use the library catalog and how to access and evaluate information, as well as advanced classes covering databases and other electronic and on-site materials in specific subject areas. Virtual and on-site tours are also offered.

**Information and research help**, <http://www.lib.utexas.edu/services/reference/>. Staff members are available in all libraries to help users find information.

**Computing facilities**, <http://www.lib.utexas.edu/services/computing/>. Computing facilities available to UT Austin students, faculty members, and staff members are located in all libraries. The Perry-Castañeda Library, the Flawn Academic Center, and the science libraries offer the largest number of available workstations.

UTNet Wireless Access is available to students, faculty members, and staff members throughout the Flawn Academic Center and the Chemistry, Classics, Fine Arts, Physics Mathematics Astronomy, and Law Libraries, and in selected areas of the Architecture and Planning, Geology, Life Science, and Perry-Castañeda Libraries and the Ransom Center.

**Copying and printing facilities**, <http://www.lib.utexas.edu/services/copyprint/>. Photocopiers and computer printers in the libraries require a copy card. Users may purchase new copy cards from card dispensers located in campus libraries or from Library Copier Services in the Perry-Castañeda Library. The dispensers accept credit cards (MasterCard or Visa) and cash in \$1, \$5, \$10, and \$20 bills (no coins). The dispensers do not make change. Users may add value to copy cards in whole dollar amounts up to \$50 through the dispensers or at Library Copier Services.

**Individual and group study areas**, <http://www.lib.utexas.edu/services/study.html>. All libraries offer individual study spaces. Many also offer group study rooms, designated collaborative study areas, or closed studies or carrels. Group study rooms in the Fine Arts and Perry-Castañeda Libraries and the Benson Latin American Collection may be reserved online.

## Libraries

**Perry-Castañeda Library**, <http://www.lib.utexas.edu/pcl/>. This six-level open stack library contains more than 2.5 million volumes, computers for public use, a coffee shop, and enclosed studies as well as group study areas.

This main library of the University serves most subject areas, with emphasis on the humanities, the social sciences, business, education, nursing, social work, and European, East European, Asian, Middle Eastern, Hebraic, and Judaic studies. Special materials include United States and United Nations official documents, current journals, and newspapers. Reference and information help is provided in the lobby area. Library users are also encouraged to make appointments with subject specialists in their areas to discuss information needs. A list of subject specialists, with contact information and office locations, is published at <http://www.lib.utexas.edu/subject/index.php>. Service units in the library include Access Services, Courtesy Borrower Services, Library Copier Services, and Interlibrary Services. The Office of the Vice Provost and Director of the University Libraries and the University Libraries administrative staff are also housed in the Perry-Castañeda Library.

**Nettie Lee Benson Latin American Collection**, <http://www.lib.utexas.edu/benson/>. The Benson Collection, an internationally recognized resource for research in Latin American studies and United States Latino studies, provides access to materials on Mexico, Central and South America, the Caribbean, and the Hispanic presence in the United States. The Benson Collection also contains holdings related to areas of the United States that were part of the Spanish Empire or Mexico, and to the United States– Mexico borderlands. A comprehensive collecting policy includes all of Latin America, with special focus on Mexico, Brazil, and the countries of the Río de la Plata. Current publications and essential retrospective materials are collected from all parts of the world, in any language, and dating from the fifteenth century to the present. The Benson Collection contains more than a million volumes of books, journals, and pamphlets, in addition to extensive collections of manuscripts, maps, newspapers, photographs, microfilm, and recordings.

The Mexican American Library Program at the Benson Collection was created in 1974 to strengthen and develop Mexican American and Latino materials and research sources. Resources include archives, photographs, printed and audiovisual materials, and online databases documenting the cultural, economic, and political impact of the Latino presence in the United States.

**Science libraries.** The science libraries on the main campus are the Mallet Chemistry Library, the Walter Geology Library, the Life Science Library, and the Kuehne Physics Mathematics Astronomy Library. The Marine Science Library is located at the Marine Science Institute in Port Aransas.

**Fine Arts Library.** The Fine Arts Library (<http://www.lib.utexas.edu/fal/>), located in the Doty Fine Arts Building, contains collections that support learning and research in art, music, theatre, and dance. The collections include a variety of formats, including books, journals, musical scores, plays, CDs, and DVDs. UT Austin students, faculty and staff members, and courtesy borrowers may check out digital cameras, camcorders, and boom boxes. Cassette players may be checked out for use in the listening carrels.

**Architecture and Planning Library.** Learning and research in architecture, interior design, urban planning, landscape architecture, and related disciplines are supported by the Architecture and Planning Library (<http://www.lib.utexas.edu/apl/>) and, within it, the extensive collection of architectural drawings and other records in the Alexander Architectural Archive (<http://www.lib.utexas.edu/aaa/>).

**Other units.** Other units of the University Libraries include the Classics Library (<http://www.lib.utexas.edu/classics/>). The Collections Deposit Library is a limited-access facility that houses a number of specialized collections.

## Information for Borrowers

**Loan periods.** Undergraduates and courtesy borrowers may borrow most library materials for twenty-eight days. All other holders of University ID cards may borrow most materials for one semester.

A borrower may place a recall request online for a book checked out to another borrower. When the recalled item is returned, the requestor is notified and the item is held for seven days.

**Borrower responsibilities.** Borrowers are responsible for maintaining correct records of their identification numbers and mailing addresses with the University and for obtaining corrected borrower cards in case of error or a change in data. Borrowers are responsible for the return of items checked out to them until they are returned. The University Libraries is not responsible for notifying borrowers that materials are overdue.

**Fines and fees for overdue materials.** Borrowers are fined for failing to return library materials by the date they are due. Fines vary depending on the loan period of the material; detailed information is published at Charges for Overdue and Lost Material, [http://www.lib.utexas.edu/services/borrower/overdue\\_books.html](http://www.lib.utexas.edu/services/borrower/overdue_books.html).

**Charges for lost or damaged materials.** Borrowers are charged for lost and damaged items. Charges include a rebinding or repair charge if a damaged item can be repaired; the cost of replacing a lost item or a damaged item that cannot be repaired, plus a rebinding fee if applicable; a processing fee when an item is reported lost or is presumed by the University Libraries to be lost; and a billing service fee. A detailed list of charges is published by the University Libraries at [http://www.lib.utexas.edu/services/borrower/overdue\\_books.html](http://www.lib.utexas.edu/services/borrower/overdue_books.html).

**Library cards for non-University borrowers.** Libraries are open to the public for use of materials. Adult Texas residents who are not members of the University community may borrow materials for home use by purchasing a courtesy borrower card at the Courtesy Borrower Services Desk at the Perry-Castañeda Library, entrance level. A photo ID and proof of Texas residence are required at the time of purchase. The fee may be waived for current members of the Texas Exes, for users who present valid TexShare cards from libraries participating in the TexShare Card Program, and for other users included in reciprocal borrowing agreements in which the University Libraries participates. More information on fees and waivers is published

by the University Libraries at <http://www.lib.utexas.edu/services/borrower/non-ut.html>. Cards are valid for the period of enrollment, membership, or appointment, not to exceed one year.

## Dolph Briscoe Center for American History

As an organized research unit of the University, the Dolph Briscoe Center for American History facilitates, sponsors, and supports teaching, research, and public education in Texas and United States history. In support of its mission, the Briscoe Center acquires, preserves, and makes available for research archival, artifact, and rare book collections and sponsors exhibitions, conferences, video documentaries, oral history projects, grant-funded research, and publications. The Briscoe Center's resources and services support the University's curriculum and University faculty, student, and staff research, as well as research by the general public. The Briscoe Center sponsors award-winning and critically acclaimed publications, including its Focus on American History series, published by the University of Texas Press.

The Office of the Director of the Briscoe Center is located in the Arno Nowotny Building, the oldest building on the Austin campus. The Briscoe Center has five additional divisions, located in four regions of Texas, each serving a unique purpose.

- The Research and Collections Division is located in Sid Richardson Hall Unit 2, on the main campus of the University. It is the Briscoe Center's main research facility and the repository for most of the Briscoe Center's book, manuscript, map, newspaper, photographic, sound, and ephemera collections.
- The Military History Institute, also located in Sid Richardson Hall, is an educational outreach and archival program. The institute's portfolio includes research projects and publications, conferences and symposia, and international study trips related to the Second World War.
- The Sam Rayburn Museum documents the life and career of former Texas congressman and Speaker of the U.S. House of Representatives Sam Rayburn (1882–1961). It is located in Rayburn's hometown of Bonham in northeast Texas.
- The Briscoe-Garner Museum in Uvalde is dedicated to the remarkable lives of John Nance "Cactus Jack" Garner and Dolph Briscoe, both Uvalde natives and historically important political figures from Texas.
- Winedale is a complex of historical structures and modern facilities situated on 225 acres near Round Top. Winedale's mission is to foster an understanding of Texas history, culture, and native plants and landscapes through research, teaching, and public service.

The Briscoe Center's Texas history archives have no peer in size, quality, and diversity. Within its collections, the Briscoe Center has primary sources—documents, records, newspapers, photographs, maps, and oral histories—of great breadth and depth on almost all subjects related to the story of Texas. The Briscoe Center's Texana library of rare and scarce books on the history of Texas is the largest and most valuable collection of its kind. The Briscoe Center is also one of the nation's leading research centers for Southern history. Its Southern history holdings include the Littlefield Southern History Collection, the Natchez Trace Collection, the Parsons Collection on the Louisiana Purchase, and the Pugh Plantation (Louisiana) Archive.

The Briscoe Center has the largest congressional and political history collection outside Washington DC, with a special focus on Texas congressional and gubernatorial papers.

The Briscoe Center's photography holdings include the largest collection of photographs of the US presidency outside Washington DC, as well as the largest collection of photographs of Martin Luther King Jr. The Briscoe Center owns more than five million photographic images from the late 1840s to the present, including the Alamo daguerreotype, the oldest datable photograph taken in Texas. The collections place special emphasis on the archives of leading photojournalists. The Briscoe Center is also one of the leading institutions in the United States for the study of news media history. Collections include the papers of media professionals (including Walter Cronkite, Dominick Dunne, Robert Trout, Morley Safer, Andy Rooney, and Harry Reasoner), the research archives of media industry leaders, and one of the largest newspaper collections in the United States, with original editions of some of the earliest known newspapers published in Texas. Another major research strength is the history of social justice movements in the United States, including the civil rights movement. Highlights include the papers of John Henry Faulk, James Farmer, and C. Wright Mills, and the historical archives of the *Texas Observer* and the Field Foundation.

The Briscoe Center's collections document more than three hundred years of US military history, including America's involvement in foreign wars from Mexico to Iraq.

The American Energy History Collection provides a comprehensive view of the modern age and the influence of energy in business, society, politics, and culture. It includes the extensive ExxonMobil archives, the largest publicly available collection documenting a single energy company.

The Briscoe Center also has an extensive material culture collection made up of thousands of museum objects at the Briscoe Center's four sites. The collection includes rare historical artifacts, clothing, textiles, furniture, and other decorative arts dating from the Anglo-American settlement of Texas in the early nineteenth century to the present.

The Briscoe Center presents a wide variety of permanent and temporary exhibits drawn from its collections. Exhibit topics have encompassed Texas and Southern history, news media history, civil rights, women's history, decorative arts, the entertainment industry, and Texas music. The Briscoe Center offers exhibits of photographs on tour to museums across the country.

The Briscoe Center's Web site, [www.cah.utexas.edu/](http://www.cah.utexas.edu/), provides access to valuable resources to researchers worldwide. The site includes a digital media repository of more than twenty thousand photographs, maps, documents, and videos; finding aids to hundreds of major collections; and online exhibits.

## Harry Ransom Center

The Harry Ransom Center is one of the world's foremost institutions for literary and cultural research. It offers resources in a number of disciplines and periods, but its principal strength is in its collections of modern and contemporary British, American, and French literature. These collections contain

not only rare editions but also prepublication materials, including authors' original notes, revised manuscripts, corrected galley proofs and page proofs, as well as letters and other personal and professional documents. Important collections exist also in photography, performing arts, and film. The center houses about a million books, over forty million manuscripts, five million photographs, and more than one hundred thousand works of art.

Book collections include the libraries of James Joyce and Evelyn Waugh, the Wolff Collection of Nineteenth-Century Fiction, the VanderPoel Collection of Charles Dickens, three Shakespeare First Folios, and the Pforzheimer Collection of English Literature, 1475–1700. The Ransom Center's most valuable book is the Gutenberg Bible. Writers particularly well represented in the center's manuscript collections include Graham Greene, Lillian Hellman, D. H. Lawrence, Norman Mailer, David Mamet, Carson McCullers, Anne Sexton, George Bernard Shaw, Isaac Bashevis Singer, Tom Stoppard, David Foster Wallace, and Tennessee Williams.

The Photography Collection includes the works of more than twelve hundred photographers from the 1820s to the present. Large collections of theatrical designs, film manuscripts, and other materials are found in the Norman Bel Geddes collection, the David O. Selznick collection, and the Gloria Swanson archive.

Art collections include drawings, prints, and paintings of and by English, American, and French writers, including E. E. Cummings, D. H. Lawrence, and Jean Cocteau, as well as works of art by Frida Kahlo, Eric Gill, Georges Rouault, and others.

Music collections include opera librettos from 1600 to 1920; manuscript scores of French composers Ravel, Roussel, Dukas, and Debussy; the archives of American composer Paul Bowles; and the collection of jazz historian Ross Russell.

The Ransom Center invites use by scholars engaged in research in the humanities. University faculty members, staff members, and students are eligible to use the collections, as are other researchers. The Ransom Center is a non-circulating library. Researchers wishing to consult the collections must present a photo ID, complete an online application form, and agree to abide by the Ransom Center's rules and regulations.

Ransom Center books and many archival materials are represented in the online catalog of the University Libraries. Access to manuscript collections is provided through the manuscripts catalog or online finding aids. Photography, film, performing arts, and art materials are partially represented in online finding aids, but users should also consult the appropriate curator to locate materials in these areas.

Patrons may access Ransom Center materials in the second-floor Reading and Viewing Rooms. The world's first photograph, taken in 1826, and the Gutenberg Bible, the first book printed with movable type, are on display in the center's lobby, and the first-floor galleries feature rotating exhibitions of items from the literary, photographic, and art collections.

Hours of operation are available through the Ransom Center's Web site, <http://www.hrc.utexas.edu/>, or by calling (512) 471-8944.

## Joseph D. Jamail Center for Legal Research: Tarlton Law Library

The Tarlton Law Library in the Jamail Center for Legal Research supports the research and curricular needs of the students and faculty of the School of Law, as well as the research needs of the University community, members of the bar, and the public. The highly qualified library staff provides reference services, offers individual and group instruction, and maintains and organizes the collection for efficient use.

The Tarlton Law Library is one of the largest academic law libraries in the country, with a physical collection of more than a million volumes and equally extensive electronic resources. In addition to a comprehensive collection of United States primary and secondary legal materials in print and digital formats, the library has a broad interdisciplinary collection from the social sciences and humanities. Special collections at Tarlton include significant foreign and international law resources; the papers of former United States Supreme Court Justice Tom Clark; feature films and fiction related to law and popular culture; and, in the library's Gavel Archive, a collection of recent winners of the American Bar Association's prestigious Silver Gavel Award. The library is a depository for United States, European Union, and Canadian government documents. The library's collection of rare and antiquarian law books exceeds ten thousand volumes and includes noted collections of early legal dictionaries, Texas law, and the works of John Selden.

The library offers law students access to BloombergLaw, LexisNexis and Westlaw, the major online legal research services. Computers, a building-wide wireless network, and printers and scanners are available for law student use. The facility has group study rooms and a student lounge, and tables, carrels, and comfortable seating throughout. The Tarlton Law Library Web site (<http://tarlton.law.utexas.edu>) offers a number of online resources and finding aids, including digital collections highlighting Texas legal history and law school traditions.

Almost 1000 paintings, prints, documents, textiles, and pieces of furniture from the Hyder Collection enhance the ambience of the library and create an intellectually rich environment for research and study.

The library's facilities and information services are open to the University community and to visitors. Non-University borrowers may purchase a guest borrower card. Fees are waived for visitors with valid TexShare cards. Most library materials, including primary source materials, digests, looseleaf binders, microforms, periodicals, and reference resources generally do not circulate outside the library.

## Other Libraries in Austin

The Lyndon Baines Johnson Library and Museum, located on the eastern edge of the campus, is operated by the National Archives and Records Administration. Not part of the University library system, this library is a rich resource for scholars studying the twentieth century. Faculty members and students also have access to other public and private libraries in the Austin area, including several that focus on special areas of interest.

# The University of Texas McDonald Observatory at Fort Davis

The McDonald Observatory, constructed from the proceeds of a bequest by W. J. McDonald in 1929, was originally operated jointly by the University of Texas and the University of Chicago. Today the observatory is maintained and administered by the University of Texas at Austin. Located on Mount Locke and Mount Fowlkes in the Davis Mountains at an altitude of 6,800 feet, the observatory sits on 650 acres of land, 400 acres donated by the owners of the Fowlkes and Mclvor ranches and 250 purchased from the Eppenauer ranch.

The 2.1-meter reflector was installed in March 1939, and the observatory was formally dedicated on May 5, 1939. For some years the 2.1-meter reflector was the second largest telescope in the world, and it is still among the world's major telescopes.

The development of the observatory and of the 2.1-meter reflector was largely the work of Otto Struve, the first director of Yerkes and McDonald Observatories, and one of the outstanding scientists of his generation. In recognition of his contributions, the 2.1-meter reflector was officially designated "The Otto Struve Reflector of the W. J. McDonald Observatory" in an international dedicatory symposium in May 1966.

Supported by the National Aeronautics and Space Administration and the University of Texas, and assisted by the National Science Foundation, a 2.7-meter telescope began operation in early 1969 as the third largest telescope in the world. That telescope has been named the Harlan J. Smith Telescope in honor of the first Texas director of McDonald Observatory. Improved supporting facilities and a 0.8-meter telescope were constructed in the 1970s.

In collaboration with the Pennsylvania State University, Ludwig-Maximilians-Universität München, and Georg-August-Universität Göttingen, the University of Texas at Austin operates a 9.2-meter telescope on Mount Fowlkes at the McDonald Observatory. This telescope, the William P. Hobby–Robert E. Eberly Telescope, has one of the largest primary mirrors of any telescope in the world. The George T. Abell Gallery offers a view of the telescope to the public.

Currently, the Hobby-Eberly Telescope is being upgraded to have a wider field of view and to use a larger portion of the primary mirror. In addition, a unique new instrument—the Visible Integral-Field Replicable Unit Spectrograph (VIRUS)—is being added to enable the Hobby-Eberly Telescope Dark Energy Experiment (HETDEX). HETDEX seeks to unravel the mysteries of the "dark energy" that makes up more than seventy percent of our Universe.

McDonald Observatory produces the daily astronomy radio program *StarDate*, which airs on more than 350 radio stations in the United States and Canada and is heard by three million people each week. Five-minute Spanish-language astronomy podcasts are available online at <http://www.radiouniverso.org>. The observatory also publishes *StarDate* magazine.

The Frank N. Bash Visitors Center at McDonald Observatory, located at the base of Mount Locke, includes a theatre, a science museum with interactive exhibits, StarDate Café, and a gift shop. The center is open from 10:00 am to 5:30 pm daily except Thanksgiving Day, Christmas Day, and New Year's Day. Solar viewing sessions are conducted daily at 11:00 am and 2:00 pm with guided tours of the research areas immediately following. Every Tuesday, Friday, and Saturday night, the Visitors Center hosts "Star Parties," during which visitors have the opportunity to view the planets, moon, galaxies, and other celestial objects through large telescopes at the center's Public Observatory. Twilight programs are available those same nights. For information on current rates and programs, visit <http://mcdonaldobservatory.org/visitors/book>. More information about visiting the observatory may be obtained from the Frank N. Bash Visitors Center at McDonald Observatory, 3640 Dark Sky Drive, McDonald Observatory TX 79734, (432) 426-3640, or at the McDonald Observatory Web site, <http://mcdonaldobservatory.org/visitors>. A recorded message providing seasonal times is available at (877) 984-7827.

## Texas Natural Science Center

The Texas Memorial Museum is located on the main University campus at 2400 Trinity Street. The museum's exhibits include the largest flying creature ever found, the Texas Pterosaur, with a wingspan of forty feet; a thirty-foot Cretaceous mosasaur; reptiles and amphibians from the Permian period of the Paleozoic era; and remains of Ice Age mammals. The museum was constructed with state and federal funds, contributions, and proceeds from the sale of Texas Centennial coins sponsored by the American Legion. It was opened to the public January 15, 1939. In 1959, by legislative enactment, it became part of the University of Texas at Austin.

The museum is open from 9:00 am to 5:00 pm Tuesday through Saturday; closed Sunday and Monday and major holidays. Admission is \$4 for adults/seniors, \$3 for children twelve and under, \$2 for college students with ID, \$1 for military personnel with ID, \$1 per student with school groups, and free for University of Texas at Austin students and staff.

The museum's first-floor Hall of Geology and Paleontology features displays of rocks, minerals, meteorites, and dinosaurs and other fossil animals. The second floor showcases some of the museum's most prized and unusual specimens. The third floor features the contemporary native fauna of Texas, including many of the state's reptiles, birds, and mammals. The fourth floor currently displays the Explore Evolution interactive learning lab, featuring the work of scientists who are making leading discoveries about the evolution of life.

## University of Texas Press

The University of Texas Press publishes approximately one hundred new books and eleven journals each year in both print and digital formats. Although books have been published under the University of Texas imprint since 1922, the Press was formally established in 1950. The imprint is controlled by a ten-member Faculty Advisory Committee appointed by the president and the Faculty Council.

In the years since its founding, UT Press has become a publisher of international scope, issuing more than 3,000 works in a wide range of fields. The books present the results of original research conducted all across the United States and Latin America and in centers of learning throughout the world.



The major areas of concentration are American studies, anthropology, old and new world archaeology, architecture, art history, classics and the ancient world, conservation and the environment, film and media studies, Latin American and Latina/o studies, Middle Eastern studies, photography, Pre-Columbian studies, Texas and western studies, and women's studies.

In addition, UT Press publishes books of general interest for a wider audience on a variety of subjects, including history, current affairs, the visual arts, music, and food, among others. As part of its mission to serve the people of Texas, the Press also produces books on the history, culture, arts, and natural history of the state.

UT Press regularly collaborates with the Dolph Briscoe Center for American History, the Center for Mexican American Studies, the Center for Middle Eastern Studies, the School of Information, the Institute of Classical Archaeology, the Schusterman Center for Jewish Studies, and the Teresa Lozano Long Institute for Latin American Studies, as well as the Blanton Museum of Art and the Harry Ransom Center. Outside of the University, the Press publishes books on Southwestern and Mexican literature and photography with the Wittliff Collections at Texas State University.

The Press also offers a fellowship program designed to give one year of experience in book publishing to the most qualified applicants. The objective of the program is to help prepare the fellow for a career in book publishing by providing intensive training in one department with exposure to and instruction in the operations of the other departments.

Located in the Printing and Press Building next to Disch-Falk Field in East Campus, The University of Texas Press has an on-site warehouse, and the lobby is open for sales during normal business hours.

For more information, please see the UT Press Web site (<http://utpress.utexas.edu>).

## KUT and KUTX Public Radio

KUT 90.5, established in 1958, and KUTX 98.9, established in 2013, are licensed by the Federal Communications Commission to the University of Texas at Austin and operate as a department within the Moody College of Communication. Both stations strive to be leading sources for knowledge and ideas that enrich and sustain greater Austin's unique sense of place, cultural identity, and position as a center of leadership. Each month, more than 475,000 Central Texans listen to KUT and KUTX on the air and online at [www.kut.org](http://www.kut.org) (<http://www.kut.org>) and [www.kutx.org](http://www.kutx.org) (<http://www.kutx.org>).

With a full-time, dedicated news staff, KUT News 90.5, Austin's NPR station, uses the highest editorial standards to shed light on Central Texas' civic challenges and opportunities. A founding member of NPR, KUT 90.5 established a news department in 2002. Since then, KUT News has won more than 100 state, national and international awards for journalistic excellence.

KUTX 98.9, "The Austin Music Experience," features fresh, cutting-edge music, alongside iconic songs and established artists who continue to inspire. Programming includes live, one-of-a-kind performances in Studio 1A; the Austin Music Minute; the KUTX Song of the Day; and the Austin Music Map, which features some of the unlikely places where music is being made in Austin.

## Computing Resources

### Center For Teaching and Learning

The Center for Teaching and Learning (CTL) partners with educational researchers to lead the implementation and dissemination of cutting-edge, evidence-based, interactive instructional strategies that leverage educational technology to improve student learning and success. CTL works with Information Technology Services (ITS) to support the University's current learning management system through workshops and training and to research new course management possibilities for the future. CTL partners with academic units to further the University's commitment to technology-enhanced instruction.

More information about CTL can be found at <http://ctl.utexas.edu/>.

### Information Technology Services (ITS)

Information Technology Services (ITS) (<http://www.utexas.edu/its/>) provides the core computing, networking, telecommunication, and systems infrastructure at the University. ITS is committed to providing a diverse set of secure, high-quality products and services that support and enhance the academic mission of the institution.

Access to and use of campus information technology resources is governed by University policies and state and federal law. All students, faculty members, staff members, and other users are responsible for knowing and abiding by these regulations on computer use, published at <http://www.utexas.edu/cio/policies/>.

Although ITS is the largest on-campus provider of information technology resources, individual schools, colleges, and departments also offer technology services for their students, faculty, staff, and guests.

**Acceptable Use Policy.** The University's Acceptable Use Policy (AUP), <http://security.utexas.edu/policies/aup.html>, provides students, faculty, staff, and University affiliates with guidelines on appropriate and legal uses of computers and information technology at the University. The policy outlines each person's responsibility when accessing and using these resources; it includes the University's position on downloading copyrighted materials.

Violating the AUP can lead to serious consequences, including disciplinary action and criminal prosecution. All members of the University community are urged to become familiar with the AUP. More information is available at <http://security.utexas.edu/policies/aup.html>.

**Campus Computer Store.** Conveniently located in the Flawn Academic Center (FAC), the Campus Computer Store allows the University community to purchase hardware, software, and accessories at special academic prices. The Campus Computer Store is an authorized Apple and Dell Service Center. ITS negotiates to distribute Microsoft software in the store for the lowest available cost. More information is available at <http://computerstore.utexas.edu/>.

**Computer Labs.** The Flawn Academic Center (FAC) first floor contains desktop computers and other equipment dedicated to student use. With its central location on campus, the FAC provides students with easy access to the Internet and University information resources. Computers are accessed with your UT EID. The service is provided at no additional cost. More information is available at <http://www.utexas.edu/its/faclabs/>.

In order to print in this facility, you must have a Bevo Bucks account. For instructions on printing in the labs, see UTprint Service at <http://www.utexas.edu/its/utprint>.

**EID.** Each member of the University community is provided with an electronic identification, or EID, that is used to access high-security online campus services and transactions. A UT EID is required for all secure electronic transactions at the University, including registering for classes, claiming a University e-mail address, and accessing the University Library's online resources. Guest EIDs are available for job applicants, prospective students and others and cannot be used for secure transactions. Before acquiring an EID, users must read and sign the Acceptable Use Policy (<http://security.utexas.edu/policies/aup.html>). Self-service tools allow users to manage their UT EIDs online. More information is available at <http://www.utexas.edu/eid/>.

**ID Center.** The ID Center, located on the first floor of the Flawn Academic Center, is responsible for creating proximity-enabled ID cards and upgrading users' electronic identification (EID) to allow full access to online services. Students must present a driver's license, passport, or other form of government-issued identification to receive a University ID card. To upgrade an EID, students must be at least eighteen years of age or accompanied by a guardian. More information is available at <http://www.utexas.edu/its/idcenter/>.

**ITS Help Desk.** The ITS Help Desk provides a central point of contact for all technical support services. Whether the problem is related to e-mail, EID, wireless, or some other technical questions, ITS Help Desk consultants are available to provide support and troubleshooting by telephone, e-mail, chat, or on a walk-in basis. The ITS Help Desk also provides expert consulting for advanced questions. More information is available at <http://www.utexas.edu/its/helpdesk/>.

**Learning Management System (LMS).** Canvas, a cloud-hosted LMS from Instructure, is the University's primary LMS. Canvas offers a Web 2.0 interface, cloud storage and continuous updates throughout the year. Canvas enables students to connect and communicate with their instructors and classmates online, as well as access class materials, engage in discussion threads, receive assignments, and learn in a media rich environment. ITS also provides infrastructure and consulting support for Blackboard, the University's legacy online LMS. Blackboard remains in use for a number of courses across campus, but will be retired on August 31, 2015. Beginning with the fall 2014 semester, for the first time, all classes will be created in Canvas. More information is available at <http://canvas.utexas.edu/>

**Mailing lists.** Mailing lists are forums for teaching, collaboration, discussion, entertainment, announcements, and more. Messages are sent directly to subscribers and are read with e-mail programs like Outlook or Thunderbird. Discussions on mailing lists are usually closed among subscribers. More information is available at <http://www.utexas.edu/its/maillinglists/>.

**Public Internet Access.** ITS operates the University's wireless network. Current students, faculty, and staff can gain access by logging in using their UT EIDs and passwords. University Affiliates, including official visitors, must be sponsored by their hiring department. Students must purchase a bandwidth subscription beginning fall 2014. Faculty, staff, official visitors and other special roles (e.g. part time student employees, major fellowships, etc) are provided a default bandwidth allocation. Additional bandwidth may be purchased online. Guests may utilize the third party wireless network (currently atwifi) through an online purchase or coupon provided to them. More information is available at <http://www.utexas.edu/its/network/>.

**Qualtrics Survey Tool.** Qualtrics is a generalized survey service that enables students to create and distribute surveys as well as store and analyze data. Unlike other tools, Qualtrics meets security requirements and is approved for most Category I data (<https://wikis.utexas.edu/display/ISO/Approved+Cloud+Services+Matrix>) (including HIPAA, FERPA, and IRB). Qualtrics is user-friendly and able to handle complex designs. Simple surveys can be produced in minutes. More information is available at: <https://www.utexas.edu/its/survey/>.

**Resnet.** The campus Residence Hall Network, or Resnet, provides high-speed Internet access for students living in on-campus residence halls and across the campus wireless system. The service brings both wired Ethernet and wireless connectivity to students, with a default bandwidth subscription automatically included in the housing room rate. Additional bandwidth may be purchased. Access instructions for Resnet are given at <http://resnet.utexas.edu/>.

**University Blog Service.** The service uses the WordPress platform and provides a Web address in the utexas.edu domain. It is available to students at no cost and can be used for individuals, groups, and projects. It does not meet FERPA Requirements for Category-1 data and should not be used for courses. More information is available at <http://www.utexas.edu/its/blog/>.

**UTBox.** This campus-wide cloud-based storage service provides 50 GB (gigabyte) storage and file share accounts that are safe for storing Category I data. Important files can be synched between desktop, laptop, smartphone, and tablet devices and kept current with apps for iOS, Android, and Blackberry. More information is available at <http://www.utexas.edu/its/cloudstorage/>.

**UT Direct.** UT Direct is a customizable University portal that provides personalized information based on EID. Users may access information about registration, classes, tuition bills and financial aid, and other official University business. More information is available at <http://utdirect.utexas.edu/>.

**UTmail.** UTmail provides UT Austin students, alumni, faculty, and staff with a university affiliated e-mail address in the @utexas.edu domain. Those who opt-in to the service can choose their e-mail address and have 30+ GB of included storage that can be used across their UTmail and Google Drive

accounts. In addition, UTmail provides e-mail for life—students can keep their e-mail addresses after they graduate. More information is available at <http://www.utexas.edu/its/email/>.

E-mail is recognized as an official means of communication from the University to students. Policies are given in Use of E-mail for Official Correspondence to Students, Appendix M (p. 185).

**UTprint.** UTprint is a new convenient way for students to print documents when they need them. The student simply logs in with his or her UT EID and prints to one of the University printers available in labs and buildings across campus. Items can be printed in black and white or color and are purchased using Bevo Bucks. More information is available at <http://www.utexas.edu/its/utprint/>.

## Texas Advanced Computing Center

The Texas Advanced Computing Center (TACC) is one of the nation's leading supercomputing centers. TACC enables discoveries that advance science and society through the application of advanced computing technologies, including high-performance computing, scientific visualization, and massive data storage/archival systems and software. TACC's technologies enhance the capabilities of University faculty members, staff members, and students, and TACC's computational experts help researchers and students use these technologies most effectively. Through regional and national partnerships, including the University of Texas Research Cyberinfrastructure (UTRC) initiative and the National Science Foundation's Extreme Science and Engineering Discovery Environment (XSEDE), TACC resources and services are made available to the national open science research community, but UT Austin researchers have unique access to TACC systems and staff. TACC staff also conduct research and development to produce new advanced computing technologies and techniques that increase the performance, usability, and reliability of advanced computing systems. More information about TACC is published by the center at <http://www.tacc.utexas.edu/>.

## Marine Science Institute

The Marine Science Institute (<http://www.utmsi.utexas.edu>), located in Port Aransas, Texas, is the gateway to pristine estuaries and the open waters of the Gulf of Mexico. The institute is ideally located for the resident faculty to conduct basic and applied research and provide undergraduate and graduate instruction in marine science. Well known for its masters and doctoral degree programs in marine science, an undergraduate degree is also available in marine and freshwater science. Degree plans are offered by the Department of Marine Science and College of Natural Sciences.

Founded in 1941, the seventy-two-acre campus provides a wide variety of natural marine environments within close proximity. These ecosystems include: fresh to hypersaline waters; grass and mud flats; shell reef; sand beaches; dune areas; Gulf of Mexico waters; and estuarine nurseries. A variety of facilities complement the research, education and outreach, including research laboratories, classrooms, library, pier laboratory, dormitories, apartment housing, cafeteria, visitor center/auditorium, and offices. The institute's fleet of boats range from shallow water skiffs to the *R/V Katy*, a 57-foot trawler.

The Fisheries and Mariculture Laboratory (FAML) is located near the ferry landing on ten acres. The mariculture program focuses on basic research on captive spawning, larval development and rearing, and nutrition of broodstock and larvae of recreationally and commercially important fishes. FAML also supports an active program on the interactions between fish physiology and the environment and how that translates to fish otoliths. CCA Texas Laboratory for Larviculture, a part of FAML, is the only such facility in the state.

The Estuarine Research Center at the Marine Science Institute is home to the Mission-Aransas National Estuarine Research Reserve (NERR) (<http://www.nerrs.noaa.gov/Reserve.aspx?ResID=MAR>) headquarters. The NERR is a National Oceanic and Atmospheric Administration (NOAA) program managed by the University and one of only twenty-eight in the United States. Within the 185,708 acre boundary, the program focuses on research, education, and stewardship. It brings together scientists, landowners, policy makers, and the public to ensure optimal coastal management decisions. The NERR also provides twice-weekly guided tours of the Wetlands Education Center (<http://www.utmsi.utexas.edu/visit/wetlands-education-center>), a three-acre tidal marsh built for educational use. Self-guided tours are available daily. The Mission-Aransas Reserve operates a visitor center called the Bay Education Center (<https://www.facebook.com/pages/Bay-Education-Center/121688247922925>) which is located in Rockport, TX, and dedicated to estuaries. It is free and open to the public, Tuesday through Saturday, 1-4 pm, with daily presentations at 2 and 3 pm. It is home to Science On a Sphere ([http://sos.noaa.gov/What\\_is\\_SOS](http://sos.noaa.gov/What_is_SOS))<sup>®</sup>, one of only three in Texas. Coming in summer 2014 is the addition of the Estuary Explorium in the UTMSI Visitor Center.

The Marine Science Institute offers marine education services as part of its outreach program. It provides marine education experiences for visiting classes, teacher training workshops, and evening seminars.

Scientists at this facility have been responsible for landmark discoveries in marine science. The faculty at the Institute have an excellent record of and reputation for successful, innovative sponsored research projects spanning both local and global interests. Their work is locally significant and globally relevant.

## Hogg Foundation for Mental Health

Hogg Foundation for Mental Health advances mental wellness for the people of Texas as an impactful grantmaker and catalyst for change. Founded in 1940 by the children of Texas governor James S. Hogg, the foundation is housed within the Division of Diversity and Community Engagement at The University of Texas at Austin.

As a young girl, Miss Ima Hogg toured Texas state hospitals, schools, and prisons with her father, Governor James Hogg. Those experiences inspired her lifelong interest in psychology and mental health. After her older brother Will died in 1930, she and younger brother Mike used proceeds from Will's estate to establish the Hogg Foundation for Mental Hygiene at the University in his memory. Miss Ima later established a separate endowment at the

foundation to fund mental health services for children, youth, and their families in Houston and Harris County. Other benefactors have also created endowments at the foundation to support its mission.

Since 1940, the foundation's work has honored the Hogg family's legacy of public service and dedication to improving mental health by dispersing millions of dollars from foundation funds to promote mental health services, policy, research, and education in Texas. Today the foundation focuses its grant making in strategic areas and awards grants through a competitive proposal process. The foundation also awards scholarships and fellowships to graduate students in mental health-related fields.

The foundation is located three miles west of the main campus at 3001 Lake Austin Boulevard. Information about the foundation and its current initiatives is available online at [www.hogg.utexas.edu](http://www.hogg.utexas.edu).

## The Teresa Lozano Long Institute of Latin American Studies

The Teresa Lozano Long Institute of Latin American Studies (LLILAS) is one of the largest and oldest Latin American studies programs in the United States. Founded in 1940, LLILAS is a vibrant center for the interdisciplinary study of Latin America and for the dissemination of this research and creative production through teaching, publications, digital archives, and scholarly exchange. LLILAS faculty—some 160 strong—teach courses on a broad array of topics and train students for BA, MA and PhD degrees in Latin American studies. In addition, faculty teach courses in their respective disciplines in more than thirty academic departments across the University, melding a Latin American focus with their particular areas of expertise. Graduate dual-degree programs are available to combine Latin American studies with business administration, communication studies, community and regional planning, global policy studies, information studies, journalism, law, public affairs, and radio-television-film, with social work to be added soon. Latin American research occupies a significant place in several other colleges, particularly in the areas of fine arts, information studies, education, law, and architecture.

LLILAS also hosts an average of four Latin American visiting professors annually: the Edward Larocque Tinker Chair in Latin American Studies, endowed by the Tinker Foundation, for distinguished Latin American scholars; the Joe R. and Teresa Lozano Long Visiting Professorship for distinguished professors on Latin American topics, endowed by Joe R. and Teresa Lozano Long; the UT-Fulbright Visiting Professorship in Environmental Sciences and Policy, under an agreement with the Fulbright Commission of Brazil; and the Matías Romero Visiting Chair in Mexican Studies, under an agreement between the university and the Mexican Ministry of Foreign Affairs.

In September 2011, LLILAS joined forces with the Nettie Lee Benson Latin American Collection, the largest university research collection on Latin America in the United States, to become LLILAS Benson Latin American Studies and Collections. Operating under a single leadership team, LLILAS Benson seeks to improve knowledge and understanding of Latin America through education, research and scholarly exchange. Throughout the year, LLILAS Benson sponsors symposia and lectures by visiting and resident specialists, and engages the public through a series of public events, exhibits and outreach to K–16 educators and students to foster greater knowledge of Latin America around the state and the nation.

LLILAS Benson is also a frequent collaborator with a number of partner institutions, including: The University of Texas Libraries, the Bernard and Audre Rapoport Center for Human Rights and Justice, the Center for Mexican American Studies, the Department of African and African Diaspora Studies, the Center for Women's and Gender Studies, and the Department of Spanish and Portuguese. In addition, LLILAS Benson has formal relationships with many institutions throughout Latin America, fostering the exchange of students, faculty, and research.

LLILAS runs two area centers, the Mexican Center and the Brazil Center. The Mexican Center was established in 1986 to coordinate the advancement of Mexican studies at the University and brings together students, faculty, visiting researchers, and the communities of Austin, Texas, and Mexico to foster a fuller understanding of the region. The Center sponsors the annual Austin Lecture on Contemporary Mexico, which invites a prominent Mexican intellectual to campus. The Brazil Center, founded in 1995, supports Brazilian studies across academic disciplines at the university in order to promote collaborative research and exchange between Texas and Brazil. Approximately one-quarter of LLILAS-affiliated faculty dedicate all or part of their research and/or instruction to Brazil-related content in diverse disciplines. LLILAS also houses the Argentine Studies Program to facilitate scholarly exchange between Argentina and the University. The institute's Center for Indigenous Languages of Latin America (CILLA) promotes research and training programs about indigenous languages, which form an important part of the society and culture of Latin America. LLILAS Benson also houses AILLA, the Archive of the Indigenous Languages of Latin America, a digital archive of recordings and texts in a wide range of genres that includes a wealth of language documentation materials.

Collectively, LLILAS and the Benson Collection maintain one of the largest collections of digital assets designed to support Latin American studies in the world. The vast digital holdings, all of which are freely available to a global audience via the Internet, include the Guatemalan National Police Historical Archive (AHPN), the Human Rights Documentation Initiative (HRDI), the AILLA, and the Primeros Libros de las Américas project. Links to all of the LLILAS and Benson digital initiatives can be found at: <http://www.lib.utexas.edu/benson/collections/digital/>.

LLILAS Benson is located in Sid Richardson Hall on the eastern edge of the UT campus. Additional information is available through the LLILAS Web site (<http://www.utexas.edu/cola/insts/llilas>), and the Benson Web site (<http://www.lib.utexas.edu/benson>).

# Appendix A: Emergency Notification Policy

## A. Policy Statement

As safety and emergency notification practices are under greater scrutiny at institutions of higher education, it is the position of the University of Texas at Austin that at least one emergency contact person must be listed for each student enrolled at the University. A student's cell phone number is also part of the emergency notification protocol in case the University should need to contact the student via text message about critical incidents on campus. Information gathered remains confidential to the extent allowed by law.

## B. Scope

This policy applies to all admitted and enrolled students of the University. This policy provides for two distinctly different types of emergency notification. First, it details all the ways the University provides notification about emergencies to students, faculty members, and staff members. Second, it indicates the way the University will follow to notify a student's designated emergency contact in the event of personal distress or missing person status.

## C. University Communication of Emergency

Emergencies may range from inclement weather to building evacuations to campus closures, and the University has a variety of tools to communicate with the public in the event of these and other possible emergencies. Depending on the type of emergency, some or all of the following tools may be used to communicate with faculty members, staff members, and students:

### 1. Siren System

This system is tested at about noon on the first Wednesday of every month. It delivers a siren warning and public address in the event of certain outdoor emergencies. More information about the siren system is available at <http://www.utexas.edu/safety/sirens/>.

### 2. Emergency Web Site

The emergency Web site, <http://www.utexas.edu/emergency/>, is updated with information during actual emergencies or campus closures.

### 3. University Emergency Information Line, (512) 232-9999

Students and faculty and staff members may call this main number for information about campus closures.

### 4. Campus Television Emergency Announcement System

Emergency announcements will override residence hall and campus cable television, instructing the viewer where to go for additional information.

### 5. Text Messaging Service

The University contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the University is protected by contractual arrangements.

### 6. Pager System

Campus first responders, resident advisers, and some building managers are part of the Austin Warning and Communication System paging system. Pagers send text messages about emergencies on campus and alert city responders like the Austin Police Department, the Austin Fire Department, Emergency Medical Services, and the Office of Emergency Management to campus crisis situations.

### 7. Fire Panel Systems

Residence halls are equipped with fire panel systems that have a public address capability. Resident advisers are trained to use these systems in emergencies in order to make announcements to the entire building regarding evacuation, shelter in place, or other responses.

### 8. University Group E-mail

During emergencies, UT Safety Alert sends an "urgent" group e-mail to every student and faculty and staff member. The message directs individuals to the emergency Web site for additional information and instructions.

### 9. Voice Mail to Office Telephones

This system leaves a voice message on every faculty and staff member's office phone on campus.

### 10. Local News Media

The Office of Public Affairs sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the University depends a great deal on broadcast media to notify students, faculty members, and staff members of emergencies before or during their commutes.

### 11. Public Safety Patrol Car Announcements

University of Texas Police Department patrol cars are equipped with public address systems that officers can use to provide instructions to pedestrians during emergencies.

### 12. Telephone Tree

The president's office has a telephone tree of department contacts that is activated during an emergency

## D. Emergency Contact Information

Using the online update form in UT Direct (<https://utdirect.utexas.edu/registrar/myinfo/index.WBX>), every student must provide the University with the name and contact information of at least one individual who could be contacted in the event of an individual emergency or to report the student missing. Students under the age of eighteen (unless emancipated) must provide contact information for at least one custodial parent. Students over the age of eighteen may designate anyone of their choosing to be the emergency contact. If a student living in University housing is determined to have been missing for more than twenty-four hours, Housing and Food Services will notify law enforcement (the University of Texas Police Department) and the Student Emergency Services unit in the Office of the Dean of Students to initiate missing person procedures. Student Emergency Services will notify the designated emergency contact for a student identified as a missing person within twenty-four hours of receiving the report.

## E. Updating Emergency Contact Information

Students are required to update their primary cell phone and emergency contact information annually in order to keep the information current. Students who fail to update their emergency contact information have bars placed on their records that keep them from registering for classes. The bar is removed when the student submits the required emergency contact information.

**F. Privacy and Confidentiality**

Official use of emergency contact information is subject to the same privacy and record retention requirements as other official University information.

**G. Authoritative Source**

The authoritative source of this policy and responsibility for its implementation rests with the vice president for student affairs. The University emergency protocols are managed by the associate vice president for University operations.

**H. For Assistance**

Questions about data security should be directed to the registrar at (512) 475-7575. Questions about acceptable use standards should be directed to the Office of the Dean of Students at (512) 471-5017.



# Appendix B: Official Extracurricular Student Activities

## Athletic Activities

The University is a member of the National Collegiate Athletic Association and the Big Twelve Conference and, in matters involving intercollegiate athletics, is bound by the provisions contained in the constitutions, bylaws, and rules of these organizations.

**Intercollegiate athletics for men.** The University has men's intercollegiate athletic teams in baseball, basketball, cross country, football, golf, swimming and diving, tennis, and indoor and outdoor track and field. These sports are administered by the Department of Intercollegiate Athletics for Men, which reports to the president.

**Intercollegiate athletics for women.** The University has women's intercollegiate athletic teams in basketball, cross country, golf, rowing, soccer, softball, swimming and diving, tennis, indoor and outdoor track and field, and volleyball. These sports are administered by the Department of Intercollegiate Athletics for Women, which reports to the president.

**The Intercollegiate Athletics Councils.** The Intercollegiate Athletics Council for Men and the Intercollegiate Athletics Council for Women provide advice on relevant issues to the respective departments and the president of the University. Each council is composed of

- a. two students, appointed by the president to one-year terms that begin at the start of the fall semester; one student serves a one-year term as student member–elect, and one student serves a one-year term as student member; the student member–elect shall in all cases succeed the student member by automatic appointment of the president, unless the council advises the president that the student member–elect has failed to attend at least half of the council meetings;
- b. one former student appointed by the Texas Exes to a one-year term that begins at the start of the fall semester;
- c. two persons appointed by the Board of Regents to four-year staggered terms, with appointments beginning at the start of the fall semester in the appropriate even-numbered year;
- d. one voting member of the General Faculty who does not hold a senior administrative position, appointed by and serving at the pleasure of the president as a member and chair of the council; and
- e. four members of the General Faculty appointed by the president to four-year staggered terms, with one such faculty member appointed each year and with the term beginning at the start of the appropriate fall semester.

Each council member serves until his or her successor is appointed, and each member may be reappointed to one or more additional terms.

**EADA reports.** The Equity in Athletics Disclosure Act (EADA), an amendment to the 1994 Improving America's Schools Act, requires certain coeducational institutions of higher education to prepare annually and make available a report on participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. These EADA reports are published at <http://www.utexas.edu/vp/irla/resources.html>.

## Sport Clubs

A variety of sports and recreation programs are administered by the Division of Recreational Sports (p. 73) through the Sport Club Program. Where applicable, the regulations for sport clubs are consistent with the requirements established by appropriate national sports organizations. In each sport club, the University reserves the right to adopt additional regulations.

## Nonathletic Activities

Nonathletic activities include extracurricular student events, contests, and programs, and elective, honorary, and appointive positions under the jurisdiction and supervision of a University agency. Eligibility rules for participation in each official nonathletic student activity shall be determined, adopted, and administered by the agency having jurisdiction over and responsibility for the activity. Participation in any of the above named nonathletic activities means

- a. managing or taking part in an intercollegiate or other public contest, program, or performance under the jurisdiction of an official nonathletic agency;
- b. holding, by official election or official appointment, any office, title, or honorary or representative position recognized by the constitution or governing regulations of an official nonathletic agency; and
- c. holding a special all-University honorary or representative position designated as such by the dean of students.

## Appendix C: Institutional Rules on Student Services and Activities

There are in the *Institutional Rules on Student Services and Activities* (known as the *Institutional Rules*) a number of references to portions of the Rules and Regulations of the Board of Regents of The University of Texas System (known as the Regents' *Rules and Regulations*). These references are included because (1) all of the Regents' *Rules and Regulations* have full force and effect as concerns the University of Texas at Austin; (2) certain aspects of student services and activities are treated only in the Regents' *Rules and Regulations*; and (3) certain portions of the *Institutional Rules* have since their enactment been superseded or amended by the Regents' *Rules and Regulations*.

The Regents' *Rules and Regulations* are published by the board at <http://www.utsystem.edu/bor/rules.htm>.

# Chapter 1. Student Orientation

## Subchapter 1–100. General Provisions

### Sec. 1–101. Purpose and Application

- a. Student orientation programs are designed to initiate the integration of newly admitted first-year and transfer undergraduate students into the academic, cultural, and social climate of the University.
- b. The primary purpose of a University orientation program is to help new undergraduates understand the nature of the University, the educational opportunities available to them, the values and functions of the University community, and the central objective of the University as an academic enterprise. It also permits students to participate in academic advising and to learn about matters relating to student registration, housing, campus activities, and other aspects of University life.

### Sec. 1–102. Definitions

In this chapter, unless the context requires a different meaning,

1. "dean of students" means the dean of students or the dean's delegate or representative;
2. "director" means director of orientation;
3. "student" means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus; and
4. "University" means the University of Texas at Austin.

## Subchapter 1–200. Administration of Orientation

### Sec. 1–201. Duties of Director

In direct coordination with the Offices of the Provost, Vice President for Student Affairs, Dean of Undergraduate Studies and Dean of Students guide and actively plan, implement and evaluate the programs, services and publications designed to introduce incoming students to the University. In carrying out their responsibilities, the director is administratively responsible to and will report to the dean of students.

## Subchapter 1–300. Student Conduct

### Sec. 1–301. Rules and Regulations Applicable to Student Conduct

Prospective students attending an orientation program are subject to the rules and regulations governing student discipline and conduct set out in chapter 11 of the *Institutional Rules*.

# Chapter 2. The Office of Admissions and the Office of the Registrar

## Subchapter 2–100. General Provisions

### Sec. 2–101. Definitions

In this chapter, unless the context requires a different meaning,

1. "student" means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus; and
2. "University" means the University of Texas at Austin.

## Subchapter 2–200. The Office of Admissions

### Sec. 2–201. The Director of Admissions

The director of admissions is the administrative officer responsible for supervising the Office of Admissions and reports to the senior vice provost.

### Sec. 2–202. The Office of the Director of Admissions: Duties

- a. Serve as the coordinating office for University relations with high schools, junior and community colleges, and other educational institutions. A responsibility of this office is to disseminate information to prospective students about the University and about the admission process.
- b. Be responsible for the University's program of visitation to high schools and junior and community colleges. Develop outreach programs through which the University communicates with its constituents concerning the educational opportunities at the University.
- c. Receive and evaluate the admission credentials of each undergraduate applicant and determine the admission eligibility for these students and inform them of their admission status.
- d. Receive graduate student applications and credentials and coordinate them with the vice provost and dean of graduate studies and graduate departments to determine student admission eligibility; correspond with graduate students regarding their admission status.
- e. Receive and examine credentials of former students who have not been in residence during a long-session semester to ascertain their eligibility for reentry.
- f. Evaluate, in conjunction with the academic departments, the courses from other colleges, universities, and junior colleges to determine their transferability to the University.
- g. Determine students' legal residence for admission and tuition purposes (see Texas Education Code, section 54.052).

- h. Be responsible for maintaining and coordinating admissions programs with the various academic areas.

## **Subchapter 2–300. Admissions**

### **Sec. 2–301. Requirements, Procedures, and Policies**

The requirements, procedures, and policies for admission and transfer to the University and for reentry after a semester's absence are set out in *General Information* and in the *Undergraduate*, *Graduate*, and *Law School* catalogs.

### **Sec. 2–302. Review and Appeal**

- a. On request of a student, the Admission Appeals Committee will review an adverse decision of the Office of Admissions pertaining to admission or transfer.
- b. A student may appeal an adverse decision of the Admission Appeals Committee to the director of admissions.
- c. A student may appeal an adverse decision of the director of admissions to the provost.

## **Subchapter 2–400. Rules Applicable to Nonresidents**

### **Sec. 2–401. Where Found**

*General Information* prescribes rules applicable to nonresidents in the Admission Section (p. 19).

### **Sec. 2–402. Appeal**

A student or applicant may appeal an adverse decision of the Office of Admissions pertaining to residence status through the Office of General Counsel of The University of Texas System to the Office of the Chancellor by following the established procedure administered through the Office of Admissions.

## **Subchapter 2–500. The Admissions and Registration Committee**

### **Sec. 2–501. Membership**

- a. The Admissions and Registration Committee has fourteen members. The members are
  - 1. six members from the General Faculty, appointed by the president for two-year terms;
  - 2. two staff members appointed by the president for staggered two-year terms;
  - 3. three students appointed by the president from a panel of names submitted by Student Government for one-year terms;
  - 4. one student appointed by the president from a panel of names submitted by the Graduate Student Assembly for a one-year term; and
  - 5. two members from the Faculty Council, appointed by the chair of the Faculty Council for one-year terms.
- b. The director of admissions and the registrar serve the committee as administrative advisers without vote.

## **Subchapter 2–600. The Office of the Registrar**

### **Sec. 2–601. The Registrar**

The registrar is the administrative officer responsible for supervising the Office of the Registrar and reports to the executive vice president and provost.

### **Sec. 2–602. The Office of the Registrar: Duties**

The Office of the Registrar will

- 1. maintain the official inventory of courses;
- 2. maintain, by department and subject, records and reports about the class sizes;
- 3. assist departments in scheduling classes in a manner that results in optimum space utilization;
- 4. supervise and administer registration procedures;
- 5. prepare official publications, including bulletins, catalogs, and course schedules;
- 6. prepare statistical studies and reports of enrollment;
- 7. schedule final examinations, except in the School of Law;
- 8. collect, record, and distribute grades;
- 9. maintain official academic records and issue transcripts;
- 10. prepare and issue official certifications regarding attendance, enrollment, and status;
- 11. prepare and issue diplomas;
- 12. certify student athletes for NCAA competition;
- 13. administer degree audits; and
- 14. certify the eligibility for student veterans for Veteran Services.

## **Subchapter 2–700. Jurisdiction and Transfer**

### **Sec. 2–701. Jurisdiction**

- a. Each student by registering enters a college or school of the University and is subject to the rules and regulations of that college or school. A student pursuing simultaneous majors in two colleges or schools is subject to the rules and regulations of both.

- b. Each student who takes a course in a college or school other than the college(s) or school(s) in which he or she is registered is subject to the requirements and rules applicable to that course in the college or school in which the course is taught.

### **Sec. 2–702. Transfer to Another Division**

- a. Students who have completed forty-five or fewer semester hours of college credit and are not on scholastic dismissal are eligible to transfer between colleges and schools within the University regardless of their grade point average, provided they satisfy all conditions and procedures that apply to students who enter the new college or school and any program thereof when first admitted to the University. Students who have completed more than forty-five semester hours of credit must present a 2.00 University grade point average to qualify for transfer between colleges and schools within the University. Transfer students from other institutions are eligible to transfer between colleges and schools within the University upon completion of their first long-session semester or summer session at the University of Texas at Austin regardless of the number of semester hours accumulated, provided they satisfy all conditions and procedures that apply to students who enter the new college or school and any program thereof when first admitted to the University.
- b. Students must complete transfer procedures by the end of the eighth class day of the semester (or the fourth class day of the summer session).
- c. Graduate students not previously admitted to the University as undergraduates may transfer from the Graduate School to an undergraduate college or school only if they (1) meet the general conditions for transfer, (2) satisfy any pertinent admission requirements for that undergraduate college or school, and (3) have the additional approval of the director of admissions.

## **Subchapter 2–800. The Official Transcript of Academic Record**

### **Sec. 2–801. Nature of Transcript**

- a. The provisions of chapter 9 of the *Institutional Rules* describe the official transcript of academic record.
- b. A student may obtain from the Office of the Registrar a copy of his or her transcript of academic record by paying a fee prescribed by the registrar. The transcript includes the recorded results of the student's classwork at the University.

## **Subchapter 2–900. Reports of Academic Work**

### **Sec. 2–901. Semester Reports from Registrar**

At the end of each semester and at the end of the summer session, the registrar will provide a report of each student's academic achievement to the student through a secure Web site.

# **Chapter 3. Student Financial Services**

## **Subchapter 3–100. General Provisions**

### **Sec. 3–101. Purpose**

- a. As a state institution of higher education, the University endeavors to provide higher education for all eligible persons and to assist in the pursuit of their studies those who do not have sufficient financial resources.
- b. The Office of Student Financial Services is responsible for administering certain funds for financial aid to students; for keeping abreast of programs relating to financial aid to higher education and to employment opportunities for students; for disseminating information relating to available financial aid programs and the cost of attending the University to enrolled students and prospective students; and for assisting students who have been accepted for enrollment at the University or who are enrolled at the University in obtaining loans, grants, scholarships, and employment to supplement payment of their educational expenses.

### **Sec. 3–102. Definitions**

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Adviser" means the single individual a student has elected to accompany him or her to a meeting with the director or a hearing regarding an aid decision. As the student is solely responsible for presenting his or her case during the hearing, an adviser serves only in a support capacity and may not verbally advocate for the student in a meeting with the director or in a hearing. If an adviser poses a conflict of interest, the director or the Subcommittee on Appeals may elect to excuse his or her presence, and advisers may be dismissed from any proceedings if they disrupt the process.
2. "Aid decision" means a written decision regarding the amount of financial aid award to a student by the University under a financial aid program administered by the Office of Student Financial Services and includes the findings of fact in support of the decision.
3. "Day" means calendar day, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "University holidays" are staff holidays as identified in the holiday schedule published by the Office of Human Resource Services.
4. "Director" means the director of student financial services or the director's delegate.
5. "Financial aid record" means a student record as defined in subsection 9–202(a)(4) of the *Institutional Rules* that is maintained by the director in connection with a financial aid program administered by the Office of Student Financial Services. The record may include applications, forms, notices, hearing records, aid decisions, and other documents required under this chapter or deemed relevant by the director.
6. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows.
7. "University" means the University of Texas at Austin.

8. "Senior Vice Provost" means the senior vice-provost for enrollment and graduation management of the University of Texas at Austin, or his or her designee.
9. "Weekday" means Monday through Friday, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "University holidays" are staff holidays as identified in the holiday schedule published by the Office of Human Resource Services.

## **Subchapter 3–200. The Director of Student Financial Services**

### **Sec. 3–201. Administration of Financial Aid**

- a. The director will administer institutional, state, and federal programs for scholarships, loans, grants, and other specified financial aid in accordance with the legal provisions and limitations, if any, of particular funds, or in accordance with policies recommended by the Committee on Financial Aid to Students.
- b. The director is in charge of the Office of Student Financial Services and is administratively responsible to and will report regularly to the senior vice-provost.

### **Sec. 3–202. Duties of Staff**

Staff members will conduct interviews with and process applications for students who need assistance in financing their educational expenses.

## **Subchapter 3–300. The Committee on Financial Aid to Students**

### **Sec. 3–301. Membership**

- a. The Committee on Financial Aid to Students has fourteen members and at least three administrative advisers. The members are
  1. five members from the General Faculty, representing five colleges or schools of the University, appointed by the president for two-year staggered terms;
  2. two staff members appointed by the president for staggered two-year terms;
  3. five students (four undergraduate and one graduate), including at least two who are receiving or have received financial aid from the Office of Student Financial Services; four of the students are appointed by the president from a panel submitted by Student Government; the fifth student is appointed by the president from a panel submitted by the chair of the Graduate Student Assembly; student members will be appointed for two-year staggered terms; and
  4. two members from the Faculty Council, appointed by the chair of the Faculty Council for one-year terms.
- b. The director, a representative of the dean of students, and a representative of the Office of Graduate Studies serve as administrative advisers without vote. The president may appoint additional nonvoting administrative advisers from the general administration areas of the University.
- c. A Subcommittee for Appeals is designated from the full committee. The subcommittee is composed of no fewer than three of the five members from the General Faculty as voting members and the administrative advisers without vote.

### **Sec. 3–302. Duties of Committee**

- a. The full committee initiates and reviews policies and procedures for the Office of Student Financial Services.
- b. The Subcommittee for Appeals hears appeals from decisions regarding awards or policies of the Office of Student Financial Services and makes recommendations to the senior vice-provost.

## **Subchapter 3–400. Appeals to the Committee on Financial Aid to Students**

### **Sec. 3–401. Procedure for Denial or Revocation**

- a. If a recipient of or an applicant for a loan, grant, scholarship, or Federal College Work-Study job administered by the Office of Student Financial Services is not entitled to financial aid, the recipient or applicant will be notified in writing of the denial or revocation of aid and of the reason(s) thereof.
- b. Reasons for the denial or revocation of financial aid include, but are not limited to, the following:
  1. failure to maintain a satisfactory academic record; or
  2. failure to enroll for or to maintain the minimum academic course load requirement; or
  3. failure to show continuing need because of a change in financial status; or
  4. failure to meet requirements established by the financial aid agreement and the Committee on Financial Aid to Students; or
  5. failure to provide required financial documents; or
  6. background indication that the applicant might constitute an unnecessary credit risk in the matter of loans; or
  7. evidence of fraud, or intent to defraud; or
  8. failure to meet federal, state, or institutional requirements for financial eligibility.

### **Sec. 3–402. Appeal**

- a. A person whose aid has been denied or revoked under section 3–401, after exhausting all internal review processes through the Office of Student Financial Services, may appeal the decision to the Subcommittee for Appeals.
- b. The senior vice-provost may review decisions of the Subcommittee for Appeals.



### **Sec. 3–403. Appeal to Subcommittee for Appeals**

- a. To appeal a denial or revocation of aid under section 3–401 and subsection 3–402(a) to the Subcommittee for Appeals, the student must submit a written appeal to the director and the chair of the Committee on Financial Aid to Students. The appeal must state the name of the student, the date the aid decision was issued by the director, and specific reasons for the appeal, including any related argument and all relevant documentation.
- b. The appeal must be submitted by letter or by e-mail within ten days from the date on which the student received the aid decision from the director. A letter or an e-mail message sent to an address listed in the registrar's records will constitute full and adequate notice. A letter will be considered to have been received on the third day after the day of mailing. An e-mail message will be considered to have been received on the second day after the day of sending the message.

### **Sec. 3–404. Hearing Before the Subcommittee for Appeals**

The Subcommittee for Appeals will preside over the hearing and will

1. determine whether the Office of Student Financial Services has satisfactorily performed the requirements of section 3–401 and subsection 3–402(a);
2. rule on the admissibility of evidence and on objections to the procedure; facilitate the hearing process, which includes the ability to excuse any party present at the hearing if he or she is disrupting the process; render a written decision, which will contain findings of fact; approve, reject, or modify the decision of the director; and provide the student and the director with a copy of the decision; and
3. certify the record of the hearing.

### **Sec. 3–405. Duties of the Director**

The director, in consultation with the Subcommittee for Appeals, will

1. set the date, time, and place for the hearing and notify the student of the date, time, and place;
2. arrange for recording the hearing as provided in subsection 3–410(e); and
3. furnish a suitable room, necessary equipment, and clerical assistance for the hearing.

### **Sec. 3–406. Notice of Hearings**

- a. The director will notify the student by letter or by e-mail of the date, time, and place for the hearing. The notice will be delivered in person or sent by e-mail or postal mail to the student at an address listed in the registrar's records.
- b. The notice will specify a hearing date at least ten days after the date the letter or e-mail message is received, unless the student has requested an earlier date as allowed by subsection 3–406(c). A letter or an e-mail message sent to an address listed in the registrar's records will constitute full and adequate notice. A letter will be considered to have been received on the third day after the day of mailing. An e-mail message will be considered to have been received on the second day after the day of sending the message.
- c. The student may request, in writing, that an earlier hearing date be set if feasible to arrange. The Subcommittee for Appeals, for good cause, may postpone the hearing and will notify the director and the student of the new hearing date. A student's failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with the notice. (Policies on the use of e-mail for official correspondence are given in Appendix M (p. 185).)
- d. Notice sent under subsection 3–406(a) will
  1. direct the student to appear on the date and at the time and place specified;
  2. advise the student of his or her right
    - A. to request a private hearing;
    - B. to appear in person and to have an adviser at the hearing;
    - C. to challenge a member of the subcommittee designated to hear the charges;
    - D. to know the identity of each witness who will testify against the student;
    - E. to present testimony of witnesses, to present documentary and other evidence, and to argue on the student's behalf;
    - F. to cross-examine each witness who testifies against the student;
    - G. to be assisted by an adviser; and
    - H. to appeal under section 3–413;
  3. contain the name of the persons appointed to serve on the Subcommittee for Appeals;
  4. contain the names of witnesses who may testify against the student, a brief summary of the testimony to be given by each, and a list of documentary and other evidence that will be offered against the student; the University may supplement the list of witnesses and documents for good cause, as determined by the Subcommittee for Appeals;
  5. contain a copy of the financial aid decision by the director; and
  6. notify the student that, if the student is advised by an attorney at the hearing, then the Subcommittee on Appeals may be advised by an attorney at the hearing. An adviser may confer with and advise the subcommittee or the student but will not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the subcommittee.
- e. At least five days before the hearing, the director will make copies of documents to be introduced at the hearing available to the student.
- f. The Subcommittee for Appeals may proceed with the hearing in the absence of a student who fails without good cause to comply with a notice sent under this section. A student's failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-

mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with a notice sent under this section.

### **Sec. 3–407. Preliminary Matters in Hearings**

- a. At least five days before the hearing date, the student will furnish the director with a list of any witnesses who may testify on behalf of the student, together with a summary of each witness's testimony and a copy of any documents and other evidence he or she may offer; the student may supplement the list of witnesses and documents for good cause, as determined by the Subcommittee for Appeals.
- b. At least five days before the hearing date, the student will furnish the Subcommittee for Appeals with
  1. any objection that, if sustained, would postpone the hearing; and
  2. the name and relationship of the adviser to the student, if any, who will appear with the student.

### **Sec. 3–408. Challenges to Members of the Subcommittee for Appeals**

The student may challenge a member of the subcommittee's alleged lack of fairness or objectivity but is not entitled to disqualify that person from serving. It will be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another eligible member from the Committee on Financial Aid to Students will be appointed by the chair.

### **Sec. 3–409. Hearing Procedure**

- a. The Subcommittee for Appeals will review written arguments and then meet with both parties together to ask questions, seek clarification, and hear any final comments by the parties.
- b. The Subcommittee for Appeals' meeting with the parties is informal and is closed, except that, upon request of the student, the meeting may be open.
- c. Although the hearing will proceed generally as follows, the Subcommittee for Appeals may adjust the sequence of the hearing as necessary to ensure fairness:
  1. the director reads the aid decision;
  2. the director and the student are each given the opportunity to make an opening statement; the student has the right to reserve his or her opening statement until after the director has presented the University's case;
  3. the director is given the opportunity to present the University's witnesses and evidence and the student then has the opportunity to question any of the University's witnesses;
  4. the student is given the opportunity to present his or her witnesses and evidence and the director then has the opportunity to question any of the student's witnesses;
  5. the director and the student are given the opportunity to present rebuttal evidence and argument;
  6. the director is given the opportunity to present a recommendation regarding the aid decision under review;
  7. the student is given the opportunity to present a rebuttal and recommended outcome;
  8. the director is given the opportunity to present a closing statement;
  9. the student is given the opportunity to present a closing statement;
  10. the Subcommittee for Appeals decides whether the aid decision made under section 3–401 and subsection 3–402(a) should be upheld, reversed, or modified; and
  11. the Subcommittee for Appeals informs the student of his or her right to appeal to the senior vice-provost.
- d. If, without good cause as determined by the Subcommittee for Appeals, the student fails to appear at the scheduled hearing after receiving the proper notice in accordance with subsection 3–406(a), the director may proceed with the hearing in the student's absence and the student loses his or her right to appeal the decision of the Subcommittee for Appeals under section 3–413.

### **Sec. 3–410. Evidence in Hearings**

- a. Legal rules of evidence do not apply to hearings under this subchapter; the Subcommittee for Appeals may admit and give effect to evidence, including testimony, that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. The Subcommittee for Appeals will exclude irrelevant, immaterial, and unduly repetitious evidence. All evidence admitted during the hearing will be made a part of the record. The Subcommittee for Appeals will give effect to the rules of privilege recognized by law.
- b. Upon a hearing of the aid decision made under section 3–401 and subsection 3–402(a), the University has the burden of going forward with the evidence and the burden of proving the merits of the aid decision by the greater weight of credible evidence.
- c. A witness will testify unless the testimony is privileged as recognized by law or is excluded by the Subcommittee for Appeals.
- d. The Subcommittee for Appeals will review the aid decision made under section 3–401 and subsection 3–402(a) on the basis of admitted evidence. The Subcommittee for Appeals may consider the student's financial aid record that was admitted into evidence at the hearing in determining an aid decision.
- e. A recording will be made of the hearing under supervision of the director. If either party appeals the decision, the senior vice-provost may request that the recording be transcribed and both parties will be furnished a copy of the transcript.

### **Sec. 3–411. Decision of the Subcommittee for Appeals**

- a. Within fourteen days from the completion of the hearing, but not before the certification of the recording and of the transcript, if any, the Subcommittee for Appeals will render a written decision and will set forth findings of fact in support of the decision. The student and the director will each be given a copy of the decision. The Subcommittee for Appeals' written decision is the official decision on the matter from which any appeal is taken.

- b. The criteria on which the Subcommittee for Appeals' decision will be based are fairness; reasonableness; compliance with the *Institutional Rules* and federal and state law; and the student's financial aid record, if any. The Subcommittee for Appeals may approve, reject, or modify the director's decision.

### **Sec. 3–412. Hearing Record**

The hearing record consists of

1. a copy of the notice required under section 3–406;
2. the recording of the hearing certified by the Subcommittee for Appeals and the transcript, if any, certified by the court reporter, together with all evidence admitted under section 3–410;
3. written motions and pleas; and
4. the decision of the Subcommittee for Appeals.

### **Sec. 3–413. Appeal of the Decision of the Subcommittee for Appeals to the Senior Vice Provost**

- a. Either the student or the director may appeal the decision of the Subcommittee for Appeals under section 3–411 by submitting a written appeal to the senior vice-provost. The appeal, if any, must be submitted within seven days from the date on which the appealing party was notified of the Subcommittee for Appeals' decision. If notice of the decision is sent by mail, the date the decision is mailed initiates the seven-day period. The written appeal must state the specific reasons for the appeal and must include any related argument.
- b. If the student is the appellant, the student must provide the director with a copy of the appeal on the same date the appeal is submitted to the senior vice-provost. If the director is the appellant, the director will give, e-mail, or mail a copy of the appeal to the student on the same day that the director submits the appeal to the senior vice-provost. If the copy of the appeal is mailed, the director will mail it to the student at an address listed in the registrar's records.
- c. The nonappealing party may submit a written response to the appeal to the senior vice-provost. The response, if any, must be submitted no later than five days after the senior vice-provost received the appeal. The nonappealing party must provide a copy of the response to the other party. The response must be limited to and specifically related to the arguments originally submitted by the appealing party. New or additional information not specifically related to the original arguments submitted will not be considered on appeal. The submission of a response to the appeal will not extend the thirty-day period within which the action of the senior vice-provost will be communicated as outlined in subsection 3–414(c).
- d. The appeal of the decision of the Subcommittee for Appeals will be reviewed solely on the basis of the hearing record, the student's financial aid record, the written arguments of the appealing party, and the written response of the nonappealing party. The director will submit the record from the hearing to the senior vice-provost as soon as it is available to the director.

### **Sec. 3–414. Senior Vice-Provost's Authority**

- a. The senior vice-provost may approve, reject, or modify the decision in question or may require that the original decision be reopened for the presentation of additional evidence and reconsideration of the decision.
- b. At the discretion of the senior vice-provost, both parties may present oral arguments in an appeal of the decision of the Subcommittee for Appeals.
- c. The action of the senior vice-provost will be communicated in writing to the student and the director within thirty days after the appeal has been received by the senior vice-provost. The decision of the senior vice-provost will be final.

## **Subchapter 3–500. Disciplinary Offenses**

### **Sec. 3–501. Procedures for Initiating Disciplinary Action**

When there is evidence of fraud, or intent to defraud, or indications of other disciplinary offenses in regard to a student application for or receipt of aid, the Office of Student Financial Services will refer the student to the dean of students for disciplinary action. In addition, in accordance with federal and state law, the Office of Student Financial Services will report such actions to the United States Department of Education's Office of the Inspector General.

### **Sec. 3–502. Disciplinary Review**

Disciplinary review for student aid disciplinary offenses will be handled by the Office of the Dean of Students and governed by subchapter 11–200 of the *Institutional Rules*, "Administration of Discipline."

## **Chapter 4. University Health Services**

Subchapter 4–100. General Provisions

### **Sec. 4–101. Purpose**

University Health Services exists primarily to help the student avoid or minimize any interruption in his or her academic program due to medical reasons. Toward that end, University Health Services provides: (1) a broad range of professional medical services for the prompt diagnosis and treatment of illnesses and injuries; (2) a variety of disease prevention programs and public health initiatives, including the promotion of a healthy campus; (3) immunizations for vaccine-preventable diseases; and (4) other public health services such as responding to certain infectious diseases on campus.

For a detailed discussion of benefits and services offered, see the University Health Services Web site at <http://healthyhorns.utexas.edu/>.

### **Sec. 4–102. Definitions**

In this chapter, unless the context requires a different meaning,

- A. “director” means the director of University Health Services;
- B. “president” means the president of the University of Texas at Austin;
- C. “student” means a person enrolled at the University;
- D. “University” means the University of Texas at Austin; and
- E. “vice president” means the vice president for student affairs, or a delegate or representative of the vice president.

## **Subchapter 4–200. The Director and Associate Director for Clinical Services**

### **Sec. 4–201. The Director**

- A. The director is responsible for the overall operation of University Health Services and reports to the associate vice president for student affairs.
- B. The director is responsible for establishing the organizational structure and specifying functional relationships among organizational components, providing for the orderly development and management of the unit, supporting a policy on patients’ rights and responsibilities, maintaining a program that evaluates the quality of care provided, and appropriately addressing identified problems.

### **Sec. 4–202. The Associate Director for Clinical Services**

The associate director for clinical services is responsible for all medical activities of University Health Services.

## **Subchapter 4–300. Medical Clearance Requirements for New and Returning Students, Fees, Payment for Services, Eligibility for University Health Services**

### **Sec. 4–301. Medical Clearance Requirements**

- A. Unless exempted as described in this paragraph, all entering students who will be under the age of 22 on the first class day of the semester in which they are enrolling must submit documentation that they have received a meningococcal disease (bacterial meningitis) vaccine administered within five years of and at least ten days before the first class day of the semester in which they are enrolling. This includes transfer students and students who previously attended the University or another institution of higher education or private or independent institution of higher education and who are entering the University following a break in enrollment of at least one fall or spring semester. Students age 22 or older or who are enrolled only in online or distance courses are exempt from the meningococcal vaccine requirement. Additional medical clearance requirements for entering international students are described in Sec. 4-301B.

Acceptable documentation includes a certificate signed by a healthcare practitioner or an official immunization record showing the month, day and year the meningococcal vaccination was administered (e.g. school record, medical record, immunization card signed by a health practitioner, etc.).

Entering students who are not exempted and who have not provided documentation of an exclusion as described in 4-301C will not be allowed to register for classes until they comply with the meningococcal vaccine requirement. Students should go to <http://www.healthyhorns.utexas.edu/requiredvaccine/index.html> for instructions on how to submit their documentation. Students should submit vaccine-related documentation at least two weeks before their intended registration date to allow for sufficient processing time.

- B. International students entering for any semester must also provide proof of the following, certified by a physician or nurse, before they will be allowed to register for classes:
  1. All international students born after January 1, 1957:
    - a. documentation of two doses of Measles/Mumps/Rubella (MMR) vaccine given after 1968 with the first dose administered on or after the first birthday and the second dose administered at least twenty-eight days after the first dose, or
    - b. documentation of measles, mumps and rubella immunity (by a protective antibody titer).
  2. All international students: A PPD skin test for tuberculosis administered and interpreted in the United States within the time frame noted on the current TB and Vaccination History for International Students form described in subsection 4–301B3 or a TB blood test documented on the same form and obtained within the same time frame. If either test is positive, documentation of a chest x-ray performed in the U.S. on or after September 1st of the year prior to the student’s first semester at the University is required, regardless of a history of previous treatment.
  3. International students must complete and return a TB and Vaccination History for International Students form to University Health Services prior to registration. The form is available at the University Health Services Web site, <http://www.healthyhorns.utexas.edu/internationalstudents.html>. If a student’s healthcare provider cannot complete and sign the form, other types of official documentation of the medical clearance requirements can be submitted.
- C. Exclusion from immunization requirements in subsection 4–301A and B may be allowed on the basis of medical contraindications or reasons of conscience, including religious conflict. Instructions for how to submit an affidavit for an exclusion can be found at <http://www.healthyhorns.utexas.edu/requiredvaccine/index.html>. Any student requesting a waiver of the requirements must provide either
  1. An affidavit or certificate signed by a physician duly licensed under the Medical Practice Act, stating that in his or her opinion as a physician the required immunization(s) could be injurious to the student’s health, or
  2. For reasons of conscience, including a religious belief, a completed and notarized original Texas Department of State Health Services Vaccine Exemption Affidavit Form (signed by the student’s parent or guardian, if a minor). Students can request this form at <http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>. During emergencies or epidemics declared by the commissioner of health of the State of Texas, disasters, or other emergencies, exemption on the basis of reasons of conscience, including religious conflict, may be denied.

### **Sec. 4–302. Fees**

University Health Services is funded entirely by tuition paid by students and by charges for supplies and services. There are charges associated with University Health Services clinic visits. Charges are generally lower than those for comparable services in the community. A charge applies for missed appointments or appointments not canceled at least two hours in advance (twenty-four hours in advance for appointments with a registered

dietitian or for physical therapy). The complete University Health Services Charges Policy, as well as a schedule of charges, is posted at <http://www.healthyhorns.utexas.edu/charges.html>

### **Sec. 4–303. Payment for Services**

Any student who incurs a charge for services rendered by University Health Services must promptly pay the charges owed. Every possible effort will be made to assist the student in making arrangements for payment. If payment is not received and arrangements for payment are not made within ten days of the date charges are posted to "What I Owe," a financial bar will be placed on the student's record, and transcripts, diploma, and/or continued registration will be withheld until the outstanding charges have been paid in full.

University Health Services can file claims with most health insurance plans. For more information, including types of plans with which claims can and cannot be filed, go to <http://www.healthyhorns.utexas.edu/insurance.html>.

By providing his or her insurance information, a student is authorizing University Health Services to file a claim with (send a bill to) the student's insurance company for services rendered. A student who does not want an insurance claim to be filed must let University Health Services know by 11:59pm on the day of his or her visit by contacting the Cashier/Insurance Office during regular business hours or logging on to "My UHS" at <http://www.healthyhorns.utexas.edu> to send a secure message.

A student's insurance company may determine that some or all of the charges incurred at UHS are not covered by his or her insurance policy. The student is responsible to learn what his or her insurance covers.

For students who do not have health insurance and cannot pay at the time of service or who have health insurance that does not pay for any part of their charges, University Health Services will post their charges to "What I Owe." Students who do not have insurance or who do not use their insurance at University Health Services will receive a self-pay discount for charges incurred.

### **Sec. 4–304. Eligibility for University Health Services**

- A. An individual may use University Health Services if
1. the person is a currently registered student at the University;
  2. the person has been admitted to the University and needs required or recommended immunizations or medical tests in order to matriculate;
  3. for Urgent Care services only, the person is participating in University-sponsored short-term activities such as seminars, institutes, and workshops, provided the sponsoring agency has entered into an agreement with University Health Services by properly completing the Request to Use the University Health Services form and paying the associated agreement fee; the sponsoring department is responsible for any unpaid charges incurred by program participants;
  4. the person is a University faculty or staff member who is participating in a public health or immunization program; faculty and staff members are not eligible for regular services, with the exception of travel-related immunizations and physical therapy, certain campus outreach and educational programs, and services arranged and paid for by Interdepartmental Transfer by a University department;
  5. the person has paid a University Health Services subscription fee and was registered during the semester immediately preceding the semester when services are requested (excluding University students who have graduated or who withdrew from the University before the twelfth class day of the current semester); has been admitted to the University and will enroll the semester following the time services are requested; or is a visiting scholar/researcher who is not officially registered for classes at the University, a post-doctoral fellow, or a person enrolled in the English as a Second Language Program; or
  6. is a student from another University of Texas campus that has entered into an agreement with UT Austin, otherwise called a Contractual Student.
- B. Registered students become eligible to use University Health Services the day University residence halls open for that semester. Specific eligibility dates are given in the Academic Calendar (p. 5) published in the *General Information Catalog* and at <http://registrar.utexas.edu/calendars/>.

## **Subchapter 4–400. General Administrative Policies**

### **Sec. 4–401. Informed Consent**

The parent or guardian of an unemancipated minor student must give appropriate consent for treatment before care can be provided at University Health Services, except in cases where immediate medical care is required to stabilize a patient for transfer to an emergency facility.

### **Sec. 4–402. Medical Withdrawal from the University**

Withdrawal from the University for medical reasons may be (a) initiated at the request of a student or (b) mandatory when the medical condition of the student has been determined to constitute a direct threat to the health and safety of the student or to individuals who come in contact with the student. Services for Students with Disabilities manages the medical withdrawal process.

### **Sec. 4–403. Reduced Course Load**

Course load reductions are always the prerogative of the academic dean where medical reasons are given. Services for Students with Disabilities manages course load reduction requests that are then evaluated by the UHS Medical Director.

### **Sec. 4–404. Responsibility of University Health Services**

Any intentional action on the part of the student that is against the advice of a University Health Services health care provider abrogates all responsibility on the part of University Health Services.



#### **Sec. 4–405. Requests to Administer Medications**

Requests to administer medications ordered by a private physician must be within the scope of services offered at University Health Services and meet the standard of care provided by UHS medical staff, must be approved by the associate director for clinical services, and will be granted only if the student provides medical records from the prescribing physician that contain appropriate documentation of the reason for treatment.

#### **Sec. 4–406. Urgent Care Services**

- A. In case of a medical emergency where life or limb is threatened, 911 should be called. University Health Services is not equipped to manage medical emergencies.
- B. Urgent care is available from 8:00 am until 5:30 pm Monday through Friday and from 11:00 am until 3:00 pm on Saturday during the long session for students who sustain an acute injury or suffer an illness requiring prompt medical attention. Operating hours vary during the summer, between semesters, and on University holidays. Hours are posted at the University Health Services Web site, <http://healthyhorns.utexas.edu/>.
- C. There is a higher office visit charge for urgent care services received on Saturdays and official University holidays.

#### **Sec. 4–407. Treatment at Other Facilities**

- A. University Health Services assumes no financial responsibility for a student's care at another medical facility.
- B. A student who goes to or is taken to another medical facility for emergency or other treatment, regardless of geographical location or other circumstantial factors, is responsible for all resulting costs.

#### **Sec. 4–408. Personal Property**

- A. University Health Services is not responsible for a student's personal belongings; the student is responsible for arranging for the safekeeping of these articles.
- B. In instances wherein custody of a patient's property by University Health Services is necessary, or wherein a patient leaves personal possessions in waiting rooms or clinics, University Health Services will exercise all prudent means of securing and returning such property to the owner, but cannot be held responsible for losses through theft.

#### **Sec. 4–409. Medical Records**

All original medical records and other documents of treatment, whether from University Health Services or another facility or provider, are the property of University Health Services. Medical information will be reported as required by state law. Additional information from patient records will be released only with informed written consent.

## **Chapter 5. University-Owned Residences**

### **Subchapter 5–100. General Provisions**

#### **Sec. 5–101. Purpose**

University-owned residences are provided and operated with the welfare of students as the primary goal. The University provides a variety of living accommodations for students and endeavors to maintain a high quality of life within residences through the development of counseling, educational, and social programs in the residence units.

#### **Sec. 5–102. Application**

Student residents and their guests are subject to the applicable provisions of this chapter and to the provisions set forth in section 11–401, section 11–403, and section 11–404 of the *Institutional Rules*.

#### **Sec. 5–103. Definitions**

In this chapter, unless the context requires a different meaning,

1. "guest" means an individual who has been personally invited by a University Apartments Resident to enter into the resident's apartment; remaining there, for a period of time at the University Apartments resident's discretion;
2. "residence" means a University-owned family housing unit, a University-owned residence hall or cooperative, or any other subsidiary facility;
3. "student" means a person who has applied for or entered into a residence contract with the University or who occupies a room or dwelling in a residence; and
4. "University" means the University of Texas at Austin.

#### **Sec. 5–104. Eligibility**

- a. To be eligible for residence in University residence halls or University Apartments, undergraduate students must be enrolled for at least twelve semester hours during each long-session semester; graduate and law students must be enrolled for at least nine semester hours or six dissertation hours each long-session semester. Exceptions for undergraduate students must be approved by the dean of the student's college or school and the director of housing. The graduate dean and the director of housing must approve exceptions for graduate students. The director of housing will review the contract status of residents who drop below the minimum hours requirement to determine the necessity of contract cancellation.
- b. To be eligible as a student resident in the University Apartments, (1) you must be a graduate student at the University; or (2) you must be an undergraduate student with at least thirty semester hours of credit and in good standing with the University. Registered sex offenders are not permitted to live in University-owned housing, which includes the University Apartments. Subject to applicable law and University rules and policy, student residents may allow guests to reside in their assigned apartments. A student resident's invitation to a guest may be revoked at his or her discretion and be withdrawn by the student resident without the need to express any reason or basis for the revocation. Having guests is a privilege,



not a right, granted to the student residents and may, should circumstances warrant, be limited or revoked by the Associate Director of the University Apartments. In no event, shall a guest acquire any rights or privileges in the student resident's apartment or otherwise have any claim to reside or remain in the student resident's apartment beyond the time actually permitted by the hosting student resident. Long-term guests, which include any person staying beyond seventy-two (72) consecutive hours, must be registered with the University Apartment's Office. Long-term guests' names will be entered on the contract. Guests who are under 18 years of age must be a hosting student resident's child, sibling, or otherwise have a legally recognized relationship with the hosting student resident in order to reside in the apartment on a long-term basis (beyond 72 consecutive hours). Any changes in occupancy must be reported to the University Apartment's Office within three (3) business days of the change. The following restrictions apply: one bedroom, maximum of three (3) occupants; two bedrooms, maximum of five (5) occupants; three bedrooms, maximum of seven (7) occupants. These limits will be strictly enforced.

- c. Should residents violate any of the conditions of the contract, the director of housing may, in the future, refuse to contract any premises to those residents.

## **Subchapter 5–200. Administration of Housing**

### **Sec. 5–201. Responsibilities of Supervisory Officials**

The executive director of housing is responsible to the vice president for student affairs for discipline, counseling, and the quality of life in residences, and the fiscal and physical management of residences.

### **Sec. 5–202. Rule Making in Residences**

- a. The occupants of each student residence may make reasonable rules governing life in that residence.
- b. Residence rules may not conflict with University regulations, the Regents' *Rules and Regulations*, or state or federal law and will take effect when they are approved by the director of housing with the approval of the vice president for student affairs. Such rules will be publicized to all residents immediately upon taking effect.

## **Subchapter 5–300. Residence Hall Contracts**

### **Sec. 5–301. Terms of Contract**

- a. Charges for housing and meals begin and end on the official dates of the contract period.
- b. The effective dates and terms and conditions of the contract are provided with each contract.
- c. Students who are under contract may not terminate the contract except as provided in the contract and in subchapter 5–400.
- d. Expenses incurred in collecting the total amounts due under a contract, including collection fees up to a maximum of 33 1/3% of the amount due, attorney's fees, and other costs, including court costs, will be the responsibility of the obligor.

### **Sec. 5–302. Enforcement of Contracts**

- a. The executive director of housing, or the executive director's delegate, enforces residence contracts.
- b. The vice president for student affairs is the final level of appeal in contract disputes.

### **Sec. 5–303. Student Responsibility**

- a. Each student will meet obligations for housing and meals and will observe all conditions of the contract. The student has the option to pay for housing and meals
  1. in full;
  2. in half payments due once each semester;
  3. in six payments due three times each semester; or
  4. for spring only, in three payments.
- b. Students who do not comply with the terms of the housing and meals contract may be subject to University disciplinary action as provided in chapter 11 of the *Institutional Rules*.

## **Subchapter 5–400. Termination of Contracts**

### **Sec. 5–401. Graduation**

Except as provided under section 5–405, students who leave the University at the end of the fall semester because of graduation will not be liable for room rent or meals charges beyond the end of the semester, provided notification of graduation is filed by the official cancellation date for the spring semester. Students will be billed for any damages to the premises and any other applicable charges. Students who cancel after the official cancellation date will be charged \$300 in liquidated damages. Cancellations received after the residence halls open for the spring will be handled as withdrawals during the spring semester. Students who are released from a contract because of graduation will again become liable for the contract if they fail to graduate from the University during the original contract period.

### **Sec. 5–402. Voluntary Withdrawal from the University**

Except as provided under section 5–405,

1. Students who voluntarily withdraw from the University during a contract period are normally required to pay liquidated damages of \$300 in addition to standard room and meals charges through the date of checkout. Students who withdraw from the University at the end of the fall semester will be billed through the end of the fall semester, provided notice of cancellation is received by the official cancellation date for the spring semester. Students who cancel after the official cancellation date will be charged \$300 in liquidated damages. Cancellations received after the residence

halls open for the spring will be handled as withdrawals during the spring semester. Students must normally move within twenty-four hours after withdrawing from the University.

2. Students who are released from a contract because of voluntary withdrawal from the University will again become liable for the contract if they reenroll in the University during the original contract period.

### **Sec. 5–403. Required Withdrawal from the University**

Except as provided under section 5–405, students who are required by the University to withdraw from the University are not liable for paying room rent or meals charges beyond the date of moving, but they will pay all charges that accrue under the contract through the checkout date plus \$300 in liquidated damages, any charges for damage to the premises, and any other applicable charges. The University will refund any prepaid room or meals balance less any charges for damages to the premises or any other applicable charges. The University reserves the right to suspend a student from the residence halls for failure to abide by the terms and conditions of the contract. Students who fail to register as regularly enrolled students will be required to move as outlined in subsection 5–402(1).

### **Sec. 5–404. Withdrawal from University-Owned Residences during the Contract Period**

Except as provided under section 5–405, students granted permission to move within the contract period are required to pay liquidated damages of \$300 in addition to standard room and meals charges through the date of checkout.

### **Sec. 5–405. University Apartments Contracts**

- a. All contract actions require sixty days' notice. If a student resident unexpectedly must cancel his or her contract before it expires, there is no penalty if the student gives sixty days' or more notice. If a student resident gives thirty-one to fifty-nine days' notice, he or she will pay a penalty of 50 percent of one month's rent. If the student resident gives one to thirty days' notice, he or she will pay a penalty of 85 percent of one month's rent.
- b. A student resident who fails to maintain eligibility requirements must notify the Division of Housing and Food Service in writing within three days and pay rent for a minimum of thirty days or the number of days the apartment is occupied, whichever is greater, beyond the vacancy notice date. In addition, the student resident will be required to pay 85 percent of the resident's monthly rent as liquidated damages. The deposit is refunded, less any charges for damages.
- c. A student resident suspended by the University, which includes enforced scholastic withdrawal, or required to move due to a change of family status or eligibility, must file a written vacancy notice no later than the third day after such a change. Documentation is required. The student resident must move within fifteen days of suspension or change in status or by the last day of the semester, whichever comes first, and pay rent for a minimum of fifteen days or through the end of the semester. The deposit is refunded, less a \$50 processing fee and any other money owed for damages, electricity, or other charges.
- d. A student resident will be released if all on-campus degree requirements are completed and confirmed by the dean of the college in writing, or if the student resident graduates from the University. The student resident must file a vacancy notice sixty (60) days prior to vacancy. Failure to move out by the end of the month of graduation results in a charge of 85 percent of one month's rent plus \$25 per day for each day following the month of graduation or completion of degree requirements, to a maximum of \$500.

## **Chapter 6. Student Organizations**

### **Subchapter 6–100. General Provisions**

#### **Sec. 6–101. Definitions**

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Academic or administrative unit" means any office or department of the University.
2. "Adviser" means a single individual whom an accused student member of a registered student or sponsored student organization may elect to accompany him or her to a meeting with the dean of students or a hearing regarding an alleged violation of University policy. Because the accused student is solely responsible for presenting his or her case during the disciplinary process, an adviser may confer with and advise the accused student but may not advocate for the student in a meeting with the dean of students or in a hearing. If an adviser is directly related to a disciplinary case or if the adviser's presence poses a conflict of interest, the dean of students or hearing officer may dismiss the adviser from the meeting or hearing. Advisers may be dismissed from any disciplinary proceedings if they disrupt the process. If an adviser is an attorney, then the dean of students may also be accompanied by an attorney.
3. "Authorized representative" means a student designated to represent or speak for a registered student or sponsored student organization in its relations with the University and to receive official notices, directives, or information from the University on behalf of the registered student or sponsored student organization.
4. "Cancellation" means a specified period of time during which the registered or sponsored student organization is separated from the University, and during which is not granted any specified privilege, as listed in Section 6-300.
5. "Day" means calendar day, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "weekday" means Monday through Friday, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "University holiday" means a staff holiday identified in the holiday schedule published by the Office of Human Resource Services. If a deadline defined in this chapter falls on a Saturday, Sunday, or University holiday, that deadline will be moved to the next weekday; Saturdays and Sundays that are contiguous with University holidays are not considered "days" as defined here.
6. "Dean of students" means the dean of students of the University of Texas at Austin or the dean of students' delegate or representative.

7. "Disciplinary record" means an administrative record maintained by the dean of students in connection with a registered student or sponsored student organization's violation or alleged violation of a Regents' *Rule*, University regulation, or administrative rule. The disciplinary record may include hearing records, disciplinary decisions, and other documents required under this chapter or deemed relevant by the dean of students.
8. "Disciplinary decision" means a written decision as to whether an accused registered student or sponsored student organization has committed a violation of a Regents' *Rule*, University regulation, or administrative rule. The disciplinary decision includes the findings of fact in support of the decision along with the assessed sanction or sanctions, if any.
9. "Hearing officer" means a person appointed by the president of the University to conduct hearings of alleged violations of a Regents' *Rule*, University regulation, or administrative rule.
10. "Legislative student organization" means a student association as defined by the Regents' *Rules and Regulations*, Rule 50203. Legislative student organizations include but are not limited to Student Government, the Senate of College Councils, and the Graduate Student Assembly.
11. "Officially sponsored," "sponsorship," or "sponsored student organization" means a student organization whose purpose and activities are in accord with the mission of an academic or administrative unit, for whose actions and activities the sponsoring unit provides endorsement, support, supervision, and assumption of responsibility, and that has been officially approved by the vice president through an annual application as prescribed by the dean of students.
  - A. "Endorsement" means that the sponsoring administrative or academic unit gives approval of the sponsored student organization's status as an official extension of the unit and sanctions the mission, goals, and activities of the sponsored student organization.
  - B. "Support" means to provide for or to maintain by contributing the necessary money, physical space, staff, advising, mentoring, and other resources that the sponsored student organization needs to carry out its mission, goals, and activities.
  - C. "Supervision" means to monitor, oversee, and advise the sponsored student organization. Supervision includes sanctioning and approving all activities and events of the sponsored student organization; maintaining personal knowledge of the sponsored student organization's structure, operations, and activities; and taking action as necessary to ensure that all affairs of the sponsored student organization are consistent with the mission and culture of the sponsoring administrative or academic unit and the University.
  - D. "Assumption of responsibility" means to ensure endorsement, support, and supervision of all aspects of the sponsored student organization. Assumption of responsibility includes accepting financial accountability for all funds collected or spent; making sure the sponsored student organization conducts its affairs in accordance with all applicable University rules and regulations, Regents' *Rules*, and local, state, and federal laws; and providing the necessary physical and personnel resources, including a dedicated sponsored student organization adviser.
12. "Probation" means a specified period of time during which the registered or sponsored student organization is required to comply with specified terms and conditions to address the behavior that led to the violation. During this specified period of time, the dean of students may restrict one or more of the organization's rights, as listed in Section 6-300. Further violations may result in a minimum of suspension for the organization.
13. "Registered student organization" means a student organization holding a valid registration under this chapter. Registered student organizations are considered private entities and are not viewed as extensions of an academic or administrative unit, or of the University. Registration ensures privileges as outlined in subsection 6-301 and allows the registered student organization to function within the institutional context.
14. "Registered student organization adviser" means a person serving in an advisory capacity to a registered student organization to provide guidance to the registered student organization and its members. A person serving as an adviser to a registered student organization affected by section 51.9361 of the Texas Education Code must be someone who
  - A. is at least twenty-one years of age;
  - B. is not enrolled as a student at the University; and
  - C. serves as either
    1. a part-time or full-time employee of the University; or
    2. a representative of a national organization that is associated with the registered student organization.
15. "Sponsored student organization adviser" means a University staff or faculty member from the sponsoring administrative or academic unit who is serving in an advisory capacity to provide guidance to the sponsored student organization and its members. A person serving as an adviser to a sponsored student organization affected by section 51.9361 of the Texas Education Code must be someone who
  - A. is at least twenty-one years of age;
  - B. is not enrolled as a student at the University; and
  - C. serves as a part-time or full-time employee of the University.
16. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus, or who engaged in prohibited conduct while he or she met the above criteria.
17. "Suspension" means a specified period of time during which the registered or sponsored student organization is prohibited from utilizing specified privileges, as listed in Section 6-300, and is required to comply with specified terms and conditions to address the behavior that led to the violation. Further violations may result in a minimum of cancellation for the organization.
18. "University" means the University of Texas at Austin. For the purposes of this chapter, "University" also includes all activities and programs sponsored by or affiliated with the University of Texas at Austin regardless of the actual location where such activities or programs occur.
19. "University holiday"—see "day" above.
20. "Vice president" means the vice president for student affairs at the University of Texas at Austin.
21. "Weekday"—see "day" above.
22. "Written warning" means that the authorized representatives of the registered or sponsored student organization have been notified that the organization has engaged in behavior that violated a rule or regulation of The University of Texas System or the University. The dean of students

may impose conditions related to the offense to address the behavior that led to the violation. Further violations may result in a minimum of probation for the organization.

## **Subchapter 6–200. Registration**

### **Sec. 6–201. Registration Required**

Any group of students that wants to exercise any of the rights and privileges listed in section 6–301 will apply at least one time per year to the dean of students to be registered as a registered student or sponsored student organization.

### **Sec. 6–202. Eligibility**

A student organization is eligible for registration if

1. three or more students sign its application for registration;
2. it limits membership to students, faculty members, and staff members of the University;
3. it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that
  - A. a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and
  - B. a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972;
4. there are no financial bars against the registered student or sponsored student organization;
5. it is not under a disciplinary sanction prohibiting registration; and
6. it conducts its affairs in accordance with local, state, and federal laws, the Regents' *Rules and Regulations*, University regulations, and administrative rules.

### **Sec. 6–203. Application**

A group of students that wants to become a registered student or sponsored student organization must apply on a form prescribed by the dean of students. The form will include

1. the name of the proposed registered student or sponsored student organization;
2. the name, e-mail address, public username (UT EID), and telephone listing of at least three students and any required signatures;
3. a description of each prior application for registration and the action taken on it;
4. an official statement of the proposed registered student or sponsored student organization's purpose and activities;
5. a description of membership requirements; and
6. any other information reasonably required by the dean of students.

### **Sec. 6–204. University Sponsorship of Student Organizations and Use of University Name**

- a. Only a sponsored student organization may use the name of the University or an abbreviation of the name of the University or any of the University's trademarks or service marks as part of or in conjunction with its student organization name.
- b. Sponsorship may not be extended to registered student organizations involved in political or religious activities or in projects for private gain.
- c. Legislative student organizations must be officially sponsored by the University.
- d. No student, unregistered group, or registered student, faculty, or staff organization may use the name of the University or an abbreviation of the name of the University as part of its name. A student, group, or organization may use terms such as "campus" or "Texas campus" or [name of organization] at the University of Texas at Austin as part of its name.
- e. No student, unregistered group, or registered student, faculty, or staff organization may advertise or promote any event or activity in a manner that falsely suggests that the event or activity is sponsored by the University.

### **Sec. 6–205. Action on Application**

- a. In considering a completed application, the dean of students will not pass on the merits of the proposed registered student or sponsored student organization's purpose, but will register the applicant unless it is ineligible under section 6–202.
- b. The dean of students approves the registration of a registered student or sponsored student organization by signing the application form and placing it on file.
- c. If a registered student or sponsored student organization is refused registration, the dean of students will provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal in accordance with section 6–507.

## **Subchapter 6–300. Rights and Duties**

### **Sec. 6–301. Recognition and Activities**

A registered student or a sponsored student organization is entitled

1. to be listed as a registered student or sponsored student organization;
2. to reserve the use of University facilities under subchapter 10–200 of the *Institutional Rules*;
3. to raise funds or make other permissible solicitations on University property under section 13–205 of the *Institutional Rules*;
4. to distribute literature under subchapter 13–400 of the *Institutional Rules*;

5. to post signs under section 13–500 of the *Institutional Rules*;
6. to hang banners under section 13–504 of the *Institutional Rules*;
7. to set up A-frames under section 13–505 of the *Institutional Rules*;
8. to set up a table under subchapter 13–600 of the *Institutional Rules*;
9. to set up exhibits under subchapter 13–700 of the *Institutional Rules*;
10. to use amplified sound under subchapter 13–800 of the *Institutional Rules*;
11. to publicly assemble under subchapter 13–900 of the *Institutional Rules*;
12. to present a guest speaker on University property in accordance with subchapter 13–1000 of the *Institutional Rules*;
13. to apply for storage;
14. to apply for recognition and awards; and
15. to access event coordination consultations.

### **Sec. 6–302. Membership**

A registered student or a sponsored student organization must restrict its membership to students, faculty members, and staff members of the University, but it may not deny membership on any basis that violates subsection 6–202(3).

### **Sec. 6–303. Obligations**

- a. During the registration period, every registered student and sponsored student organization will furnish the dean of students with a list of at least three authorized representatives. Each list will be kept current and accurate throughout the academic year by the registered student or sponsored student organization. The list of authorized representatives will include each person's name, e-mail address, public username (UT EID), telephone listing, and other information as requested by the dean of students.
- b. During the registration period, each registered student and sponsored student organization must file with the dean of students a statement that the registered student or sponsored student organization does not, and will not during the academic year
  1. have as a member any person who is neither a student nor a member of the faculty or staff of the University,
  2. deny membership on any basis prohibited by subsection 6–202(3), or
  3. engage in activities that involve the subjection of a probationary member of the group to dangerous, harmful, or degrading acts as defined in chapter 14 of the Institutional Rules or Appendix D (p. 159), Prohibition of Sex Discrimination, Sexual Harassment, Sexual Assault, and Sexual Misconduct..

If the dean of students determines that the statement is or has become false, disciplinary proceedings may be initiated by the dean of students, under subchapter 6-500.

- c. As defined in the Regents' Rules and Regulations, Rule 80103, Number 2, Section 4, within thirty days after the beginning of each long semester, each registered student and sponsored student organization will file with the dean of students a final report, signed by an authorized representative of the organization, fully disclosing the sources and amounts of money obtained from solicitations during the preceding semester or summer session, the purposes and amounts of the expenditures made during the preceding semester or summer session, and any other information required by the dean of students about solicitation activities during the preceding semester.
- d. No registered student organization or sponsored student organization may re-register or use the facilities of the University as long as it owes a monetary debt to the University and the debt is considered delinquent by the crediting University agency.
- e. A registered student or sponsored student organization may be subject to discipline by the University under subchapter 6–500 for violating a Regents' Rule, University regulation, or administrative rule.

## **Subchapter 6–400. Fiscal and Accounting Procedures**

Sponsored student organizations must comply with all applicable fiscal and accounting procedures of the University of Texas at Austin.

## **Subchapter 6–500. Discipline**

### **Sec. 6–501. Initiation of Disciplinary Proceeding**

- a. The dean of students has primary authority and responsibility for the administration of registered student and sponsored student organization discipline. Any act by an academic or administrative unit that could reasonably be construed as a discipline against a registered student or sponsored student organization must afford sufficient process consistent with University policy; such decisions should be submitted to the dean of students and then will be kept in the official registered student or sponsored student organization files maintained by the dean of students. The dean of students retains the authority to modify any discipline issued by an academic or administrative unit; the authority to modify a discipline includes the authority to impose further sanctions.
- b. A registered student or sponsored student organization violates a Regents' Rule, University regulation, administrative rule, city ordinance, or state or federal law when
  1. one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit a violation;
  2. one or more of its members commit a violation and the action that constitutes the violation was approved by majority vote of those members of the registered student or sponsored student organization present and voting;
  3. one or more members of a committee of the registered student or sponsored student organization commit a violation while acting in the scope of the committee's assignment;



4. a member of the registered student or sponsored student organization commits a violation while acting with apparent authority of the registered student or sponsored student organization;
  5. one or more members of the registered student or sponsored student organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
  6. one or more members of the registered student or sponsored student organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action; or
  7. one or more members of a registered student or sponsored student organization fail to report to appropriate University or civil authorities promptly their knowledge or any reasonable information about a violation.
- c. When the dean of students receives information that a registered student or sponsored student organization has allegedly violated a Regents' *Rule*, University regulation, or administrative rule, city ordinance, or state or federal law, he or she will investigate the alleged violation. Upon completing the investigation, the dean of students will make a decision to
1. dismiss the allegation as unfounded or otherwise conclude the investigation; or
  2. pursue a conference resolution as described in section 6-503; or
  3. pursue an administrative resolution as described in subsection 6-505(d).
- d. If the dean of students determines that there are reasonable grounds for proceeding with the disciplinary process, the dean of students may elect to proceed with the case through either a conference resolution or an administrative resolution. The decision to proceed under a conference or an administrative resolution is at the sole discretion of the dean of students and may be made at any point during the disciplinary process.
- e. Notwithstanding any other provision of this chapter, the dean of students or the president of the University may take immediate disciplinary action against a registered student or sponsored student organization that violates a rule or regulation of the University or The University of Texas System when, in the opinion of the official, the interest of the University or The University of Texas System would be served by interim action. The dean of students will notify the authorized representative(s) of the accused registered student or sponsored student organization by letter or by e-mail of the disciplinary decision. The dean of students may send the notice to any authorized representative of the registered student or sponsored student organization. A letter or an e-mail message sent to an authorized representative at an address listed in the registrar's records will constitute full and adequate notice. A letter will be considered to have been received on the third day after the day of mailing. An e-mail message will be considered to have been received on the second day after the day of sending the message.

### **Sec. 6-502. Investigation**

- a. An investigation is an administrative process by which the dean of students gathers information related to the allegation of a violation of a Regents' *Rule*, University regulation, administrative rule, city ordinance, or state or federal law. The investigation may include but is not limited to, summoning authorized representatives and members of the accused registered student or sponsored student organization; requesting documents from the registered student or sponsored student organization; reviewing organizational records; reviewing information received by off-campus persons or organizations, including law enforcement; reviewing information received by an academic or administrative unit; and calling witnesses.
- b. Searches of organization-occupied or organization-controlled premises or of an organization's possessions will be conducted only as authorized by law.
- c. Registered student organizations and sponsored student organizations that fail to respond to meeting requests from the dean of students may be subject to interim disciplinary action as described in subsection 6-501(e); interim disciplinary action includes but is not limited to restrictions of privileges.
- d. If the dean of students calls a meeting with a student during an investigation, the student may be accompanied by an adviser. The student must give the dean of students twenty-four hours' notice that the adviser will attend the meeting.

### **Sec. 6-503. Conference Resolution**

- a. Either during an investigation or afterwards, the dean of students may contact the authorized representative(s) of the accused registered student organization or sponsored student organization for a conference at which the registered student organization or sponsored student organization may respond to the charges. If the authorized representative(s) fail to respond, or if the dean of students determines that a conference resolution is not appropriate under the circumstances, then the administrative resolution process may be initiated.
- b. The dean of students retains the right to issue warning letters without a disciplinary conference.
- c. After hearing the response of the accused registered student organization to the allegation, the dean of students will either
  1. dismiss the allegation; or
  2. determine that the greater weight of credible evidence supports a finding that a violation has occurred and recommend a sanction as described in section 6-506.
- d. A registered student organization that receives a sanction in a conference resolution has the right to appeal the decision as described in section 6-507.

### **Sec. 6-504. Administrative Resolution: Summoning a Student**

- a. The dean of students may summon a student to appear in connection with an alleged violation by sending a message to the student by letter or by e-mail at an address listed in the registrar's records.
- b. The message will direct the student to appear at a specific time and place at least three weekdays after the date of the message if the message is sent by letter, or at least two weekdays after the date of the message if the message is sent by e-mail.
- c. The dean of students may impose one or more of the sanctions under section 6-506 against the accused registered student organization or sponsored student organization if a member, officer, or authorized representative of the registered student organization or sponsored student organization fails without good cause to comply with a summons sent under subsection 6-504(a). A letter sent to an address listed in the registrar's



records, a letter hand-delivered to the student, or an e-mail message sent to the address listed in the registrar's records will constitute full and adequate notice. The student's failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with the summons. (Policies on the use of e-mail for official correspondence are given in Appendix M (p. 185).)

- d. A student may also be subject to discipline under chapter 11 of the *Institutional Rules* for failure to respond to a summons issued under this section.

### **Sec. 6–505. Administrative Resolution: Notice of Findings and Disciplinary Decision**

- a. Upon completion of the investigation under section 6–502, the dean of students will share the findings of the investigation with the authorized representative(s) of the accused registered student or sponsored student organization.
- b. The authorized representative(s) will have fourteen days to respond to the findings by letter or by e-mail to the dean of students.
- c. After the authorized representative(s) have responded to the findings, the dean of students will notify the authorized representative(s) by letter or by e-mail of the specific time and place to discuss the disciplinary decision. The dean of students may send the notice to any authorized representative of the accused registered student organization or sponsored student organization. A letter or an e-mail message sent to an authorized representative at an address listed in the registrar's records will constitute full and adequate notice.
- d. The dean of students will inform the authorized representative(s) that there are two options to resolve the disciplinary matter. The authorized representative(s) will have fourteen days to select one of the two options and to notify the dean of students by letter or by e-mail of their choice:
1. the authorized representative(s) may enter into a written agreement with the dean of students to address registered student organization conduct in specific ways; or
  2. the dean of students will render a disciplinary decision that includes a sanction or sanctions pursuant to section 6–506.
- e. If, without good cause as determined by the dean of students, the authorized representative(s) fail to choose an option for resolving the disciplinary matter in accordance with subsection 6–505(d), the registered student organization or sponsored student organization waives its right to enter into a written agreement to address registered student organization or sponsored student organization conduct.
- f. If the authorized representative(s) choose to enter into a written agreement with the dean of students as described in subsection 6–505(d)(1), the authorized representative(s) and the dean of students will have thirty days to develop and sign a mutually acceptable agreement. The thirty-day period will begin when the authorized representative(s) notify the dean of students that they choose to enter into a written agreement. At the discretion of the dean of students, the thirty-day deadline may be extended for a period not to exceed an additional thirty days.
- g. The dean of students will render a disciplinary decision as described in subsection 6–505(d)(2) if
1. the authorized representative(s) do not choose the option described in subsection 6–505(d)(1) of entering into a written agreement with the dean of students;
  2. the authorized representative(s) fail to choose either of the options described in subsection 6–505(d); or
  3. the authorized representative(s) and the dean of students are unable to develop a written agreement as described in subsection 6–505(d)(1) that is acceptable to both parties.
- h. The disciplinary decision of the dean of students will include any sanction or sanctions pursuant to section 6–506 that are appropriate to the charges and to the accused registered student or sponsored student organization's disciplinary record, if any.
- i. The dean of students will share the disciplinary decision with the authorized representative(s) of the accused registered student or sponsored student organization. The decision will
1. concisely describe the dean of students' findings of fact regarding the allegation;
  2. state the sanction or sanctions imposed, if any; and
  3. if any violation is found or any sanction or sanctions imposed, advise the authorized representative(s) of their resolution options and right to appeal in accordance with section 6–507.

### **Sec. 6–506. Sanctions**

- a. A student may be disciplined for a violation under chapter 11 of the *Institutional Rules* even though the registered student or sponsored student organization of which the student is a member is disciplined under subchapter 6–500 for the same violation or for a violation growing out of the same factual transaction.
- b. The dean of students, acting pursuant to section 6–501, or the hearing officer, after a hearing under subchapter 6–500, may impose one or more of the following sanctions on an accused registered student or sponsored student organization for violation of a Regents' Rule, University regulation, or administrative rule:
1. send the registered student or sponsored student organization a written warning as defined in Sec. 6-101;
  2. place the registered student or sponsored student organization on probation as defined in Sec. 6-101;
  3. place the registered student or sponsored student organization on suspension as defined in Sec. 6-101;
  4. cancel the registered student or sponsored student organization's registration as defined in 6-101;
  5. require restitution, educational seminars, and community service; or
  6. impose another sanction or sanctions deemed appropriate under the circumstances.
- c. The dean of students or the hearing officer may impose conditions related to the offense, and failure to meet the conditions will be considered an additional violation.

### **Sec. 6–507. Options Following a Disciplinary Decision Issued by the Dean of Students**

- a. A registered student or sponsored student organization that has not had its registration suspended or canceled may appeal the disciplinary decision assessed by the dean of students under subsection 6–506(b) to the vice president as dictated by section 6-516.

- b. A registered student or sponsored student organization that has had its registration suspended or canceled may appeal the disciplinary decision assessed by the dean of students under subsection 6–506(b) to the vice president as dictated by section 6-516, or request a formal hearing before a University hearing officer as dictated by section 6-508.
- c. A registered student or sponsored student organization that has had its application for registration denied by the dean of students under subsection 6–205(c) may appeal to the vice president as dictated by section 6-516.
- d. Notice of appeal timely given suspends the imposition of the sanction or sanctions until the appeal is finally decided, but interim action may be taken as authorized under subsection 6–501(e).

### **Sec. 6–508. Appeal to a Hearing Officer**

To appeal a disciplinary decision of suspension or cancellation of registration issued under section 6–506 to a hearing officer, the authorized representative(s) of the accused registered or sponsored student organization must submit a written appeal to the dean of students. The appeal must be submitted by letter or by e-mail within fourteen days from the date on which the dean of students discussed the disciplinary decision with the authorized representative(s). The appeal must state the name of the registered student organization, the date the decision was shared, and specific reasons for the appeal, including any related argument.

### **Sec. 6–509. Hearing Officer**

- a. The hearing officer will preside over the hearing and will
  - 1. determine whether the dean of students has satisfactorily performed the requirements of section 6–510;
  - 2. determine whether hearing observers may be present; hearing observers will be limited to people attending the hearing for University training purposes;
  - 3. rule on the admissibility of evidence and on objections to the procedure; facilitate the hearing process, which includes removing from the hearing anyone who is disrupting the process; render a written decision, which will contain findings of fact and conclusions as to whether or not a violation has occurred; assess a sanction or sanctions; provide the authorized representative(s) of the accused registered student organization and the dean of students with a copy of the decision; and
  - 4. certify the hearing record.
- b. The authorized representative(s) of the accused registered student or sponsored student organization may challenge the hearing officer on the basis of an alleged lack of fairness or objectivity, but they are not entitled to disqualify that person from serving. It will be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another hearing officer will be appointed.

### **Sec. 6–510. Notice of Hearing**

- a. The dean of students will
  - 1. set the date, time, and place for the hearing and notify the accused registered student or sponsored student organization of the date, time, and place;
  - 2. arrange for recording the hearing as provided in subsection 6–513(e); and
  - 3. furnish a suitable room, necessary equipment, and clerical assistance for the hearing.
- b. The dean of students will notify the authorized representative(s) of the accused registered student or sponsored student organization by letter or by e-mail of the date, time, and place for the hearing. The notice will be delivered in person or sent by letter or by e-mail to each authorized representative at an address listed in the registrar's records.
- c. The notice will specify a hearing date at least ten days after the date the letter or e-mail message is received, unless the accused registered student or sponsored student organization has requested an earlier date as allowed by subsection 6–510(d). A letter or an e-mail message sent to an address listed in the registrar's records will constitute full and adequate notice. A letter will be considered to have been received on the third day after the day of mailing. An e-mail message will be considered to have been received on the second day after the day of sending the message.
- d. The authorized representative(s) of the accused registered student organization may request, in writing, that an earlier hearing date be set if feasible to arrange. The hearing officer for good cause may postpone the hearing, and he or she will notify the dean of students and the authorized representative(s) of the new hearing date. An authorized representative's failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with the notice. (Policies on the use of e-mail for official correspondence are given in Appendix M (p. 185).)
- e. Notice sent under subsection 6–510(a) will
  - 1. direct the authorized representative(s) of the accused registered student or sponsored student organization to appear on the date and at the time and place specified;
  - 2. advise the authorized representative(s) of their rights
    - A. to request a private hearing;
    - B. to appear in person and to have an adviser at the hearing;
    - C. to challenge the person designated to hear the charges;
    - D. to know the identity of each witness who will testify against the registered student or sponsored student organization;
    - E. to present testimony of witnesses, to present documentary and other evidence, and to argue on the registered student or sponsored student organization's behalf;
    - F. to cross-examine each witness who testifies against the registered student or sponsored student organization;
    - G. to appeal under section 6–517;
  - 3. contain the name of the person appointed to act as hearing officer;

4. contain the names of witnesses who may testify against the accused registered student or sponsored student organization, a brief summary of the testimony to be given by each, and a list of documentary and other evidence that will be offered against the registered student or sponsored student organization; the University may supplement the list of witnesses and documents for good cause, as determined by the hearing officer;
  5. contain a copy of the disciplinary decision by the dean of students; and
  6. notify the authorized representative(s) of the accused registered student organization that, if the registered student organization is advised by an attorney at the hearing, then the dean of students may be advised by an attorney at the hearing. An adviser may confer with and advise the dean of students or the authorized representative(s) but will not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the hearing officer.
- f. An authorized representative's failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with a notice sent under this section.
- g. In situations where all of the authorized representatives of the accused registered student or sponsored student organization fail to attend a scheduled hearing, the hearing officer will, at the time of the scheduled hearing, make a determination if the dean of students provided notices as dictated by 6-510. If the hearing officer determines that the dean of students provided notice as dictated by 6-510, the dean of students may elect to hold the hearing without the registered student organization's participation or reschedule the hearing for a different date. If the hearing proceeds in the absence of the accused registered student or sponsored student organization, the hearing will be conducted according to the provisions of 6-512(b) with the final decision issued by the hearing officer as dictated by 6-514. Even in situations where no authorized representatives from the registered student or sponsored student organization attend the hearing, the hearing officer's decision may be appealed under Section 6-517.

### **Sec. 6–511. Preliminary Matters for a Hearing**

- a. At least five days before the hearing date, the authorized representative(s) of the accused registered student or sponsored student organization will furnish the dean of students with a list of any witnesses who may testify on behalf of the registered student or sponsored student organization, together with a summary of each witness's testimony and a copy of any documents and other evidence he or she may offer; the authorized representative(s) may supplement the list of witnesses and documents for good cause, as determined by the hearing officer.
- b. At least five days before the hearing date, the authorized representative(s) of the accused registered student or sponsored student organization will furnish the hearing officer with
  1. any objection that, if sustained, would postpone the hearing; and
  2. the name of the adviser(s), if any, who will appear with the authorized representative(s), and the relationship of the adviser(s) to the authorized representative(s).
- c. At least five days before the hearing date, the dean of students will make copies of documents to be introduced at the hearing available to the authorized representative(s) of the accused registered student or sponsored student organization.

### **Sec. 6–512. Hearing Procedure**

- a. The hearing is informal and closed, except that, with the consent of the hearing officer, the authorized representative(s) of the accused registered student or sponsored student organization, and the dean of students, the hearing may be open.
- b. Although the hearing will proceed generally as follows, the hearing officer may adjust the sequence of the hearing as necessary to ensure fairness:
  1. the dean of students reads the disciplinary decision;
  2. the hearing officer informs the authorized representative(s) of the accused registered student or sponsored student organization of their rights listed in subsection 6–510(e)(2);
  3. the dean of students and the authorized representative(s) are each given the opportunity to make an opening statement; the authorized representative(s) have the right to reserve the registered student or sponsored student organization's opening statement until after the dean of students has presented the University's case;
  4. the dean of students is given the opportunity to present the University's witnesses and evidence; during this time, the authorized representative(s) may question any of the dean of students' witnesses;
  5. the authorized representative(s) are given the opportunity to present the registered student organization's witnesses and evidence; during this time, the dean of students may question any of the organization's witnesses;
  6. the dean of students and the authorized representative(s) are given the opportunity to present rebuttal evidence and argument;
  7. the dean of students is given the opportunity to present a recommendation on a sanction or sanctions;
  8. the authorized representative(s) are given the opportunity to present a rebuttal and recommended outcome or sanction(s);
  9. the dean of students is given the opportunity to present a closing statement;
  10. the authorized representative(s) are given the opportunity to present a closing statement;
  11. the hearing officer decides whether a violation has occurred and assesses a sanction or sanctions in accordance with section 6–506; and
  12. the hearing officer informs the authorized representative(s) of the registered student or sponsored student organization's right to appeal to the vice president.

### **Sec. 6–513. Evidence in Hearings**

- a. Legal rules of evidence do not apply to hearings under this subchapter; the hearing officer may admit and give effect to evidence, including testimony, that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. The hearing officer will exclude irrelevant, immaterial, and unduly repetitious evidence. All evidence admitted during the hearing will be made a part of the record. The hearing officer will give effect to the rules of privilege recognized by law. The hearing officer may require evidence of the relationship and/or seek legal counsel before making a decision on the assertion of privilege, even if such would require postponing the hearing.

- b. Upon a hearing of the charges, the University has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of credible evidence.
- c. A witness will testify unless the testimony is privileged as recognized by law or is excluded by the hearing officer. If a witness refuses to testify based upon a privileged relationship recognized by Texas law, the hearing officer may require evidence of the relationship and/or seek legal counsel before making a decision on the assertion of privilege, even if such would require postponing the hearing.
- d. The hearing officer will decide whether a violation has occurred and assess an appropriate sanction or sanctions solely on the basis of admitted evidence. The accused registered student or sponsored student organization's disciplinary record is admitted into evidence during a hearing only to help the hearing officer assess an appropriate sanction or sanctions.
- e. A recording will be made of the hearing, under supervision of the dean of students. At the discretion of the dean of students, a court recorder may also be present to prepare a written transcript of the hearing.

#### **Sec. 6–514. Disciplinary Decision of the Hearing Officer**

Before issuing his or her decision, the hearing officer will certify the hearing record as defined in section 6–515. If a court reporter is present during the hearing and prepares a written transcript of the hearing, the transcript is considered part of the hearing record, and the hearing officer should wait to receive it before certifying the hearing record. The hearing officer will then render a written decision as to whether the accused registered student or sponsored student organization has committed a violation and will set forth findings of fact in support of the decision. The sanction or sanctions will also be stated in the decision. The authorized representative(s) of the registered student or sponsored student organization and the dean of students will each be given a copy of the decision. The hearing officer's written decision is the official decision on the matter from which any appeal is taken. The hearing officer should make every effort to complete the written decision within thirty days of the hearing. If the hearing officer is unable to issue the written decision within thirty days, he or she will contact both the authorized representative(s) and the dean of students to provide a date for completion of the written decision.

#### **Sec. 6–515. Hearing Record**

The hearing record consists of

- 1. a copy of the notice required under section 6–510;
- 2. the recording of the hearing certified by the hearing officer and the transcript, if any, certified by the court reporter, together with all evidence admitted under section 6–513;
- 3. written motions and pleas; and
- 4. the disciplinary decision of the hearing officer.

#### **Sec. 6–516. Appeal of the Decision of the Dean of Students to the Vice President**

- a. The authorized representative(s) of the accused registered student or sponsored student organization may appeal the disciplinary decision of the dean of students under section 6–506 directly to the vice president. The appeal, if any, must be submitted in writing to the vice president within fourteen days from the date on which the authorized representative(s) were notified of the disciplinary decision. If notice of the decision is sent by mail, the date the notice is mailed initiates the fourteen-day period. The written appeal must state the specific reasons for the appeal and must include any related argument. The authorized representative(s) must provide the dean of students with a copy of the appeal submitted to the vice president.
- b. The dean of students may submit a written response to the appeal to the vice president. The response, if any, must be submitted no later than five days after the vice president received the accused registered student or sponsored student organization's appeal. The dean of students must provide a copy of the response to the authorized representative(s) of the accused registered student or sponsored student organization. The response must be limited to and specifically related to the arguments originally submitted by the appealing party. New or additional information not specifically related to the original arguments submitted will not be considered on appeal. The dean of students' submission of a response to the appeal will not extend the thirty-day period within which the action of the vice president will be communicated as outlined in subsection 6–518(c).
- c. The accused registered student or sponsored student organization's appeal will be reviewed solely on the basis of the registered student or sponsored student organization's disciplinary record, the written arguments of the authorized representative(s) of the registered student or sponsored student organization, and the written response to the appeal submitted by the dean of students.

#### **Sec. 6–517. Appeal of the Decision of the Hearing Officer to the Vice President**

- a. Either the authorized representative(s) of the accused registered student or sponsored student organization or the dean of students may appeal the disciplinary decision of the hearing officer rendered under section 6–514 by submitting a written appeal to the vice president. The appeal, if any, must be submitted within fourteen days from the date on which the appealing party was notified of the disciplinary decision. If notice of the disciplinary decision is sent by mail, the date the disciplinary decision is mailed initiates the fourteen-day period. The written appeal must state the specific reasons for the appeal and must include any related argument. If either party appeals the disciplinary decision, the vice president may request that the recording be transcribed; the transcript will be made available to both parties. If a court reporter was present during the hearing and prepares a written transcript immediately thereafter, the transcript is considered part of the hearing record and is made available to both parties.
- b. If the accused registered student or sponsored student organization is the appellant, the authorized representative(s) of the registered student or sponsored student organization must provide the dean of students with a copy of the appeal submitted to the vice president on the same date that the appeal is submitted to the vice president. If the dean of students is the appellant, the dean of students will give, e-mail, or mail a copy of the appeal to the authorized representative(s) of the registered student or sponsored student organization on the same day that the dean of students submits the appeal to the vice president. If the copy of the appeal is mailed or e-mailed, the dean of students will send it to the authorized representative(s) at an address listed in the registrar's records.

- c. Following the submission of the appeal to the vice president, the non-appealing party may submit a written response to the vice president. The response, if any, must be submitted no later than five days after the vice president received the appeal. The non-appealing party must provide a copy of the response to the other party. The response must be limited to and specifically related to the arguments originally submitted by the appealing party. New or additional information not specifically related to the original arguments submitted will not be considered on appeal. The submission of a response to the appeal will not extend the thirty-day period within which the action of the vice president will be communicated as outlined in subsection 6–518(c).
- d. The appeal of the disciplinary decision of the hearing officer will be reviewed solely on the basis of the hearing record, the accused registered student or sponsored student organization’s disciplinary record, the written arguments of the appealing party, and the written response of the non-appealing party. The dean of students will submit the record from the hearing to the vice president as soon as it is available to the dean of students.

**Sec. 6–518. Vice President’s Authority**

- a. The vice president may approve, reject, or modify the disciplinary decision in question or may require that the original decision be reopened for the presentation of additional evidence and reconsideration of the decision.
- b. At the discretion of the vice president, both parties may present oral arguments in an appeal of the disciplinary decision of the dean of students or the hearing officer. In situations where all of the authorized representatives of the appealing registered student or sponsored student organization fail to attend oral arguments, the vice president may elect to hold the oral arguments without the registered student or sponsored student organization’s participation or reschedule the oral arguments for a different date.
- c. The action of the vice president will be communicated in writing to the authorized representative(s) of the accused registered student or sponsored student organization and the dean of students within thirty days after the appeal has been received by the vice president. The decision of the vice president will be final.

## Chapter 7. The Division of Recreational Sports

### Subchapter 7–100. General Provisions

**Sec. 7–101. Purpose**

The University seeks to promote and conduct officially organized sports activities and athletic recreation programs for men and women. The purpose of these programs are

1. to provide students at the University with an opportunity for interesting and rewarding sports competition and recreation;
2. to present a varied program of sports and recreational activities so that every student has the opportunity to participate regardless of athletic ability;
3. to provide a competitive, recreational, and instructional program for members of the faculty and staff; and
4. to present opportunities for use of recreational facilities to student spouses and dependents, spouses and dependents of faculty and staff members, Austin community members, and special guests of the University.

**Sec. 7–102. Definitions**

In this chapter, unless the context requires a different meaning,

1. “student” means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus;
2. “University” means the University of Texas at Austin;
3. “director” means the director of the Division of Recreational Sports; and
4. “division” means the Division of Recreational Sports.

### Subchapter 7–200. The Recreational Sports Committee

**Sec. 7–201. Membership**

- a. The Recreational Sports Committee has fifteen members. The members are
  1. six members from the General Faculty, appointed by the president for two-year terms;
  2. two staff members appointed by the president for two-year terms;
  3. two students, a male and a female, designated by the Councils of Recreational Sports and appointed by the president for one-year terms;
  4. two other students, a male and a female, designated by Student Government and appointed by the president for one-year terms;
  5. one staff member designated by the Non-Student Program and appointed by the president to serve as a member without vote for a one-year term; and
  6. two members from the Faculty Council, appointed by the chair of the Faculty Council for one-year terms.
- b. The director of Recreational Sports will serve as administrative adviser without vote.

**Sec. 7–202. Duties of Committee**

The Recreational Sports Committee will

1. advise on and approve matters of policy for the conduct of the division programs;
2. hear appeals of decisions of the Intramural Sports Council and the University of Texas Sport Club Association Council; and



3. promulgate regulations designating the categories of persons who are entitled to participate in the Non-Student Programs.

#### **Sec. 7–203. Quorum**

A majority of the committee constitutes a quorum and a majority of the quorum rules.

#### **Sec. 7–204. Appellate Jurisdiction**

The committee may appoint subcommittees to hear appeals other than appeals from action taken under section 7–301.

### **Subchapter 7–300. Participation in Recreational Sports Programs**

#### **Sec. 7–301. Group Eligibility**

- a. A group is eligible to participate in recreational sports programs if
  1. its membership is not denied to anyone on any basis prohibited by applicable law, including but not limited to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression; and
  2. it is not under a disciplinary sanction prohibiting participation.
- b. The application form for participating in recreational sports will set out the provisions of subsection 7–301(a)(1). By submitting an application, a group affirms that it is in compliance with the policy against discrimination.

#### **Sec. 7–302. Individual Eligibility**

An individual is eligible to participate in recreational sports programs if he or she is not under disciplinary sanction prohibiting participation and if he or she meets the requirements of rules governing the specific recreational sports program.

#### **Sec. 7–303. Reservation of Recreational Sports Facilities**

- a. An individual or group eligible to participate in recreational sports programs may reserve facilities through the office of facility operations.
- b. The provisions of subchapter 10–200 of the *Institutional Rules* do not apply to the use of recreational sports facilities for athletic purposes.

### **Subchapter 7–400. Administration of the Recreational Sports Programs**

#### **Sec. 7–401. The Director of the Division of Recreational Sports**

- a. The director
  1. will establish and maintain effective working relations with other University departments, with faculty and staff members, with students and student groups, and with outside groups and special services that utilize recreational sports facilities and programs;
  2. will formulate, plan, and administer, with approval of the Recreational Sports Committee, the following kinds of programs:
    - A. a program of organized intramural competition in various sports;
    - B. a recreational program to provide leisure-time activities;
    - C. the outdoor recreation program;
    - D. a faculty-staff competitive, recreational, and instructional program; and
    - E. the University of Texas Sport Club Association;
  3. will receive written complaints of Intramural Sports Honor Code violations and refer these complaints to the Intramural Sports Council for action;
  4. is responsible for developing program innovations in recreational sports, providing for program expansion, providing for acquisition of additional intramural sport and recreational facilities, and supervising program staff;
  5. is responsible for the maintenance, repair, use, and security of all facilities and equipment used in division programming; and
  6. is responsible for enforcing the eligibility requirements of subchapter 7–300.
- b. The director is administratively responsible to and will report periodically to the vice president for student affairs.

#### **Sec. 7–402. The Intramural Sports Council**

- a. The Intramural Sports Council has ten members. The members are
  1. the director or the director's delegate; and
  2. nine student members, representing the participants in the intramural program.
3. The director or the director's delegate will serve as administrative adviser without vote.
- b. The council will
  1. elect a student chair to facilitate the business of the council;
  2. participate in the designation of one student, either male or female, to be appointed to the Recreational Sports Committee for a one-year term;
  3. assist the intramural staff in formulating intramural program policies;
  4. rule on protests, individual or group eligibility, and related matters;
  5. formulate and compile an Intramural Sports Honor Code; and
  6. hear all alleged violations of the Intramural Sports Honor Code referred to it by the director. The burden of proving each allegation rests with the individual or group making the charge and all allegations must be presented in writing. A decision may be based on a violation of the spirit as well as the letter of the rules.
- c. A majority of the council constitutes a quorum and a majority of the quorum rules.



### **Sec. 7–403. The University of Texas Sport Club Association Council**

- a. The University of Texas Sport Club Association (UTSCA) Council has ten members. The members are
  1. the director or the director's delegate; and
  2. nine student members, representing the participants in the sport club program.
  3. The director or the director's delegate will serve as administrative adviser without vote.
- b. The council will
  1. elect a student chair to facilitate the business of the council;
  2. participate in the designation of one student, either male or female, to be appointed to the Recreational Sports Committee for a one-year term;
  3. assist the sport club staff in formulating sport club program policies;
  4. hear appeals of decisions of the sport club program administrators; and
  5. make recommendations on student organizations that have completed the application process for UTSCA membership.
- c. A majority of the council constitutes a quorum and a majority of the quorum rules.

## **Subchapter 7–500. Areas of the Division**

### **Sec. 7–501. The Intramural Sports Programs**

- a. The program of organized student sports competition for men provides the opportunity for competition among individual students and among teams representing student groups or organizations such as fraternities, clubs, and residences, and/or graduate or undergraduate teams organized solely for the purpose of competing in a tournament or event.
- b. The program of intramural sports competition for women provides the opportunity for organized competition among individual students and among teams representing student groups or organizations such as clubs, sororities, and residences, and/or graduate or undergraduate teams organized solely for the purpose of competing in a tournament or event.
- c. A program of coed intramurals provides the opportunity for men and women students, faculty members, and staff members to form mixed teams for intramural competition. Tournaments are offered in dual and team sports.
- d. The purpose of these programs is to provide the opportunity for competition among students and to foster the physical, social, and emotional benefits of participation in sports activities, accompanied by a sense of sportsmanship.

### **Sec. 7–502. The Informal Recreation Program**

- a. The informal recreation program provides an opportunity for students, faculty members, staff members, and their families to participate in unstructured recreational activities when facilities are not scheduled for formal programming.
- b. The purpose of the program is to assist the participant in developing beneficial and satisfying leisure-time sports activities.

### **Sec. 7–503. The Outdoor Recreation Program**

- a. The outdoor recreation program provides equipment rental and supervised trips in a variety of activities such as backpacking, camping, canoeing, kayaking, nature hiking, and rock climbing. It is open to men and women students, faculty members, staff members, and their spouses, and the general public.
- b. The outdoor recreation program provides an indoor climbing wall with 2,600 square feet of climbing surface for the leisure-time use of students and Recreational Sports members.
- c. The purpose of the outdoor recreation program is to provide an opportunity for men and women to experience outdoor, wilderness activities in educationally oriented, supervised events.

### **Sec. 7–504. The Fitness/Wellness Program**

- a. The fitness/wellness program offers fitness and mind/body classes, wellness workshops, personal training, fitness assessment, fitness clinics, and instructional programs. It is open to men and women students and Recreational Sports members, including faculty and staff members who purchase memberships to Recreational Sports.
- b. The purpose of the program is to provide participants with the opportunity to improve and maintain physical fitness and to engage in leisure-time activities.

### **Sec. 7–505. The University of Texas Sport Club Association**

- a. The University of Texas Sport Club Association is composed of sport or physical-activity-related student organizations sponsored by the Division of Recreational Sports.
- b. The purpose of the University of Texas Sport Club Association is to promote interest in specific sport activities and to provide the opportunity for students to compete among themselves and in extramural competition with students from other colleges and universities, or with other approved sources of competition.
- c. The association offers sport club members opportunities for the development of leadership and organizational skills as well as opportunities for social interaction.
- d. The University of Texas Sport Club Association operates under the administration of the division.

### **Sec. 7–506 The Instructional Program**

- a. The Instructional Program provides Recreational Sports staff and the campus community with non-credit educational classes in the areas of safety education and swimming.

- b. The purpose of the program is to provide opportunities for participants to learn and enhance skills.

### **Sec. 7–507 Membership and Guest Services**

- a. Membership and Guest Services manages recreation facility access systems and provides amenities to students, faculty, staff, and others affiliated with The University of Texas at Austin. Access is provided through membership, and amenities include a retail operation, locker and towel service, and massage therapy.
- b. The purpose of this area is to meet the leisure-time needs of the University community and to create a campus culture of wellness.

## **Chapter 8. The University Unions**

### **Subchapter 8–100. General Provisions**

#### **Sec. 8–101. Purpose**

The unions provide cultural, educational, social, and recreational programs as well as related goods, services, and facilities for the University and greater community.

#### **Sec. 8–102. Definitions**

In this chapter, unless the context requires a different meaning,

1. “board” means the Board of Directors of the University Unions;
2. “chancellor” means the Office of the Chancellor of The University of Texas System;
3. “executive director” means the executive director of the University Unions;
4. “president” means the chief administrative officer of the University of Texas at Austin;
5. “student” means a person enrolled in residence at the University;
6. “unions” or “union” means:
  - A. the Texas Union; and
  - B. the Student Activity Center;
7. “unions managed facilities” means:
  - A. Hogg Memorial Auditorium
  - B. Student Services Building
  - C. 2609
8. “E+E” means Campus Events and Entertainment;
9. “University” means the University of Texas at Austin; and
10. “vice president” means the vice president for student affairs at the University of Texas at Austin.

### **Subchapter 8–200. The Board of Directors of the University Unions**

#### **Sec. 8–201. Membership**

- a. The board has nine voting members. The members are as follows.
  1. Three members of the faculty, appointed by the president for three-year overlapping terms, one to be appointed each year, effective May 1.
  2. Six students, including the Student Government president, the E+E president, and four others as follows.
    - A. Two students registered for at least six semester hours during each long-session semester of service, to be selected by the president of Student Government after announcement of the position opening in the *Daily Texan* and other appropriate media; appointments will be ratified by a majority vote of the Student Assembly and will become effective May 1 for two-year overlapping terms. Should a vacancy occur during a term, (i) the Student Government president will appoint a new member who will receive proper approval of the Student Assembly before taking a seat on the board; (ii) the new member will become a full voting member of the board immediately.
    - B. Two students registered for at least six semester hours during each long-session semester of service, to be elected for one-year terms by the student body during Student Government elections each year. Should a vacancy occur during a term, the chair of the University Unions board of directors will nominate another student who must receive a majority vote of the board. A quorum must be present to approve a new member.
- b. The vice president, or the vice president's delegate, and the executive director are members of the board without vote.

#### **Sec. 8–202. Officers**

The officers of the board are the chair, the vice chair, and the executive director. The chair will be elected each year from the student membership of the board by the voting members of the board to serve a term to extend from the first official board meeting of the fall semester until May 15 the following year or until a new chair is elected. To qualify for election as chair, a student will have at least one year's experience on either the E+E or the board. This qualification may be waived by a two-thirds vote. Both outgoing and new board members will be eligible to vote for chair. The vice chair of the board will be a student member, chosen each semester by the elected chair. The Student Government president and the E+E president cannot serve as chair of the Board of Directors. The officers of the board will perform the usual duties of their respective offices.

### **Sec. 8–203. Meetings**

The board will meet once a month during each long session, setting its own dates for meetings, formulating its own rules of procedure, and setting up and appointing such committees as it may deem necessary and desirable for the proper use of the University Unions' facilities consistent with the Regents' *Rules and Regulations*.

### **Sec. 8–204. Executive Committee**

- a. The board may authorize three of its voting members to serve between meetings as an executive committee.
- b. An executive committee may act for the board only during the period beginning May 15 of each year and ending the first day of registration for the fall semester, or during official University semester breaks or holiday periods. All actions taken by the executive committee are subject to ratification by the board.

### **Sec. 8–205. Duties**

The board will:

1. recommend rules, regulations, and procedures regarding the operation and use of the unions; advise and consult on rules, regulations, and procedures regarding the operations and use of the Unions managed facilities;
2. approve the E+E budget, appointment of E+E officers, all changes in the E+E by-laws, and the addition or deletion of any E+E committees;
3. advise the president, through the vice president, on the selection of the unions' executive director; and
4. be involved in the future development of the unions.

## **Subchapter 8–300. Review of Board Action**

### **Sec. 8–301. Review by the President**

- a. The board will deliver promptly to the president at least two copies of the minutes of each board or executive committee meeting.
- b. No recommendation of the board or executive committee will have any force or effect until said recommendation has been approved by the president and has received such other approval as required.
- c. Every action of the board or of a committee or subcommittee of the board is subject to review by the president. The president may approve, reverse, or modify each such action.
- d. Not later than ninety days after the close of each union fiscal year, the executive director will furnish to the president at least two copies of a complete report of the fiscal affairs of the union during the preceding year to be distributed as the president may direct.
- e. No budget or budget amendment adopted by the board is effective until it is approved by the president through normal budget procedure.
- f. No expenditure will be made by the board unless it is made pursuant to a budget item that has been adopted by the board and has received final approval from the president.

## **Subchapter 8–400. The Executive Director of the University Unions**

### **Sec. 8–401. Duties of the Executive Director**

- a. The executive director is administratively responsible to and will report periodically to the vice president, serves as the chief executive official in the unions, and is responsible for the operation of the union and union managed facilities, programs, and activities. The executive director will
  1. coordinate all functions involving union and union managed facilities and the interests of the various groups served by the facilities;
  2. consult with the board regarding the employment of appropriate staff members;
  3. employ, supervise, and direct the work of all subordinate employees; and
  4. be a member of all committees without vote.
- b. Annually, on or before November 15, the executive director will submit to the board a report of union activities for the year. Copies of the report will be distributed to the president and to others as the president may direct.

## **Subchapter 8–500. The University Unions Campus Events and Entertainment**

### **Sec. 8–501. Purpose**

The E+E is chartered by the University Unions to organize and present a program of activities and events for the University student body in areas of general interest.

### **Sec. 8–502. Members and Officers**

- a. The E+E is composed of the various committees, their chairs, and the officers of the E+E.
- b. The E+E has a president elected by the student body in the general student elections in the spring of each year and such other officers as approved by the University Unions Board.

### **Sec. 8–503. Duties**

The E+E is the decision making, coordinating, evaluating, and recommending body of the union's activities and events program. The E+E will

1. coordinate the union's activities and events program;
2. evaluate the union activities and events program, and recommend changes to its components; and
3. recommend to the board actions, policies, and procedures affecting the union activities and events program.

## **Sec. 8–504. Review of E+E Actions by the Board**

All actions of the E+E are subject to review by the board.

## **Subchapter 8–600. Creative 40 Acres at Hogg Memorial Auditorium**

### **Sec. 8–601. Purpose**

The Creative 40 Acres at Hogg Memorial Auditorium is the result of a partnership between the College of Fine Arts and the Division of Student Affairs and will serve as a center of creative engagement for students, staff, and faculty.

### **Sec. 8–602. The Creative 40 Acres Advisory Committee**

The Creative 40 Acres Advisory Committee exists to provide informed input to the committee chair on specific objectives as the initiative is being developed. This committee is a recommending body to the University Unions Board of Directors.

### **Sec. 8–603. Membership**

The committee can have up to eleven voting members. The desired membership is as follows:

1. Two members of the College of Fine Arts faculty
2. Five students, including representation from the Student Government, the Senate of College Councils, College of Fine Arts, and the University Unions Campus Events and Entertainment
3. Four staff members, including representation from the School of Undergraduate Studies, Student Activities, Hogg Memorial Auditorium, and University Unions

### **Sec. 8–604. The Creative 40 Acres Chair**

The chair of the Creative 40 Acres at Hogg Memorial Auditorium is the University Unions Executive Director or his/her designee. He/she is responsible for reporting periodically to the University Unions Board of Directors and for the development of the Creative 40 Acres initiative. The chair will:

1. Facilitate meetings
2. Present recommendations from the committee to the Board of Directors

The committee will meet twice a semester during each long session, setting its own dates for meetings, formulating its own rules of procedure, and setting up and appointing such committees as it may deem necessary and desirable for the purpose of developing the initiative.

## **Subchapter 8–700. Union and Union Managed Facilities**

### **Sec. 8–701. Reservations and Use of Union and Union Managed Facilities**

- a. Union and Union managed facilities are reserved primarily for use by students, faculty members, and staff members.
- b. In accordance with recommendations developed by the board, the executive director or the executive director's representative may permit special persons, groups, or organizations to reserve and use portions of the Texas Union building when the intended use does not interfere with regular union programs or activities. The executive director may charge a reasonable rental fee for use of the Texas Union by such persons, groups, or organizations. The executive director will permit persons, groups, or organizations officially designated as guests of the University by the president, the chancellor, or the Board of Regents to use union facilities without cost. All requests for the use of union facilities are subject to prior reservations; for that reason, requests should be made as early as possible.

### **Sec. 8–702. Policy against Discrimination**

No person or organization will be excluded from participation in or denied the benefits of union facilities, services, and programs on any basis prohibited by applicable law, including, but not limited to, race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.

### **Sec. 8–703. Naming and Recognition**

The vice president for student affairs shall consult with and seek the advice of the University Unions Board of Directors on all naming or recognition initiatives for the facilities listed in this section as being under the purview of the Board.

## **Chapter 9. Educational Records**

### **Subchapter 9–100. General Provisions**

#### **Sec. 9–101. Purpose**

The student educational records maintained by the University fall into two general categories: directory information and student records. The purpose of this chapter is to describe various kinds of educational records and to state the permissible uses of these records. These policies and procedures are in full accord with the final regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **Sec. 9–102. Confidentiality of Records**

- a. Directory information: That part of a student's educational record defined as directory information in section 9–201 is public information. It will be made available to the public unless the student has restricted it as described in subsection 9–201(c).
- b. Student records: Student records include all educational records except for directory information and are not public records. The University will maintain the confidentiality of these student records as indicated in section 9–202.

- c. Information in a student's educational record may be released by the University as directed by the president in an emergency if the information is necessary to protect the health or safety of the student or other persons.

### **Sec. 9–103. Information Not Recorded**

No record will be kept that reflects a student's political attitudes, beliefs, or activities.

### **Sec. 9–104. Definitions**

In this chapter, unless the context requires a different meaning,

1. "educational record" means the official record of a student that is maintained by the University for use by the University and includes directory information and student records. "Educational record" does not include the personal records of University personnel that are maintained in the sole possession of and for the sole use of the maker thereof or of a temporary substitute for the maker; the records of law enforcement units that are maintained solely for law enforcement purposes; employment records related exclusively to an individual's employment capacity (except as indicated in subsection 9–201[a]); medical and psychological records; thesis or research papers; or records that contain information about an individual only after the individual is no longer a student at the University.
2. "student" means a person enrolled on or after the first class day of the initial semester of attendance or a person formerly enrolled at the University;
3. "president" means the president of the University of Texas at Austin; and
4. "University" means the University of Texas at Austin.

## **Subchapter 9–200. Directory Information and Student Records**

### **Sec. 9–201. Directory Information**

- a. "Directory information" is defined as a student's name, local and permanent addresses, electronic mail addresses, UT EID, telephone listing, place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, enrollment status, degrees, awards and honors received (including selection criteria), the most recent previous educational institution attended, job title and dates of employment when employed by the University in a position that requires student status, and other similar information. Other similar information includes a student's classification and expected date of graduation and student parking permit information.
- b. Directory information is public information and will be made available to the public unless the student has restricted it as described in subsection 9–201(c).
- c. A currently enrolled student may request that all or some directory information not be made public by completing an appropriate request online or in the Office of the Registrar during the first twelve class days of any semester or the first four class days of any summer term. This request will remain in effect until revoked by the student. In the event of such a request, this restricted information will be treated as student records information as defined in subsection 9–202(a). In response to public inquiries, the University will state that the student has requested that the University not release part of the student's information; if the student has requested that all information be kept confidential, the University will state that the University has no information to provide regarding the person about whom the inquiry has been made.

### **Sec. 9–202. Student Records**

- a. Student records include educational records maintained by the University except for directory information. Student records include official University academic and personal records relating to scholastic, disciplinary, and fiscal matters, as well as records maintained by University offices and agencies that provide services sought voluntarily by individual students. The authorized use of and access to disciplinary records are described in subchapter 9–300 and subchapter 11–700 of the *Institutional Rules*. The University will not permit access to or the release of personally identifiable information contained in these records without the written consent of the student to any party other than the following:
  1. appropriate University administrators, faculty members, or staff members, appropriate administrators or staff members of the Texas Exes, and contractors or others acting on behalf of the University who require access to educational records in order to perform their legitimate educational duties, when such records are needed in furtherance of the educational or business purposes of the student or the University;
  2. officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
  3. federal, state, or local officials or agencies authorized by law;
  4. in connection with a student's application for, or receipt of, financial aid;
  5. accrediting organizations or organizations conducting educational studies, provided these organizations do not release personally identifiable data and provided they destroy such data when it is no longer needed for the purpose for which it was obtained. If the University discovers that an organization that has received student records from the University has released or failed to destroy such records in violation of this policy, it will prohibit access by that organization to educational records for five years;
  6. the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
  7. in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless the subpoena specifically directs the institution not to disclose the existence of a subpoena; or
  8. to an alleged victim of any crime of violence or a nonforcible sexual offense, the results of the alleged perpetrator's disciplinary proceeding may be released.  
The University will maintain, as part of a student's student record, a record of all parties who have obtained access to data in the record, except the parties listed in subsection 9–202(a)(1). The record of access will include the legitimate interest of the party in obtaining the information.
- b. Upon written request, the University will provide a student access to his or her records described in subsection 9–202(a), except for

1. financial records of the student's parent or guardian; and
  2. confidential letters of recommendation placed in the student's educational record prior to January 1, 1975; and confidential letters of recommendation placed in the student's educational record after January 1, 1975, if the student has signed a waiver of the right of access to letters of recommendation.
- c. The official custodian of records at the University is the vice president and chief financial officer. Since the University does not maintain a central repository for student records, inquiries for access to specific student records should be made to the University office or agency concerned with the particular record. Requests for assistance in locating individual student records should be directed in writing to the custodian of records.
  - d. A student may obtain copies of his or her records described in subsection 9–202(a) at a cost of ten cents per page, except for an official transcript of academic record, \$10, and an unofficial copy of the permanent academic record, \$10. Educational records covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) normally will be made available within forty-five days of the request.
  - e. A student may challenge the contents of his or her educational record on the grounds that the record is inaccurate, misleading, or otherwise in violation of his or her privacy rights. The student submits such a challenge by writing to the custodian of records. If the dispute cannot be resolved by informal proceedings, the student may request a formal hearing. The request for a hearing must be made in writing to the custodian of records. Within a reasonable period of time after receiving the request, the custodian of records will inform the student of the date, place, and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student's choice, including attorneys, at the student's expense. The hearing officer who will adjudicate the challenge will be appointed by the president. Decisions of the hearing officer will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decision, will be delivered to all parties concerned, and will be final. The educational record will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the educational record statements commenting on the information in the record, statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be maintained as part of the student's records and released whenever the record in question is disclosed. A student who believes that the adjudication of the challenge was unfair or was not in keeping with the provisions of FERPA may request, in writing, assistance from the president.
  - f. Complaints about alleged failure to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington DC 20202.
  - g. In addition to the procedures described in subsection 9–202(e), general categories of educational records are periodically reviewed and obsolete information is removed and destroyed in accordance with an established record retention schedule.

### **Sec. 9–203. Official Transcripts of Records**

- a. The Office of the Registrar will send, issue, or release a student's official transcript of record only
  1. at the student's written request;
  2. after formal authentication of the student's identity; or
  3. in accordance with subsection 9–202(a).
- b. A transcript of record will contain only the information described in section 9–402 and will not be furnished either in part or with information omitted or deleted.
- c. The registrar will maintain a "Register of Requests for Official Transcripts." The register of requests is part of the student record.
- d. The sanction of withholding an official transcript or degree may be imposed upon a student who fails to pay a debt owed to the University. The sanction is lifted when the student has paid the debt.
- e. The dean of students, the president, or the Office of the Chancellor may withhold the issuance of a transcript or a degree pending a hearing against a student who violates a rule or regulation of The University of Texas System or the University when, in the opinion of the official, the interest of The University of Texas System or the University would be served by interim action.

## **Subchapter 9–300. Disciplinary Records**

### **Sec. 9–301. Disciplinary Record**

See *Regents' Rules and Regulations*, Rule 50101, Number 2, Section 8 for more information.

- a. The University will maintain a permanent written disciplinary record for every student assessed the sanction of suspension, expulsion, denial or revocation of a degree, dismissal from an academic program, or withdrawal of a diploma. A written record of any other sanction assessed will be maintained for at least six years. The disciplinary record will reflect the nature of the charge, the sanction assessed, and any other pertinent information.
- b. The contents of a student's disciplinary record may be made available by the president or the president's delegate to appropriate University officials who have a legitimate educational interest.
- c. The contents of a student's disciplinary record may be made available to persons outside the University only upon written request of the student, or in accordance with state and federal law.

## **Subchapter 9–400. Official Transcripts**

### **Sec. 9–401. Office of the Registrar**

The registrar compiles, maintains, and administers official transcripts of record.



## Sec. 9–402. Content of Transcripts

Each student's official transcript of record contains the following information:

1. name of the student;
2. birthdate;
3. name and city of high school attended and date of graduation (unless admitted as a transfer student);
4. transfer credits, if any;
5. courses taken, hours completed, grades received, grading system, and grade point average;
6. for undergraduate students, a symbol showing scholastic probation or dismissal, if any, during the period of probation or dismissal; for graduate students, a symbol showing scholastic dismissal;
7. type of degree granted by the University and honors received; and
8. date of graduation from the University.

# Chapter 10. Use of University Property, Rooms, and Spaces

## Subchapter 10–100. General Provisions

### Sec. 10–101. Purpose and Application

- a. The University permits the orderly use of rooms and spaces on its property, as provided in this chapter, to further the educational process. The University does not endorse any statement or activity that does not represent official University action.
- b. This chapter authorizes and regulates the reservation of University rooms and spaces; the identification of persons present on University property; and the use of alcoholic beverages on University property. Speech, assembly, and expression by students, faculty members, and staff members on University property are further protected and regulated in chapter 13 of the *Institutional Rules*.
- c. No person or organization may use a University facility for any purpose other than in the course of the regular mission of the University or The University of Texas System unless authorized by the Regents' *Rules and Regulations*. Any authorized use must be conducted in compliance with the provisions of the Regents' *Rules and Regulations*, the approved rules and regulations of the University, and applicable federal, state, and local laws and regulations.

### Sec. 10–102. General Definitions—Categories of Speakers and Users

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Academic or administrative unit" means any office or department of the University.
2. "Faculty member and staff member" includes any person who is employed by the University.
3. "Registered faculty or staff organization" includes a faculty or staff organization under the Regents' *Rules and Regulations*, Rule 40201.
4. "Registered student organization" includes a student organization registered under subchapter 6–200 of the *Institutional Rules*.
5. "Sponsored student organization" includes only a registered student organization that is officially sponsored by the University under subsection 6-101.
6. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus.
7. "University organization" includes academic and administrative units and registered student, faculty, and staff organizations.

### Sec 10–103. Other General Definitions

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Day" means calendar day, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "weekday" means Monday through Friday, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "University holiday" means a staff holiday identified in the holiday schedule published by the Office of Human Resource Services. If a deadline in this chapter falls on a Saturday, Sunday, or University holiday, that deadline will be moved to the next weekday; Saturdays and Sundays that are contiguous with University holidays are not considered days as defined here.
2. "Dean of students" means the dean of students of the University of Texas at Austin or any delegate or representative of the dean of students.
3. "Residential conference center" means facilities that are designated by the president as allowed by the Regents' *Rules and Regulations*, Rule 80112. Residential conference centers include the AT&T Resident Conference Center.
4. "Room or space" includes any room or space, indoors or outdoors, owned or controlled by the University.
5. "Special use facilities" means facilities that are designated by the president as allowed by the Regents' *Rules and Regulations*, Rule 80106. Special use facilities include the Texas Union, the facilities controlled by Texas Performing Arts, and the Frank C. Erwin Jr. Special Events Center.
6. "University" means the University of Texas at Austin.
7. "University holiday"—see "day" above.
8. "Vice president" means the vice president for student affairs at the University of Texas at Austin.
9. "Weekday"—see "day" above.

## Subchapter 10–200. Reservation of a Room or Space on University Property

### Sec 10–201. Permission to Use

- a. University organizations may reserve the use of a room or space on University property for purposes permitted by the Regents' *Rules and Regulations*. Academic and administrative units of the University will have priority in reserving the use of rooms and spaces, except that they will not have priority in the use of weekday amplified sound areas defined in section 13–802 of the *Institutional Rules*. Registered student organizations may not reserve the Main Mall between 8:00 am and 5:00 pm on weekdays. During that time it is reserved for University-sponsored events with approval of the vice president and for unscheduled uses.
- b. A University organization with a reservation has the right to the reserved room or space for the time covered by the reservation. Any University organization or faculty member, staff member, or student using or occupying the room or space without a reservation must yield control of the room or space in time to permit a University organization with a reservation to begin using the room or space promptly at the beginning of its reserved time.
- c. Reservations are not required but are strongly encouraged. A University organization or faculty member, staff member, or student planning to use a room or space without a reservation may find the facility locked or in use by another University organization.

### Sec. 10–202. Application

- a.
  1. All University organizations wishing to reserve an outdoor space will apply through a process prescribed by the dean of students.
  2. Registered student organizations wishing to reserve a general purpose classroom will apply through a process prescribed by the dean of students. Faculty and staff members, registered faculty and staff organizations, and academic and administrative units wishing to reserve a general purpose classroom will apply through a process prescribed by the registrar.
  3. Reservations for rooms and spaces controlled by academic or administrative units other than the registrar and the dean of students will be made through the unit that controls the room or space. Rooms and spaces controlled by other units include special use facilities, residential conference centers, athletic facilities, classrooms that are not general purpose classrooms, many conference rooms, reception areas, and other specialized rooms and spaces and may be subject to special rules. Academic and administrative units are encouraged to make the rules and procedures for reserving rooms and spaces, and a list of the rooms and spaces that may be reserved, readily available on a Web site or on a flyer or pamphlet available at the unit's office.
- b. The dean of students will maintain, on a Web site or on a flyer or pamphlet available at the dean of students' office,
  1. the procedures for reserving outdoor space for University organizations and any additional rules applicable to outdoor reservations;
  2. the procedures for registered student organizations reserving general purpose classrooms and any additional rules applicable to such reservations; and,
  3. a list of general purpose classrooms.

### Sec. 10–203. Consideration of Application

- a. The dean of students will approve a properly completed application to reserve an outdoor space and will facilitate a properly completed application to reserve a general purpose classroom, unless the dean of students finds that
  1. the proposed use of the room or space would violate a Regents' *Rule*, University regulation, or administrative rule;
  2. another event or exhibit has been scheduled for the proposed time and location, or so near that there is a practical conflict;
  3. the room or space requested is inadequate to accommodate the proposed use;
  4. the proposed use of the room or space would violate reasonable and nondiscriminatory fire, health, or safety standards;
  5. the proposed use of the room or space would constitute an immediate and actual danger to students, faculty members, or staff members or to the peace or security of the University that available law enforcement officials could not control with reasonable effort;
  6. the applicant is under a disciplinary sanction that prohibits reserving the use of a University room or space or that prohibits the proposed use of the room or space; or
  7. the applicant owes a monetary debt to the University and the debt is considered delinquent by the crediting agency.
- b. If the dean of students does not approve an application under subsection 10–203(a), upon request he or she will give the applicant a written statement of the grounds for refusal as soon as possible but no later than three days from receiving such a request.

## Subchapter 10–300. Regulations Applicable to University Property

### Sec. 10–301. Identification

- a. Any person will identify himself or herself when asked to do so by an institutional representative while on any property or in any building owned or controlled by the University or The University of Texas System. A person identifies himself or herself by
  1. giving his or her name and complete address, substantiated by a current driver's license, voter registration card, or other official documentation; and
  2. stating truthfully whether he or she is a student or employee of the University or The University of Texas System.
- b. An "institutional representative" is any regent, executive officer, administrative officer, attorney, peace officer, or security officer of the University or the University of Texas System.
- c. Any person who refuses to identify himself or herself in accordance with subsection 10–301(a) may be convicted of a misdemeanor as referenced in the Regents' *Rules and Regulations*, Rule 80101.
- d. Any student, faculty member, or staff member who refuses to identify himself or herself in accordance with subsection 10–301(a) is subject to University disciplinary action.

## Sec. 10–302. Use of Alcoholic Beverages

The use of alcoholic beverages is prohibited on property and in buildings and facilities owned or controlled by the University or The University of Texas System. However, the chief administrative officer of the University or The University of Texas System may waive this prohibition with respect to any specific event sponsored by the University or The University of Texas System. Meetings or events sponsored by registered faculty, staff, or student organizations are not events sponsored by the University or The University of Texas System. State laws related to alcoholic beverages will be strictly enforced at all times on property controlled by The University of Texas System and its component institutions.

## Subchapter 10–400. Enforcement and Appeals

### Sec. 10–401. Response to Violations

A student who violates a prohibition in this chapter may be disciplined under the procedures in chapter 11 of the *Institutional Rules*. A registered student organization or a sponsored student organization that violates a prohibition in this chapter may be disciplined under chapter 6 of the *Institutional Rules*.

### Sec. 10–402. Appeals

- a. A University organization aggrieved by a decision under this chapter may appeal to the appropriate vice president by letter or by e-mail, also sending a copy to the decision maker, within fourteen days after the day the decision is announced. The appeal must contain the University organization's name and mailing address, a concise description of the decision complained of, the University organization's reasons for disagreeing with the decision, and the date the decision was announced.
- b. When timely notice of appeal is received, the decision maker will prepare and send to the vice president a copy of the written statement of the reason given for the decision. At the discretion of the vice president, both parties may present oral arguments to an appeal of the decision under this chapter.
- c. The action of the vice president will be communicated by letter or by e-mail to the University organization and the decision maker within five days after the appeal and related documents have been received.

### Sec. 10–403. Further Review by Petition

The decision maker or the University organization may petition by letter or by e-mail through the appropriate vice president to the president of the University to review the decision being appealed. The president may establish an ad hoc committee to review the appeal and make recommendations regarding it. The president reviews appeals solely at his or her discretion.

# Chapter 11. Student Discipline and Conduct

## Subchapter 11–100. General Provisions

### Sec. 11–101. Preamble

- a. The University's expectations for student conduct are grounded in the University Code of Conduct: "The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community." University students are also expected to uphold the Student Honor Code: "As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity." University students are also expected to abide by all city, state, and federal laws and statutes and all regulations of the University and The University of Texas System. However, as a community of scholars, the University expects from its students a higher standard of conduct than that required simply to avoid discipline. The principles of the Student Honor Code together with the University Code of Conduct should govern and direct student conduct, to promote a safe environment that is conducive to academic success and to ensure that each University student graduates ready to contribute to society as an ethical citizen.
- b. This chapter contains regulations for dealing with alleged student violations of University standards of conduct in a manner consistent with the requirements of procedural due process and in accordance with The University of Texas System Rules and Regulations of the Board of Regents' *Rule*: 50101 and the Model Policy for Student Conduct and Discipline promulgated by the Office of General Counsel of the University of Texas System. In addition to the general expectations for conduct set forth in subsection 11–101(a), subchapter 11–400 contains a description of prohibited conduct.

### Sec. 11–102. Application and Jurisdiction

- a. This chapter applies to individual students and states the function of students, faculty members and administrative staff members of the University in disciplinary proceedings.
- b. A student is subject to discipline for prohibited conduct as outlined in subchapter 11-400 herein that occurs while the student is participating in off-campus activities sponsored by or affiliated with the University, including field trips, internships, rotations, and clinical assignments.
- c. Students may be disciplined by the University for violating any standards of conduct on the campus or off of the campus when the incident occurs in connection with an institution-oriented activity, or when the incident has a substantial connection to the interests of the University, or when the behavior is prohibited by University policy regardless of where it occurs, even if they are or may be penalized by civil authorities for the same act.
- d. University disciplinary action may be instituted against a student charged with conduct that potentially violates both the civil/criminal law and University policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. At the discretion of the dean of students, proceedings under this chapter may be carried out prior to, simultaneously with, or following criminal proceedings off campus. Determinations made and sanctions imposed under this chapter will not be subject to change because criminal charges arising out of the same facts that give rise to the violations of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

- e. A student remains subject to discipline for prohibited conduct that occurs while suspended.

## Subchapter 11–200. Administration of Discipline

### Sec. 11–201. Administration by Dean of Students

The dean of students has primary authority and responsibility for the administration of student discipline. The dean of students works cooperatively with faculty members, hearing officer(s) or the Student Conduct Board in the disposition of academic violations, with appropriate staff members in the Division of Housing and Food Service in the disposition of residence hall violations, and with other appropriate staff members in the disposition of other types of violations.

### Sec. 11–202. Hearing Officer

The hearing officer(s) will be appointed in accordance with procedures established by the president. The president may appoint an individual or an office to coordinate the work of the hearing officer(s). To preclude any appearance of impropriety on the part of the dean of students, the selection and training of hearing officers is under the authority of the president's office and facilitated by the Vice President for Student Affairs.

### Sec. 11-203. Student Conduct Board

The Student Conduct Board (SCB) will be appointed in accordance with procedures established by the Vice President for Student Affairs. The Vice President for Student Affairs may appoint an individual or an office to coordinate the work of the SCB. To preclude any appearance of impropriety on the part of the dean of students, the selection and training of the SCB is under the authority of the president's office and facilitated by the Vice President for Student Affairs.

- a. **Composition.** The SCB is composed of thirty persons; twenty-four students and six faculty and/or staff members.
  - 1. Student members must be currently enrolled in the University and cannot be an executive officer of any legislative student organization.
  - 2. Student candidates for membership shall be recommended by a selection committee appointed by the Vice President of Student Affairs. The president will appoint the student members of the SCB upon the recommendation of the selection committee.
- b. **Chair.** The chair of the SCB shall be appointed by the Vice President for Student Affairs.
- c. **Panels.** The SCB will act through panels appointed ad hoc for each hearing. Each panel shall be composed of five members: four student members and one faculty/staff member. The panel foreperson will be selected by the SCB chair.
- d. **Quorum.** A quorum of the SCB is a majority. A quorum of a panel of the SCB is the entire panel.
- e. **Jurisdiction.** The SCB shall only hear matters concerning allegations of academic dishonesty.

## Subchapter 11–300. Definitions

In this chapter, unless the context requires a different meaning, the following definitions apply.

- 1. "Adviser" means a single individual whom an accused student may elect to accompany him or her to a meeting with the dean of students or a hearing regarding an alleged violation of University policy. Because the accused student is solely responsible for presenting his or her case during the disciplinary process, an adviser may confer with and advise the accused student but may not advocate for the student in a meeting with the dean of students or in a hearing. A meeting with the dean of students or a hearing may be postponed no more than seven days after the original date to allow for an adviser to attend a meeting with the dean of students or a hearing. If an adviser is directly related to a disciplinary case or if the adviser's presence poses a conflict of interest, the dean of students, the foreperson of the SCB panel, or the hearing officer may dismiss the adviser from the meeting or hearing. Advisers may be dismissed from any disciplinary proceedings if they disrupt the process. If an adviser is an attorney, the dean of students may also be accompanied by an attorney. All complainants, including a complainant in a case involving sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations may have an adviser present during the hearing.
- 2. "Complaint" means a written statement prepared by the dean of students before a hearing that outlines the alleged violation(s) of a Regents' *Rule*, University regulation, or administrative rule to be resolved by the dean of students, the SCB or by the hearing officer.
- 3. "Complainant" - a person who submits a complaint alleging sex discrimination, sexual harassment, sexual assault, relationship violence, stalking or other Title IX related allegations, or is identified as the person involved in an incident alleging sex discrimination, sexual harassment, sexual assault, relationship violence, stalking or other Title IX related allegations.
- 4. "Day" means a calendar day, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "weekday" means Monday through Friday, 8:00 a.m.- 5:00 p.m., except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; "University holiday" means a staff holiday identified in the holiday schedule published by the Office of Human Resource Services. If a deadline defined in this chapter falls on a Saturday, Sunday, or University holiday, that deadline will be moved to the next weekday; Saturdays and Sundays that are contiguous with University holidays are not considered "days" as defined here.
- 5. "Dean of students" means the dean of students of the University of Texas at Austin or the dean of students' delegate or representative.
- 6. "Disciplinary decision" means a written decision as to whether an accused student has committed a violation of a Regents' *Rule*, University regulation, or administrative rule. It includes the findings of fact in support of the decision along with the assessed sanction or sanctions, if any.
- 7. "Disciplinary record" or "student disciplinary record" means a student record as defined in section 9–202 of the *Institutional Rules* maintained by the dean of students in connection with a violation or an alleged violation of a Regents' *Rule*, University regulation, or administrative rule. The disciplinary record may include complaints, notices, hearing records, disciplinary decisions, and other documents required under this chapter or deemed relevant by the dean of students. Disciplinary records may be disclosed to outside parties as dictated by section 9–300 of the *Institutional Rules*.

8. "Faculty member" means a person who is employed by the University for the purpose of teaching a class, and who has authority to assign grades for the class.
9. "Hearing officer" means a person appointed by the president to conduct hearings of alleged violations of a Regents' Rule, University regulation, or administrative rule.
10. "President" means the president of the University of Texas at Austin.
11. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus, or who engaged in prohibited conduct at a time when he or she met the above criteria. For the purposes of this chapter, individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred while they were enrolled.
12. "Student Conduct Board" (SCB) means the entity or group of persons composed primarily of students, who along with faculty and/or staff, are appointed by the president, as provided in this chapter, to conduct hearings and issue decisions concerning academic dishonesty violations.
13. "Title IX" means Title IX of the Education Amendments of 1972, Pub. L. 92-318, as amended by section 3 of Pub. L. 93-568, 88 Stat. 1855, except sections 904 and 906 thereof; 20 U.S.C. 1681, 1682, 1683, 1685, 1686.
14. "Title IX Coordinator" means the employee of the University with major responsibility for Title IX compliance efforts and who is designated to handle complaints under Title IX.
15. "University" means the University of Texas at Austin. For the purposes of this chapter, "University" also includes all activities and programs sponsored by or affiliated with the University of Texas at Austin regardless of the actual location where such activities or programs occur, including but not limited to, field trips, internships, rotations, and clinical assignments.
16. "University holiday" see "day" above.
17. "Vice President for Student Affairs" means the Vice President for Student Affairs of the University of Texas at Austin and is the administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of institutional regulations that implement the Model Policy for Student Conduct and Discipline of The University of Texas System.
18. "Weekday"—see "day" above.

## **Subchapter 11–400. Prohibited Conduct**

### **Sec. 11–401. Conduct Expected of Students**

As stated in subsection 11–101(a), the University's expectations for conduct are grounded in the University Code of Conduct and the Student Honor Code. While subchapter 11–400 outlines specific examples of prohibited conduct, the University expects from its students a higher standard of conduct than the minimum needed to avoid discipline.

### **Sec. 11–402. Academic Dishonesty**

- a. The dean of students or a faculty member may initiate disciplinary proceedings under subchapter 11–500 against a student accused of academic dishonesty.
- b. "Academic dishonesty" or "scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two classes without the prior permission of the instructor), or the attempt to commit such an act.
- c. "Cheating" includes, but is not limited to,
  1. copying from another student's test, paper, project, or other assignment;
  2. failing to comply with instructions given by the person administering a test, project, or other assignment, or given in conjunction with the completion of course requirements;
  3. use or possession of materials that are not authorized by the person giving the test, project, or other assignment, including but not limited to class notes, calculators, electronic devices, and specifically designed "crib notes"; the presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
  4. providing aid or assistance to or receiving aid or assistance from another student or individual, without authority, in conjunction with a test, project, or other assignment;
  5. discussing or providing information about the contents of a test with another student who will take the test;
  6. divulging the contents of a test, for the purpose of preserving questions for future use, when the instructor has designated that the test is not to be removed from the examination room or is not to be returned to or kept by the student;
  7. substituting for another person or permitting another person to substitute for oneself to take a class, a test, or any class-related assignment;
  8. using, buying, stealing, transporting, soliciting, or coercing another person to obtain answers to or information about an administered test, project, or other assignment;
  9. falsifying research data, laboratory reports, other academic work offered for credit, or work done in conjunction with the completion of course requirements;
  10. taking, keeping, misplacing, or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; or altering a test paper, project, or other assignment to gain an academic advantage.



- d. "Plagiarism" includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course requirement.
- e. "Collusion" includes, but is not limited to, unauthorized collaboration with another person in preparing academic assignments offered for credit, and collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- f. "Misrepresenting facts for academic advantage" to the University or an agent of the University or The University of Texas System includes, but is not limited to, providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; and providing false or misleading information in an effort to injure another student academically or financially.

#### **Sec. 11–403. Financial Transactions with the University**

Students who owe debts to the University may be denied admission or readmission to the University and may have official transcripts, grades, diplomas, and degrees to which they would otherwise be entitled withheld until the debt is paid. Students who write bad checks to the University for tuition and fees will have their registration canceled. Bad checks written to the University for other purposes will subject the student to legal and/or disciplinary action. Matters relating to student financial transactions will be directed by the appropriate administrative office to the Office of Accounting. See Regents' *Rules and Regulations*, Rule 50303 for more information.

#### **Sec. 11–404. General Misconduct**

- a. Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal laws, the dean of students may initiate disciplinary proceedings under subchapter 11–500 against a student who
  - 1. engages in conduct that violates any provision of federal, state, or local laws, whether or not the violation occurs on University property or in connection with any University-oriented activity;
  - 2. Unless authorized by federal, State or local laws, possesses, uses, or displays firearms, facsimile firearms, ammunition, explosives, or other weapons on property owned or controlled by the University, without written permission from the dean of students;
  - 3. behaves in a manner that impedes, interferes with, or disrupts any University teaching, research, administrative, disciplinary, public service, learning, or other authorized activity;
  - 4. behaves in a manner that threatens or endangers the health or safety of any student or employee of the University, or of visitors on the campus;
  - 5. violates the University's prohibition of sexual discrimination and sexual harassment as contained in Appendix D (p. 159) and/or the prohibition of sexual assault as contained in [Appendix H](#) and/or the policy on sexual misconduct as contained in Appendix E (p. 165);
  - 6. damages, defaces, destroys, tampers with, or takes without authorization property of the University, property belonging to any student or employee of the University, or property of a visitor on the campus;
  - 7. violates the University's prohibition of hazing as contained in Chapter 14 of the *Institutional Rules*;
  - 8. engages in unauthorized use or possession of alcoholic beverages in a University classroom building, laboratory, auditorium, library building, museum, faculty or administrative office, intercollegiate or intramural athletic facility, residence hall, or any other campus area (see Regents' *Rules and Regulations*, Rule 80102 for more information); or engages in the improper use, possession, or consumption of alcoholic beverages, including but not limited to underage possession of alcohol, underage consumption of alcohol, providing alcohol to a minor, public intoxication, minor driving under the influence of alcohol, driving while intoxicated;
  - 9. engages in the use, possession, or sale of an illegal drug or narcotic, or possession of drug paraphernalia;
  - 10. engages in speech, including but not limited to verbal, electronic, or written communication, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
  - 11. enters, walks, runs, lies, plays, remains, or is in the water of any fountain or other artificial body of water on the University campus that is not designed and maintained for recreational or therapeutic purposes; dumps, throws, places, or causes to be placed any material, object, trash, person, animal, waste, or debris in the water of any fountain or other artificial body of water located on the University campus; or damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility, tree, shrub, or memorial located on the University campus (see Regents' *Rules and Regulations*, Rule 80110 for more information);
  - 12. engages in harassment; harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University; for a complete set of cross-references to all harassment policies on the campus, see subsection 13–204(c) of the *Institutional Rules*;
  - 13. engages in unauthorized use of property, including keys, equipment, resources, supplies, buildings, or facilities owned or controlled by the University or The University of Texas System, including unauthorized entry into property, buildings, or facilities owned or controlled by the University or The University of Texas System;
  - 14. furnishes false information to or withholds material information from any University official, faculty member, or staff member acting in the course of his or her duties;
  - 15. refuses to identify one's self to a University official, faculty member, or staff member acting in an official capacity;
  - 16. alters or assists in the alteration of any official nonacademic record or document, including parking permits and athletic tickets, of any University office or of The University of Texas System;
  - 17. engages in an inappropriate or disproportionate use of an information technology resource owned or controlled by the University or The University of Texas System or uses an information technology resource for an illegal, threatening, or intentionally destructive purpose; prohibited conduct includes, but is not limited to, circumventing system or network security, committing copyright infringement, transmitting unsolicited e-mail, sharing a University-issued password, falsifying an e-mail header, and using resources for personal financial gain or profit;



18. engages in stalking; stalking is defined as repeated conduct directed specifically at another person that reasonably causes that person, or a member of that person's family or household, to fear for his or her safety or that person's property; such conduct may include but is not limited to repeated, close physical or visual contact, watching, following, and making direct or implied threats by phone calls, e-mail messages, letters, or messages;
  19. engages in gambling, including in the residence halls;
  20. engages in the falsification of academic records, including but not limited to altering or assisting in the alteration of any official record of the University or The University of Texas System and submitting false information or omitting requested information that is required for or related to any academic record of the University or The University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma;
  21. engages in surveillance or recording of any type without the subject's knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material;
  22. otherwise engages in the following acts of inappropriate conduct that have the potential to interfere or disrupt the student learning or teaching function of the University: pranks, repeated contact of a harassing nature through a personal or electronic medium, and berating or otherwise abusive behavior; or
  23. engages in any prohibited conduct while suspended for disciplinary reasons.
- b. In the case of disruptive activity on the campus of the University, neither the dean of students nor the president nor any representative of them will negotiate or attempt to negotiate with any person or persons so engaged. When such a situation arises, the dean of students or the president, or their representative, will take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention, and may initiate disciplinary proceedings under subchapter 11–500. See Regents' *Rules and Regulations*, Rule 40502 for more information.
  - c. It is unlawful for any person on any property of the University to refuse to identify himself or herself to an institutional representative in response to a request. A person identifies himself or herself by giving his or her name and complete address, substantiated by a current driver's license, voter registration card, or other official documentation, and by stating truthfully whether or not he or she is a student or employee of the University. An institutional representative includes any member of the Board of Regents; any executive officer or administrative officer of the system; any administrative officer of the University; and any attorney, peace officer, or security officer of The University of Texas System or the University acting pursuant to the authority of Texas law. See Regents' *Rules and Regulations*, Rule 80101, Number 2, Sections 3 and 4 for more information.
  - d. Any person who violates any provision of the Regents' *Rules and Regulations* of The University of Texas System, the rules and regulations of the University (including but not limited to administrative rules of campus offices), or specific instructions issued by an administrative official acting in the course of his or her authorized duties, is subject to disciplinary sanction.
  - e. It is a violation for a student to attempt to commit any violation of University rules or regulations, or to assist another person or persons in committing any violation of University rules or regulations.
  - f. It is a violation to engage in action that interferes with or obstructs the student disciplinary process. This includes, but is not limited to, failing to appear for a meeting when summoned by letter or e-mail to do so, failing to appear at or testify at a hearing, attempting to intimidate, harass, or unduly influence a potential witness or complainant, and failing to complete judicial sanctions.

## Subchapter 11–500. Disciplinary Procedures

### Sec. 11–501. Investigation

When the dean of students receives information that a student has allegedly violated a Regents' Rule, University regulation, administrative rule, city ordinance, or state or federal law, the alleged violation will be investigated. Upon completing the preliminary investigation, the dean of students may

1. dismiss the allegation as unfounded; or
2. summon the student for a conference and, after conferring with the student,
  - A. dismiss the allegation; or
  - B. proceed administratively under section 11–504 in every case where the proposed sanction is not a suspension, including suspension of rights and privileges, academic sanction, or expulsion and in other cases where the student elects an administrative disposition; or
  - C. prepare a complaint based on the allegation and proceed under subchapter 11–600 in cases where the proposed sanction is suspension, including suspension of rights and privileges, academic sanction or expulsion and the student does not waive his or her right to a hearing.
3. If the information received by the dean of students makes allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, in addition to the above requirements, the dean of students shall inform the Title IX coordinator of the allegations. Any complaints or allegations concerning sex discrimination, sexual harassment, sexual assault, or sexual misconduct are subject to Appendix D (p. 159) and Appendix H (p. 169) respectively. In these cases the Title IX coordinator and the complainant shall, subject to Federal Educational Rights and Privacy Acts (FERPA) and other applicable law, be informed by the dean of students as to the result of the preliminary investigation and, if applicable, the process employed to resolve the allegation(s). Although the Title IX investigation will generally proceed as follows, the dean of students may adjust the sequence of the investigation as necessary:
  - A. the investigators will summon both the accused student and the complainant for individual conferences to obtain testimony.
  - B. the investigators will summon any witnesses related to the investigation to obtain relevant testimony.
  - C. the investigators will prepare an investigative report based on the allegation(s), the evidence, and the testimonies of the accused student, the complainant and relevant witnesses.

- D. the investigators will determine if the evidence meets the standard of proof to proceed administratively under section 11-504 or dismiss the allegation.
- E. the investigators will notify both the accused student and the complainant of the outcome of the investigation.

**Sec. 11–502. Interim Disciplinary Action**

- a. Pending a hearing or other disposition of the allegations against a student, if the continuing presence of the student is a potential danger to persons or property or a potential threat of disrupting the academic process or any activity authorized by the University, the dean of students may take such immediate interim disciplinary action as is appropriate to the circumstances. Appropriate actions include, but are not limited to, suspending the right of the student to be present on the campus (including to live in campus residence halls) and to attend classes, and otherwise altering the status of the student.
- b. A student who is suspended or whose status is altered under subsection 11–502(a) is entitled to a hearing at his or her request by a hearing officer under subchapter 11–600. A request for a hearing under this subsection must be made within five days after the interim disciplinary action was taken. If requested by the student, such a hearing generally will be conducted within ten days after the interim disciplinary action was taken, unless the student agrees in writing to a hearing at a later time or waives a hearing and accepts the decision of the dean of students under section 11–504. At the discretion of the dean of students, the ten-day period may be extended for a period not to exceed an additional ten days. Prior to a hearing as described in this section, a student whose status is altered under subsection 11–502(a) may request a meeting with the dean of students to discuss the interim disciplinary action taken by the University. If the student chooses, they may seek to have the matter resolved by proceeding with a disposition of the matter by the dean of students under the provisions of section 11–504. If a student chooses to proceed under section 11–504 after interim disciplinary action has been taken, the dean of students may determine that the deadlines contained in this section for the scheduling and initiation of a hearing do not apply.
- c. A student who is suspended or whose status is altered under subsection 11–502(a) is subject to further disciplinary action for prohibited conduct that takes place during the period of interim disciplinary action imposed under 11-502(a).

**Sec. 11–503. Summoning a Student**

- a. The dean of students may summon a student to appear in connection with an alleged violation by sending a message to the student by letter or by e-mail at an address listed in the registrar’s records.
- b. The message will direct the student to appear at a specific time and place at least three weekdays after the date of the message if the message is sent by letter, or at least two weekdays after the date of the message if the message is sent by e-mail. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, stalking, relationship violence, or other Title IX related allegations, the dean of students has the right to summon the student at least one weekday after the date of the message, by email, or phone number listed in the registrar’s records.
- c. The dean of students may bar or cancel the enrollment or otherwise alter the status of a student (or of a former student as described in subsection 11–300(k) who fails without good cause to comply with a summons sent under subsection 11–503(a) until the student complies with the summons. A letter sent to an address listed in the registrar’s records, a letter hand-delivered to the student, or an e-mail message sent to the address listed in the registrar’s records will constitute full and adequate notice. The student’s failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with the summons. [Policies on the use of e-mail for official correspondence are given in Appendix M (p. 185)]
- d. If an accused student fails to appear as directed in a summons the dean of students may proceed with a hearing before a hearing officer based upon the information available.

**Sec. 11–504. Administrative Disposition by the Dean of Students of Disciplinary Violations**

Administrative disposition shall be used in cases where the proposed sanction is a sanction other than suspension, including suspension of rights and privileges, academic sanction, or expulsion and may be used in cases where the proposed sanction is suspension, including suspension of rights and privileges, academic sanction, or expulsion if the accused student agrees to waive his right to a hearing.

- a. In cases where the accused student does not dispute the facts upon which the charges are based, the proposed sanction is not suspension, including suspension of rights and privileges, academic sanction or expulsion and the student agrees to the proposed sanction, the administrative disposition shall be final and there shall be no appeal of the finding of misconduct or the sanction.
- b. In cases where the accused student disputes the facts upon which the charges are based and the proposed sanction is not suspension, including suspension of rights and privileges, academic sanction, or expulsion the dean of students will inform the student of the charges, evidence, findings, and proposed sanction(s); give the student the opportunity to meet with the dean of students or his or her delegate to provide evidence. The dean of students will review all evidence, including the student’s response to the allegation, and determine whether the greater weight of credible evidence supports a finding that a violation occurred. If a violation is deemed to have occurred, the dean of students will assess sanction(s) pursuant to subchapter 11–700 that is appropriate given the allegation and the student’s disciplinary record, if any. The administrative disposition may be appealed to the president or his or her designee. Both the finding of violation and/or the sanction may be appealed.
- c. An administrative disposition may be used in cases where the proposed sanction is suspension, including suspension of rights and privileges, academic sanction, or expulsion. A student who wishes to resolve his or her disciplinary case through an administrative disposition with the dean of students must waive his or her right to hearing reserving his or her right to appeal only the assessed sanction or sanctions to the president in accordance with section 11–803. A student who does not sign the administrative disposition developed as described in subsection 11–504 shall resolve the disciplinary case through a hearing before either a hearing officer or, in academic dishonesty cases only, a panel of the SCB in accordance with subchapter 11–600.
- d. If the student fails to complete the assigned sanction or sanctions, the dean of students may pursue a separate rule violation under Section 11-404(f) and/or place a bar on the student’s registration until the sanction is completed.

- e. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking or other Title IX related allegations, the dean of students shall, subject to the Federal Educational Rights and Privacy Act (FERPA) and other applicable law, inform the Title IX coordinator and a complainant as to any disposition of the case or if the accused student has chosen to proceed to a hearing.

#### **Sec. 11–505. Disposition by Faculty Members of Academic Violations**

- a. When a faculty member has reason to suspect that a student has violated University regulations concerning academic dishonesty as defined in section 11–402, the faculty member may:
1. refer the case to the dean of students, who will proceed under section 11–501. The faculty member is not required to notify the accused student that the disciplinary referral has been made; or
  2. meet with the student(s) involved and discuss the alleged violation(s), the documentation and/or information that supports the charge, and the rights of the student(s) in the disciplinary process. After conferring with the student, the faculty member may dismiss the allegation or proceed under subsection 11–505(b) or subsection 11–505(c).
- b. In any case where a student accused of academic dishonesty disputes the facts upon which the charges are based, chooses not to waive the right to a hearing, or chooses to have the case resolved by the dean of students, the faculty member will refer the matter to the dean of students, who will then proceed under section 11–501.
- c. With the agreement of both the accused student and the faculty member, a case of academic dishonesty may be resolved through a faculty disposition. A resolution through a faculty disposition does not limit the possibility of additional sanctions being issued by the dean of students as dictated in Subsection 11-505(d). Faculty dispositions are used in situations where the accused student does not dispute the facts upon which the charges are based, and the student signs a written waiver of the hearing. If, after hearing the accused student's response to the allegation, the faculty member determines that the greater weight of credible evidence supports a finding that a violation has occurred, the faculty member will assess a sanction or sanctions pursuant to section 11–702(a). After the student signs the faculty disposition, the faculty member shall send the signed form, the signed waiver of the hearing, and all relevant documentation (including copies of the academic assignment and course syllabus) to the dean of students. In extraordinary circumstances, if the sanction issued in a faculty disposition falls well outside the general scope of sanctions issued in similar cases, the dean of students may communicate with the faculty member to discuss a different sanction.
1. A student who resolves his or her disciplinary case through a faculty disposition must sign a written waiver of his or her right to a hearing and may appeal only the assessed sanction or sanctions to the president in accordance with section 11–802.
  2. If the student fails to complete the assigned sanction or sanctions, the dean of students may pursue a separate rule violation under Section 11-404(f) and/or place a bar on the student's registration until the sanction is completed.
- d. In situations where the dean of students receives a faculty disposition signed by both parties, the dean of students may seek to impose a disciplinary sanction or sanctions in addition to the one assessed in the faculty disposition. Additional sanctions may be levied when the student has a prior disciplinary history or in other situations deemed appropriate by the dean of students. When assessing an additional disciplinary sanction, the dean of students may impose any general sanctions listed in Section 11-701 or Section 11-703 or any grade-related sanctions listed in Section 11-702(a). A student who has been issued an additional sanction by the dean of students after signing a faculty disposition may elect to appeal both the grade-related sanction issued in the faculty disposition under Section 11-802 and appeal the additional sanction(s) issued by the dean of students as dictated by Section 11-803.

#### **Subchapter 11–600. Hearing**

In cases where the proposed sanction is suspension, including suspension of rights and privileges, academic sanction or expulsion, the accused student may elect to have the charges heard and determined by either a hearing officer or, in cases of academic dishonesty only, by a panel of the SCB. If the accused student does not make a decision within thirty days, the matter shall be heard by a hearing officer. At the discretion of the dean of students, the thirty-day period may be extended for a period not to exceed an additional ten days.

In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, if the accused student does not make a decision within five weekdays, the matter shall be heard by a hearing officer.

#### **Sec. 11–601. Duties of the Hearing Officer**

- a. The hearing officer will preside over the hearing and will
1. determine whether the dean of students has satisfactorily performed the requirements of section 11–603;
  2. except as otherwise provided in this chapter, determine whether observers may be present; observers will be limited to people attending the hearing for University training purposes;
  3. rule on the admissibility of evidence and on objections to the procedure;
  4. facilitate the hearing process, which includes removing from the hearing anyone who is disrupting the process;
  5. render a written decision, which will contain findings of fact and conclusions as to whether a violation has occurred;
  6. assess a sanction or sanctions;
  7. provide the student and the dean of students with a copy of the decision; and
  8. certify the hearing record.
- b. The hearing officer may question witnesses.
- c. The hearing officer is entitled to have the advice and legal counsel from the Office of General Counsel of the University of Texas System.
- d. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, stalking, relationship violence or other Title IX related allegations, the hearing officer will also provide the Title IX coordinator and the complainant with a copy of the decision.

### **Sec. 11–602. Duties of the Student Conduct Board Panel**

- a. The foreperson of the SCB panel will preside over the hearing and will
  1. determine whether the dean of students has satisfactorily performed the requirements of section 11–603;
  2. confirm the student’s election to a hearing before an SCB panel under Subchapter 11-600;
  3. except as otherwise provided in this chapter, determine whether observers may be present; observers will be limited to people attending the hearing for University training purposes;
  4. rule on the admissibility of evidence and on objections to the procedure;
  5. facilitate the hearing process, which includes removing from the hearing anyone who is disrupting the process;
  6. by a majority vote of the panel, render a written decision, which will contain findings of fact and conclusions as to whether a violation has occurred; and assess a sanction or sanctions;
  7. provide the student and the dean of students with a copy of the decision; and
  8. certify the hearing record.
- b. The members of the panel of the SCB may question witnesses.
- c. The SCB is entitled to have the advice and counsel from the Office of General Counsel of The University of Texas System.

### **Sec. 11–603. Duties of the Dean of Students**

The dean of students will

- a. set the date, time, and place for the hearing and notify the accused student of the date, time, and place;
- b. arrange for recording the hearing as provided in subsection 11–608(f); and
- c. furnish a suitable room, necessary equipment, and clerical assistance for the hearing.

### **Sec. 11–604. Notice of Hearing**

- a. The dean of students will notify the accused student by letter or by e-mail of the date, time, and place for the hearing. The notice will be delivered in person or sent by e-mail or postal mail to the student at an address listed in the registrar’s records. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the dean of students shall also provide the date, time, and place of the hearing to the Title IX coordinator and, if applicable, the complainant.
- b. The notice will specify a hearing date at least ten days after the date of the letter or e-mail message, unless the hearing is being held under the conditions required in section 11–502 or related to a Title IX allegation. A letter or an e-mail message sent to an address listed in the registrar’s records will constitute full and adequate notice. A letter will be considered to have been received on the third weekday after the day of mailing. An e-mail message will be considered to have been received on the second day after the day of sending the message. A student may request, in writing, that an earlier hearing date be set if feasible to arrange. The hearing officer or the foreperson of the SCB panel for good cause may postpone the hearing and will notify the dean of students and the accused student of the new hearing date. The student’s failure to provide and to maintain current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with the notice. [Policies on the use of e-mail for official correspondence are given in Appendix M (p. 185).]
- c. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the notice will specify a hearing date of at least 5 days after the date of the letter or e-mail message.
- d. Notice sent under subsection 11–604(a) will
  1. direct the accused student to appear on the date and at the time and place specified;
  2. advise the accused student of his or her rights
    - A. to a private hearing;
    - B. to appear in person and to have an adviser at the hearing;
    - C. to challenge the hearing officer or the members of the SCB panel designated to hear the charges;
    - D. to know the identity of each witness who will testify against him or her;
    - E. to present testimony of witnesses, to present documentary and other evidence, and to argue in his or her own behalf;
    - F. to cross-examine each witness who testifies against him or her; and
    - G. to appeal under section 11–804;
  3. contain the name of the person appointed to act as hearing officer or the names of the SCB panel appointed to hear the matter;
  4. contain the names of witnesses who may testify against the accused student, a brief summary of the testimony to be given by each, and a list of documentary and other evidence that will be offered against the accused student; the dean of students may supplement the list of witnesses and documents for good cause, as determined by the hearing officer or the foreperson of the SCB panel;
  5. contain a copy of the complaint, which outlines the alleged violation(s); and
  6. notify the accused student that if he or she is advised by an attorney at the hearing, then the dean of students may be advised by an attorney at the hearing. An adviser may confer with and advise the dean of students or the accused student but may not question witnesses, introduce evidence, make objections, or present arguments to the hearing officer.
- e. In cases involving sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the dean of students shall provide, subject to the Federal Family Education Rights and Privacy Act (FERPA) and other applicable law, to the Title IX

coordinator and, if applicable, to the complainant the same notice given to the accused student. The complainant shall be advised in such cases that he or she has the right to:

1. attend and participate in the hearing;
  2. have past sexual history with third parties excluded from evidence;
  3. provide testimony at the hearing in a manner that does not require the complainant to directly confront or to be directly questioned by the accused student while still preserving the accused student's right to challenge such testimony, including but not limited to the dean of students providing testimony on the complainant's behalf;
  4. receive support and assistance from the Title IX coordinator;
  5. work with and provide input to the dean of students office regarding witnesses and their testimony as well as other relevant evidence and argument in preparation for the hearing and any subsequent appeals;
  6. to know the outcome of the hearing decision;
  7. to appeal the hearing decision.
  8. submit a response to the accused student's appeal.
- f. Failure to comply with notice. In situations where a student fails to attend a scheduled hearing, the hearing officer or, if applicable, the panel of the SCB will, at the time of the scheduled hearing, determine if the dean of students provided notice as dictated by Section 11-604(b) and Section 11-604(c). If the hearing officer or a majority of the SCB panel determines that the dean of students provided notice as dictated by Section 11-604(b) and Section 11-604(c), the dean of students may elect to hold the hearing without the student's participation or reschedule the hearing for a different date. If the hearing proceeds in the accused student's absence, the hearing will be conducted according to the provisions of Subchapter 11-600 with a final decision issued by the hearing officer or a majority of the SCB panel as dictated by Section 11-609. Even in situations where the student does not attend the hearing, the hearing officer's or the SCB's decision may be appealed to the University president under Section 11-804.

#### **Sec. 11–605. Preliminary Matters for a Hearing**

- a. Charges against more than one student that arise out of a single transaction or occurrence may, at the discretion of the dean of students, be heard together, but a student may request a separate hearing which the hearing officer or, if applicable, the foreperson of the SCB panel may grant upon finding that a student has shown good cause for a separate hearing.
- b. At least five days before the hearing date, the accused student will furnish the dean of students with a list of any witnesses who may testify on behalf of the student, together with a summary of each witness's testimony and a copy of any documents and other evidence the witness may offer; the student may supplement the list of witnesses and documents for good cause, as determined by the hearing officer or, if applicable, the foreperson of the SCB panel. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, within at least five days before the hearing date, the complainant may furnish the dean of students with a list of any witnesses who may testify on behalf of the student, together with a summary of each witness's testimony and a copy of any documents and other evidence the witness may offer; the student may supplement the list of witnesses and documents for good cause, as determined by the hearing officer.
- c. At least five days before the hearing date, the student will furnish the hearing officer or, if applicable, the SCB panel with
  1. any objection that, if sustained, would postpone the hearing;
  2. the name of the adviser, if any, who will appear with the student, and the adviser's relationship to the student; and
  3. a request for a separate hearing, if desired, and the grounds for such a hearing (if the dean of students has designated that the hearing will be held in accordance with subsection 11–605(a)).
- d. At least five days before the hearing date, the dean of students will provide to the accused student copies of documents that may be introduced at the hearing available to the accused student.
- e. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, copies of the information and/or documents submitted by the accused student and the dean of students as required by this section shall be promptly provided to the Title IX coordinator and, if applicable, to the complainant. The complainant may submit a request to close the hearing to the hearing officer prior to the hearing. The complainant will furnish the name of his/her adviser, if any, to the hearing officer prior to the hearing.

#### **Sec. 11–606. Challenges to the Hearing Officer or Members of the SCB Panel**

The accused student may challenge the hearing officer or any member of the SCB panel for an alleged lack of fairness or objectivity but is not entitled to disqualify that person from serving. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the complainant may through the Office of the Dean of Students, also challenge the hearing officer on the basis of a lack of fairness and objectivity. The challenge must be in writing, must state the reasons for the challenge, and must be submitted to the hearing officer or the foreperson of the SCB panel through the Office of the Dean of Students at least three days prior to the hearing. It will be up to the hearing officer or the challenged members(s) of the SCB panel to determine whether they can serve with fairness and objectivity. If the challenged person disqualifies themselves, another hearing officer or SCB panel member will be appointed.

#### **Sec. 11–607. Hearing Procedure**

- a. The hearing is informal and closed, except that, with the consent of the accused student and the dean of students, the hearing may be open.
- b. Although the hearing will proceed generally as follows, the hearing officer or the foreperson of the SCB panel may adjust the sequence of the hearing as necessary to ensure fairness:
  1. the dean of students reads the complaint;
  2. the hearing officer or the foreperson of the SCB informs the accused student of his or her rights listed in subsection 11–604(d)(2)



3. the dean of students and the accused student are each given the opportunity to make an opening statement; the accused student has the right to reserve his or her opening statement until after the dean of students has presented the University's case;
  4. the dean of students is given the opportunity to present the University's witnesses and evidence; during this time, the accused student may question any of the dean of students' witnesses;
  5. the accused student is given the opportunity to present his or her witnesses and evidence; during this time, the dean of students may question any of the accused student's witnesses;
  6. the dean of students and the accused student are each given the opportunity to present rebuttal evidence and argument;
  7. the dean of students is given the opportunity to present a recommendation on a sanction or sanctions;
  8. the accused student is given the opportunity to present a rebuttal and recommended outcome or sanctions;
  9. the dean of students is given the opportunity to present a closing statement;
  10. the accused student is given the opportunity to present a closing statement;
  11. the hearing officer or a majority of the panel of the SCB decides whether a violation has occurred and assesses a sanction or sanctions in accordance with subchapter 11–700.
- c. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the following additional rights and procedures apply:
1. The Title IX coordinator and, if applicable, the complainant may attend the hearing.
  2. The hearing officer shall inform the complainant of his or her rights as listed in subsections 11-604(d)(2) and 11-608(b).
  3. The complainant may have an adviser present during the hearing.
  4. The complainant has the right to have past sexual history with third parties excluded from evidence;
  5. The complainant is given the opportunity to make an opening statement and has the right to reserve his or her opening statement until after the dean of students has presented the University's case;
  6. The complainant has the right to question any of the dean of students' witnesses and any of the accused student's witnesses;
  7. The complainant is given the opportunity to present his or her witnesses and evidence; during this time, the dean of students and the accused student may question any of the complainant's witnesses;
  8. The complainant is given the opportunity to present rebuttal evidence and argument;
  9. The complainant is given the opportunity to present a rebuttal to the dean of students' recommendation for sanction or sanctions;
  10. The complainant is given the opportunity to present a closing statement;
  11. The hearing will be closed at the complainant's request.

### **Sec. 11–608. Evidence in Hearings**

- a. Legal rules of evidence do not apply to hearings under this subchapter; the hearing officer or the foreperson of the SCB panel may admit and give effect to evidence, including testimony, that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. The hearing officer or the foreperson of the SCB panel will exclude irrelevant, immaterial, and unduly repetitious evidence. All evidence admitted during the hearing will be made a part of the record. The hearing officer or the foreperson of the SCB panel will give effect to the rules of privilege recognized by law.
- b. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the complainant shall be allowed to provide testimony at the hearing in a manner, as determined by the hearing officer, that does not require the complainant to directly confront or be directly questioned by the accused student while still preserving the accused student's right to challenge such testimony. In addition, evidence of the complainant's past sexual history with third parties will be excluded.
- c. Upon a hearing of the charges, the University has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of credible evidence.
- d. A witness will testify unless otherwise provided in these rules or if the testimony is privileged as recognized by law or is excluded by the hearing officer. If a witness refuses to testify based on a privileged relationship recognized by Texas law, the hearing officer or the foreperson of the SCB may require evidence of the relationship and/or seek legal counsel before making a decision on the assertion of privilege, even if such would require postponing the hearing.
- e. The hearing officer or a majority of the SCB panel will decide whether a violation has occurred and assess an appropriate sanction or sanctions solely on the basis of admitted evidence. The accused student's disciplinary record is deemed admitted into evidence during a hearing to help the hearing officer or the SCB panel assess an appropriate sanction or sanctions. The decision as to the accused student's responsibility for the violation at issue will be based solely on the evidence that pertains to that particular violation.
- f. A recording will be made of the hearing, under supervision of the dean of students. At the discretion of the dean of students, a court reporter may also be present to prepare a written transcript of the hearing.

### **Sec. 11–609. Disciplinary Decision**

Before issuing the decision, the hearing officer or the foreperson of the SCB panel will certify the hearing record as defined in section 11–610. If the hearing is recorded and no transcript is requested, then the hearing officer or the foreperson of the SCB shall certify the recording itself as a true and correct record of the hearing. If a transcript is prepared, the transcript is considered part of the hearing record, and the hearing officer may wait to receive it before certifying the hearing record. The hearing officer or the majority of the SCB panel will render a written decision as to whether the accused student has committed a violation and will set forth findings of fact in support of the decision. The sanction or sanctions will also be stated in the decision. The accused student and the dean of students will each be given a copy of the decision. The written decision is the official decision on the matter from which any appeal is taken. The hearing officer or the majority of the SCB panel should make every effort to complete the written decision



within thirty days of the hearing. If the hearing officer or the majority of the SCB panel is unable to issue the written decision within thirty days, he or she (or in case of a SCB panel, the foreperson) should contact both the accused student and the dean of students to provide a date for completion of the written decision.

In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, the dean of students shall, upon receipt of the hearing officer's decision, forward copies of the decision to the Title IX coordinator and, if applicable, the complainant.

#### **Sec. 11–610. Hearing Record**

The hearing record consists of

1. a copy of the notice required under section 11–604;
2. the recording of the hearing certified by the hearing officer or the foreperson of the SCB panel and the transcript, if any, certified by the hearing officer, foreperson of panel of the SCB, and the court reporter, together with all evidence admitted under section 11–608;
3. written motions and pleas; and
4. the disciplinary decision of the hearing officer or the majority of the SCB panel.

### **Subchapter 11–700. Sanctions**

#### **Sec. 11–701. Authorized Disciplinary Sanctions**

- a. The dean of students, under subchapter 11–500, or the hearing officer or the majority of a SCB panel, after a hearing under subchapter 11–600, may impose one or more of the following sanctions for violation of the University's expectations of conduct
  1. written warning;
  2. disciplinary probation;
  3. withholding of grades, official transcript, and/or degree;
  4. bar against readmission, bar against enrollment, withdrawal from the University or from a period of enrollment, and/or drop from one or more classes;
  5. restitution or reimbursement for damage to or misappropriation of University or University of Texas System property;
  6. suspension of rights and privileges, including, but not limited to, participation in athletic or extracurricular activities and residing in or entering University housing;
  7. a failing grade for a test, an assignment, or a class, cancellation of all or part of previously earned course credit, and other academic sanction or sanctions;
  8. denial of degree;
  9. deferred suspension;
  10. suspension from the University for a specified period of time;
  11. expulsion (permanent separation from the University);
  12. revocation of degree or withdrawal of diploma;
  13. other sanction or sanctions as deemed appropriate under the circumstances.
- b. If a violation of the University's expectations of conduct, other than subsection 11–404(a)(12) of this chapter or section 13–204 of the *Institutional Rules*, is committed because of the race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression of a student or students directly harmed by the violation, such a discriminatory purpose will be treated as an aggravating factor for the purpose of determining the appropriate sanction or sanctions under subsection 11–701(a). For a complete set of cross-references to all regulation of harassment on the campus, see subsection 13–204(c) of the *Institutional Rules*.

#### **Sec. 11–702. Authorized Academic Sanctions**

- a. When a student signs a faculty disposition under section 11–505 for conduct constituting academic dishonesty as defined in section 11–402, the faculty member or the academic dean responsible for the class may impose one or more of the following grade-related sanctions:
  1. no credit or reduced credit for the paper, assignment, or test in question;
  2. retaking of examination or resubmission of assignment;
  3. failing grade or reduced final grade for the class.
- b. When a student signs an administrative disposition with the dean of students under section 11–504 or is found by a hearing under subchapter 11–600 to have committed academic dishonesty as defined in section 11–402, the dean of students, the hearing officer or a majority of the SCB panel, as the case may be, may impose any of the grade-related sanctions listed in subsection 11–702(a) and impose any of the general sanctions listed in section 11–701 or 11-703.

#### **Sec. 11–703. Pending Actions and Definition of Authorized Sanctions**

- a. The dean of students, the hearing officer or a majority of the SCB panel may withhold an official transcript, grade, diploma, or degree of a student alleged to have committed a violation of a rule or regulation of The University of Texas System or the University that would reasonably allow the imposition of such sanction. The dean of students may take such action pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights when, in the opinion of the dean of students, the best interests of The University of Texas System or the University would be served by this action.

- b. As appropriate under the circumstances, the dean of students, the hearing officer or a majority of the SCB panel may impose a bar against the student's readmission or enrollment, may drop the student from one or more classes, or may withdraw the student from the University or from a period of enrollment. One or more of these sanctions may also be imposed on a student who fails to respond to a summons by the dean of students to discuss an alleged violation of the Regent's *Rules and Regulations*, University regulation, administrative rules, or the University's expectations of conduct. If imposed for failure to respond to a summons, the sanction or sanctions may be reversed when the student responds to the summons as requested.
- c. "Written warning" means that the student has been notified that he or she has engaged in behavior that violated a rule or regulation of The University of Texas System or the University and that a further violation or violations of the regulations may result in more severe disciplinary action. The dean of students, the hearing officer or a majority of the SCB panel may impose conditions related to the offense, such as counseling, educational seminars, or unpaid work assignments. Failure to meet the condition(s) will be considered an additional violation.
- d. "Disciplinary probation" is a specified period of time during which the student is required to comply with specified terms and conditions that include not engaging in further conduct that would violate a rule or regulation of The University Texas System or the University. A further violation or violations will result in consideration of suspension. The dean of students, the hearing officer or a majority of the SCB panel may impose conditions related to the offense, such as reporting to the dean of students on a regular basis, counseling, educational seminars, or unpaid work assignments. Failure to meet the condition(s) will be considered an additional violation.
- e. "Restitution" is reimbursement for damage to or misappropriation of University property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. Other than in extraordinary circumstances deemed necessary by the dean of students, the University will not facilitate restitution between individuals for conduct-related occurrences.
- f. Suspension of rights and privileges is an elastic sanction. The dean of students or the hearing officer may impose limitations to fit the particular case, as in the suspension of rights and privileges to enter or reside in University housing facilities. Suspension of eligibility for official athletic and nonathletic extracurricular activities prohibits the student on whom it is imposed, during the period of suspension, from joining a registered student organization; from taking part in a registered student organization's activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity.
- g. A failing grade or other academic sanction may be assigned to a student for a class in which he or she is found to have violated the University's regulations regarding academic dishonesty.
- h. A student found to have violated the University's regulations regarding academic dishonesty may be denied his or her degree. If the disciplinary process under this chapter is initiated while the accused student is completing required work for a degree but will not be resolved until after the completion of all required work for a degree, the accused student may be denied his or her degree until the completion of the disciplinary process.
- i. Deferred suspension permits the sanction of suspension to be deferred for a student for who there are mitigating circumstances as determined by the dean of students, the hearing officer or a majority of the SCB panel. If a student is found to have violated any rule of the University or The University of Texas System while the sanction of deferred suspension is in effect, the sanction for such a violation will be immediate suspension except in extraordinary circumstances as deemed appropriate by the dean of students. The dean of students, the hearing officer, or a majority of the SCB panel may impose conditions related to the offense, and failure to meet such conditions will be considered an additional violation.
- j. Suspension from the University prohibits the student on whom it is imposed, during the period of suspension, from entering the University campus without prior written approval of the vice president for student affairs, from being initiated into an honorary or service organization, and from receiving credit for academic work done during the period of the suspension. Suspension may also prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of The University of Texas System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. The dean of students, the hearing officer may, however, permit the student to receive credit for academic work completed at another institution during the period of suspension, except when suspension is imposed for academic dishonesty. The dean of students, the hearing officer or a majority of the SCB panel may impose conditions related to the offense, and failure to meet such conditions or terms of the sanction will be considered an additional violation. Suspension from the institution and/or suspension of rights and privileges is the minimum sanction that will be assessed for violation of the rules against illegal use, possession, and/or sale of a drug or narcotic on campus.
- k. Expulsion is a permanent separation from the University and prohibits the student on whom it is imposed from entering the University campus without prior written approval of the vice president for student affairs. Expulsion may prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of The University of Texas System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present.
- l. Revocation of the degree and withdrawal of the diploma may be imposed when the violation involves academic dishonesty or otherwise calls into question the integrity of the work required for the degree.
- m. Other sanctions may be imposed when, in the opinion of the dean of students, the hearing officer or a majority of the SCB panel, the best interests of The University of Texas System or the University would be served.

## Subchapter 11–800. Appeal

### Sec. 11–801. Right to Appeal

- a. The accused student may appeal a sanction assessed by a faculty member under subsection 11–505(c) to the president.
- b. The accused student may appeal an administrative disposition by the dean of students under subsection 11-504(b) to the president or his or her designee.
- c. The accused student may appeal a sanction assessed by the dean of students under subsection 11–504(c), 11–505(b), 11-505(c)(1) or 11-505(d) to the president.
- d. Either the dean of students or the accused student may appeal a disciplinary decision issued by a hearing officer or a panel of the SCB under section 11–609 to the president.

- e. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the dean of students office shall consult with the Title IX coordinator and, if applicable, the complainant before deciding whether or not to appeal the hearing officer's decision. In these cases, the complainant has the same right to appeal the decision as does the accused student.

#### **Sec. 11–802. Appeal of Academic Sanctions Assessed by a Faculty Member**

- a. The accused student may appeal the sanction or sanctions assessed by a faculty member under subsection 11–505(c)(1) by submitting a written appeal to the president within fourteen days from the date on which the student signed the disciplinary decision. Appeals submitted after 5:00 pm will be received the next weekday. The written appeal must state the specific reasons for the appeal and must include any related argument.
- b. The appeal is restricted to the assessed sanction or sanctions.
- c. The student must provide a copy of the written appeal to the dean of students on the same date the appeal is submitted to the president.
- d. The dean of students may submit to the president a written response to the appeal and a copy of the disciplinary decision. These documents, if submitted, must be submitted no later than ten days after the president received the appeal. Appeals submitted after 5:00 pm will be received the next weekday. The dean of students must provide a copy of the documents to the accused student. The dean of students' submission of a response to the appeal will not extend the thirty-day period within which the action of the president will be communicated as outlined in subsection 11–802(f).
- e. The appeal of the sanction or sanctions assessed by the faculty member will be reviewed solely on the basis of the disciplinary decision, the written argument of the student, and the response to the appeal submitted by the dean of students. Oral argument will not be considered.
- f. The action of the president will be communicated in writing to the accused student and the dean of students within thirty days after the appeal has been received by the president. The decision of the president will be final.

#### **Sec. 11–803. Appeal of Administrative Disposition by the Dean of Students**

- a. An administrative disposition by the dean of students under subsection 11-504(a) is final and is not appealable.
- b. The accused student may appeal an administrative disposition by the dean of students under section 11–504(b) by submitting a written appeal to the president or his or her designee within fourteen days from the date on which the student signed the disciplinary decision issued by the dean of students. Appeals submitted after 5:00 pm will be received the next weekday. The written appeal must state the specific reasons for the appeal and must include any related argument.
- c. The accused student may appeal only the sanction or sanctions assessed under subsection 11–504(c) or 11-505(d) by submitting a written appeal to the president within fourteen days from the date on which the student signed the disciplinary decision issued by the dean of students or received notice of an additional sanction. Appeals submitted after 5:00 pm will be received the next weekday. The written appeal must state the specific reasons for the appeal and must include any related argument. The appeal is restricted to the assessed sanction or sanctions.
- d. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the complainant may also appeal the sanctions assessed under 11-504(c) by submitting a written appeal to the president within fourteen days from the date on which the accused student signed the disciplinary decision issued by the dean of students or received notice of an additional sanction. Appeals submitted after 5:00 pm will be received the next weekday. The written appeal must state the specific reasons for the appeal and must include any related argument. The appeal is restricted to the assessed sanction or sanctions.
- e. The accused student must provide a copy of the written appeal to the dean of students on the same date the appeal is submitted to the president or his or her designee. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, upon receipt of the accused student's written appeal, the dean of students office shall provide a copy of the written appeal to the Title IX coordinator and, if applicable, the complainant.
- f. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the complainant may submit a written response to the appeal to the president or his or her designee. The response, if any, must be submitted no later than five weekdays after the president received the appeal. The Office of the President will provide a copy of the response to the accused student.
- g. The dean of students may also submit a written response to the appeal to the president or his or her designee. The response, if any, must be submitted no later than ten days after the president received the appeal. The dean of students must provide a copy of the response to the accused student. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, the dean of students shall provide a copy to the Title IX coordinator and, if applicable, the complainant, of the written response to the appeal that is submitted to the president. The dean of students' submission of a response to the appeal will not extend the thirty-day period within which the action of the president will be communicated as outlined in subsection 11–803(i).
- h. The appeal of the sanction or sanctions assessed by the dean of students will be reviewed solely on the basis of the disciplinary decision, the written argument of the student, and the response to the appeal submitted by the dean of students. Oral argument will not be considered.
- i. The action of the president or his or her designee will be communicated in writing to the accused student and the dean of students within thirty days after the appeal has been received by the president. The decision of the president or his or her designee will be final. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, upon receipt of the president's written decision, the dean of students shall promptly provide a copy of the decision to the Title IX coordinator and, if applicable, the complainant.

#### **Sec. 11–804. Appeal of the Decision of the Hearing Officer or the Student Conduct Board**

- a. Either the accused student or the dean of students may appeal the disciplinary decision of the hearing officer or a majority of the SCB panel issued under section 11–609 by submitting a written appeal to the president within fourteen days from the date the appealing party was notified of the

disciplinary decision. Appeals submitted after 5:00 pm will be received the next weekday. If notice of the disciplinary decision is sent by mail, the date the disciplinary decision is mailed initiates the fourteen-day period. The written appeal must state the specific reasons for the appeal and must include any related argument. If either party appeals the disciplinary decision, the president may request that the hearing recording be transcribed; the transcript will be made available to both parties. If a court reporter was present during the hearing and prepares a written transcript immediately thereafter, the transcript is considered part of the hearing record and is made available to both parties.

- b. If the accused student is the appellant, the student must provide the dean of students with a copy of the appeal submitted to the president on the same date the appeal is submitted to the president. If the dean of students is the appellant, the dean of students will give, e-mail, or mail a copy of the appeal to the accused student on the same day that the dean of students submits the appeal to the president. If the copy of the appeal is mailed or e-mailed, the dean of students will send it to an address listed in the registrar's records. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, the dean of students shall provide a copy of an appeal submitted by either the accused student or the dean of students office to the Title IX coordinator and, if applicable, the complainant.
- c. Following submission of the appeal to the president, the non-appealing party may submit a written response to the president. The response, if any, must be submitted no later than ten days after the president received the appeal. The non-appealing party must provide a copy of the response to the other party. The response must be limited to and specifically related to the arguments originally submitted by the appealing party. New or additional information not specifically related to the original arguments submitted will not be considered on appeal. Submission of a response to the appeal will not extend the thirty-day period within which the action of the president will be communicated as outlined in subsection 11-804(g).
- d. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, the dean of students shall provide a copy of a written response to an appeal submitted by either the accused student or the dean of students office to the Title IX coordinator and, if applicable, the complainant.
- e. At the discretion of the president, both parties may present oral argument in an appeal of the disciplinary decision of the hearing officer or a majority of the SCB panel. Should oral argument be granted, the deadline described in subsection 11-804(g) may be extended at the discretion of the president. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, the Title IX coordinator and, if applicable, the complainant shall be allowed to attend the presentation of oral argument to the president.
- f. The appeal of the disciplinary decision of the hearing officer or a majority of the SCB panel will be reviewed solely on the basis of the hearing record. The dean of students will submit the record from the hearing to the president as soon as it is available to the dean of students.
- g. The action of the president will be communicated in writing to the accused student and the dean of students within thirty days after the appeal has been received by the president. The decision of the president will be final. In cases involving allegations of sex discrimination, sexual harassment, sexual assault, relationship violence, stalking, or other Title IX related allegations, subject to the Family Education Rights and Privacy Act (FERPA) and other applicable law, upon receipt of the president's written decision, the dean of students shall provide a copy of the decision to the Title IX coordinator and, if applicable, the complainant.

#### **Sec. 11-805. President's Authority**

The president may approve, reject, or modify the disciplinary decision or sanction(s) in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the disciplinary decision. It is provided, however, that upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction is prescribed by subsection 11-703(j).

#### **Sec. 11-806. Effect of Appeal Upon Disciplinary Action**

A timely appeal suspends the imposition of the sanction or sanctions until the appeal is final, but any interim action issued in accordance with 11-502 will remain in effect while the appeal is being considered. Official transcripts, diplomas, grades, or degrees may also be withheld pending conclusion of the appeal as permitted by subsection 11-703(a).

### **Subchapter 11-900. Disciplinary Records**

#### **Sec. 11-901. Details of Disciplinary Records**

- a. The definition of a disciplinary record is listed in subchapter 9-300 and Section 11-300(g). Disciplinary records are confidential and may not be disclosed in whole or part except as provided in subchapter 9-300 of the *Institutional Rules*.
- b. The disciplinary record will be separate from the student's academic record, will be confidential, and will not be revealed except on request of the student or in accordance with applicable state and federal law, or as otherwise provided in subchapter 9-300.

#### **Sec. 11-902. Notice to Administrative Offices**

- a. The dean of students will notify the Office of the Registrar and other appropriate administrative offices if a disciplinary sanction restricts a student from being enrolled at the University during the period of the sanction. A bar may be imposed by the dean of students if one of the following sanctions has been assessed because of violation of a Regents' *Rule* or University rule or regulation:
  1. bar against readmission;
  2. suspension from the University; or
  3. expulsion from the University.
- b. The dean of students will notify the Office of the Registrar and other appropriate administrative offices if any of the sanctions of withholding grades, withholding official transcript or degree, denial of degree, or revocation of degree and withdrawal of diploma are imposed.

# Chapter 12. Counseling and Mental Health Center

## Subchapter 12–100. General Provisions

### Sec. 12–101. Purpose

The purpose of the services is to provide individual counseling, group counseling, psychiatric services, and prevention and outreach for students to help them promote, maintain, and improve their mental health to maximize their academic and college experience.

### Sec. 12–102. Definitions

In this chapter, unless the context requires a different meaning,

1. “director” means the director of the Counseling and Mental Health Center;
2. “services” means services provided by the Counseling and Mental Health Center;
3. “University” means the University of Texas at Austin;
4. “student” means a person enrolled at the University or a person accepted for admission or readmission to the University while that person is on the campus and is eligible for services.

## Subchapter 12–200. Administration

### Sec. 12–201. Duties of the Director

- a. The director will
  1. maintain and administer the programs of the services so that they relate meaningfully to the needs of the student body, faculty, and staff;
  2. appoint assistants and coordinators for various phases of program planning, administration, and development; and
  3. designate specific staff members who will perform assigned duties in the absence of the director.
- b. The director is in charge of the Counseling and Mental Health Center and is administratively responsible to and will report regularly to the vice president for student affairs.

### Sec. 12–202. Duties of the Associate Directors

- a. The associate directors are responsible for the duties assigned by the director.
- b. During the director’s absence, the associate directors assume the duties of the director.

## Subchapter 12–300. Services Provided

### Sec. 12–301. Services Provided to Students

The services provide general and specific functions which include:

1. individual counseling;
2. group counseling, classes, programs, and workshops;
3. psychiatric evaluation and medication services;
4. crisis intervention, triage, and 24/7 crisis line
5. integrated health in collaboration with University Health Services;
6. mental health consultation, prevention, and outreach services;
7. stress management and biofeedback resources;
8. traumatic events responses;
9. internships, practicum, and residency programs for graduate-level and medical students.

### Sec. 12–302. Services Provided to the University

The agency provides mental health consultation services to faculty, staff, and administrators regarding student mental health concerns. The agency responds to traumatic events impacting the campus and provides consultation to students, faculty, staff, and administrators about student mental health issues. The agency also provides a training facility for UT graduate students in counseling psychology, clinical psychology, and social work.

## Subchapter 12–400. Counseling and Mental Health Center Records

### Sec. 12–401. Confidentiality of Records

- a. Confidentiality of the records of the Counseling and Mental Health Center is governed by the laws of the State of Texas and applicable federal law.
- b. With certain exceptions, a student is entitled to review or have access to the content of his or her confidential records.



# Chapter 13. Speech, Expression, and Assembly

## Subchapter 13–100. Governing Principles

### Sec. 13–101. Freedom of Speech, Expression, and Assembly

- a. The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty members, and staff members have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.
- b. Students, faculty members, and staff members are free to express their views, individually or in organized groups, orally or in writing or by other symbols, on any topic, in all parts of the campus, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. Teaching, research, and other official functions of the University will have priority in allocating the use of space on campus.
- c. Except as expressly authorized by subchapter 13–200, the University will not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement and administration of these rules or otherwise.

### Sec. 13–102. Scope of This Chapter and Related Provisions

- a. This chapter protects and regulates speech, expression, and assembly of students, faculty members, and staff members that is not part of the teaching, research, or other official functions of the University, not otherwise sponsored by the University or any academic or administrative unit, and not submitted for academic credit.
  1. This chapter also regulates certain speech that is part of the teaching, research, or other official functions of the University:
  2. Section 13–204 on harassment applies to all speech on campus.
- b. This entire chapter applies to speech by academic and administrative units, and speech that is submitted for academic credit, in outdoor locations on the campus. The dean of students administers and schedules outdoor signs, tables, exhibits, public assemblies, and amplified sound, even for faculty members, staff members, and administrative and academic units, because scheduling through a single office is necessary to avoid conflicts.
- c. Any program or event sponsored by an academic or administrative unit of the University will have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit, except that programs or events sponsored by an academic or administrative unit will not have priority in the use of weekday amplified sound areas defined in section 13–802. This chapter does not limit other existing authority of University officials to authorize programs and events sponsored by an academic or administrative unit and not provided for in this chapter.
- d. Additional rules concerning free speech and academic freedom of faculty members are found in the Regents' *Rules and Regulations*, Rule 31004, Number 2, Sections 1 and 2.
- e. Underlying rules concerning free speech of students are found in the Regents' *Rules and Regulations*, Rule 40501, Rule 80101, Rule 80103, and Rule 80104. Chapter 13 of the *Institutional Rules* implements those provisions and applies them to the Austin campus.
- f. Rules restricting access to the campus and restricting speech on the campus by persons who are not students, faculty members, or staff members are found in the Regents' *Rules and Regulations*, Rule 40501.
- g. Rules protecting and regulating speech on University computer networks are promulgated by Information Technology Services (ITS), and are currently found in ITS Policies, Acceptable Use Policy, <http://security.utexas.edu/policies/aup.html>. (<http://security.utexas.edu/policies/aup.html>)
- h. Rules requiring University employees to make clear that controversial statements are made in their personal capacity are found in the Regents' *Rules and Regulations*, Rule 10403, Section 9.2. Rules restricting use of University equipment, supplies, services, and working hours for political activities are found in the Regents' *Rules and Regulations*, Rule 30103, Number 2.

### Sec 13–103. General Definitions—Categories of Speakers and Users

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Academic or administrative unit" means any office or department of the University.
2. "Event" means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.
3. "Faculty member and staff member" includes any person who is employed by the University.
4. "Off-campus person or organization" means any person, organization, or business that is not an academic or administrative unit, a registered student, faculty, or staff organization, or a student, faculty member, or staff member.
5. "Registered student, sponsored student, faculty, or staff organization" includes a registered student organization or a sponsored student organization under subchapter 6–200 of the *Institutional Rules*, or a faculty or staff organization under the Regents' *Rules and Regulations*, Rule 40201.
6. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus.
7. "University person or organization" includes academic and administrative units, registered student, sponsored student, faculty, and staff organizations, and individual students, faculty members, and staff members; this phrase describes the most inclusive category of potential speakers on campus; every person and organization of any kind is either an "off-campus person or organization" or a "University person or organization."

### Sec. 13–104. Other General Definitions

In this chapter, unless the context requires a different meaning, the following definitions apply.



- a. “Amplified sound” means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting, and acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.
- b. “Day” means calendar day, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; “weekday” means Monday through Friday, except University holidays and days on which regularly scheduled classes are suspended due to emergent situations; “University holiday” means a staff holiday identified in the holiday schedule published by the Office of Human Resource Services. If a deadline defined in this chapter falls on a Saturday, Sunday, or University holiday, the deadline will be moved to the next weekday; Saturdays and Sundays that are contiguous with University holidays are not counted as “days” as defined here.
- c. “Dean of students” means the dean of students of the University of Texas at Austin or any delegate or representative of the dean of students;
- d. “Main Mall” means the area bounded by the south wall of the Main Building, the west walls of Garrison Hall, the north edge of Inner Campus Drive, the south wall of the Dorothy L. Gebauer Building and the east wall of Battle Hall. The Main Mall includes the south steps and south porches of the Main Building.
- e. “Room or space” includes any room or space, indoors or outdoors, owned or controlled by the University.
- f. “University” means the University of Texas at Austin.
- g. “University holiday”—see “day” above.
- h. “Vice president” means the vice president for student affairs at the University of Texas at Austin.
- i. “Weekday”—see “day” above.

## Subchapter 13–200. Prohibited Expression

### Sec. 13–201. Obscenity

No person or organization will distribute or display on the campus any writing or visual image, or engage in any public performance, that is obscene. A writing, image, or performance is “obscene” if it is obscene as defined in Texas Penal Code, Section 43.21 or successor provisions, and is within the constitutional definition of obscenity as set forth in decisions of the United States Supreme Court.

### Sec. 13–202. Defamation

- a. No person will make, distribute, or display on the campus any statement that unlawfully defames any other person.
- b. A statement unlawfully defames another person if it is false, if the false portion of the statement injures the reputation of the other person, and if the speaker has the constitutionally required state of mind as set forth in decisions of the United States Supreme Court.

### Sec. 13–203. Incitement to Imminent Violations of Law

No person will make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.

### Sec. 13–204. Harassment

- a. No person will make, distribute, or display on the campus any statement that constitutes verbal harassment of any other person. This section applies to all speech on the campus, including speech that is part of teaching, research, or other official functions of the University.
- b.
  1. “Verbal harassment” means hostile or offensive speech, oral, written, or symbolic, that
    - A. is not necessary to the expression of any idea described in subsection 13–204(b)(2).
    - B. is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the victim’s ability to participate in or benefit from the services, activities, or privileges provided by the University; and
    - C. personally describes or is personally directed to one or more specific individuals; and
  2. To make an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea is not verbal harassment, even if some listeners are offended by the argument or idea. The categories of sexually harassing speech set forth in Policy 3-3030 of the Revised Handbook of Operating Procedures are rarely, if ever, necessary to argue for or against the substance of any political, religious, philosophical, ideological, or academic idea.
  3. Verbal harassment may consist of threats, insults, epithets, ridicule, personal attacks, or the categories of harassing sexual speech set forth in Policy 3-3030 of the Revised Handbook of Operating Procedures. Verbal harassment is often based on the victim’s appearance, personal characteristics, or group membership, including but not limited to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, ideology, political views, or political affiliation.
- c. Harassment can also consist of nonverbal conduct, such as hazing, practical jokes, damage to property, and physical assault. In the case of sexual harassment and sexual misconduct, sexual conduct is often central to the offense. These forms of harassment are prohibited by subsection 11–404(a)(12) of the *Institutional Rules*, by Policy 3-3040 and Policy 3-3030 of the Revised Handbook of Operating Procedures, and by the Regents’ *Rules and Regulations*, 30105. Some forms of harassment violate the Prohibition of Campus Violence, Policy 8-1010 in the Revised Handbook of Operating Procedures. For enhanced sanctions for disciplinary offenses motivated by the race, color, or national origin of a student harmed by the offense, see subsection 11–701(b) of the *Institutional Rules*. To the extent of any conflict in the definition of verbal harassment, the more detailed definition in this section controls.
- d. The harassment that this section prohibits does not exhaust the category of speech that is unnecessary and inappropriate to vigorous debate in a diverse community of educated people. An essential part of higher education is to learn to separate substantive argument from personal offense, and to express even the deepest disagreements within standards of civility that reflect mutual respect, understanding, and sensitivity among the diverse population within the University and in the larger society. These are community norms, even though they cannot be enforced by disciplinary rules.

- e. Verbal harassment has been interpreted very narrowly by the federal courts. Policies on verbal harassment or hate speech at many universities have been held unconstitutional, either because they prohibited harassment only when it was based on race, sex, and similar categories, or because they failed to protect the expression of potentially offensive ideas. This policy should be interpreted as narrowly as need be to preserve its constitutionality.
- f.
  1. A student who believes he or she has been harassed should report the alleged violation to the dean of students.
  2. A faculty member or staff member who believes he or she has been harassed should report the alleged violation to the Office of Institutional Equity.
  3. Alternatively, any person who believes he or she has been harassed may report the alleged violation to the Office of Institutional Equity or to any University official, administrator, or supervisor. A faculty member is not an “official, administrator, or supervisor” for this purpose unless that faculty member holds an administrative position.
  4. Any University official, administrator, or supervisor who receives a report of alleged harassment will promptly refer that report and the complainant to the Office of Institutional Equity, or to the dean of students, as appropriate. A complainant whose report is not forwarded to the Office of Institutional Equity, or to the dean of students, has not initiated proceedings for providing a remedy to the complainant or for imposing discipline on the alleged harasser.
  5. Investigation of the information provided, and any remedial or disciplinary proceedings, will proceed under the procedures set out in the harassment policies cross-referenced in subsection 13–204(c).

### Sec. 13–205. Solicitation

- a.
  1. No person or registered student, sponsored student, faculty, or staff organization will make, distribute, or display on the campus any statement that offers or advertises any product or service for sale or lease that includes commercial identifiers, such as for-profit logos, trademarks, and service marks, or that requests any gift or contribution, except as authorized by subsection 13–205(b), by section 13–403, or by the Regents’ *Rules and Regulations*.
  2. Words or symbols on personal apparel, or on decals or bumper stickers affixed to a vehicle by an owner of that vehicle, are not solicitation within this definition.
  3. Unadorned acknowledgments or thanks to donors are not solicitation within this definition.
- b.
  1. A registered student, sponsored student, faculty, or staff organization may advertise or sell merchandise, publications, food, or nonalcoholic beverages, or request contributions: for the benefit of the registered student, sponsored student, faculty, or staff organization; for the benefit of another registered student, sponsored student, faculty, or staff organization; or, for the benefit of an organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. No organization may sell items obtained on consignment. No organization may request contributions for an off-campus tax-exempt organization for more than fourteen days in any fiscal year.
  2. Registered student, sponsored student, faculty, and staff organizations, and academic and administrative units, may sell, distribute, or display literature that contains advertising, subject to the limits in section 13–403. Individual students, faculty members, and staff members may distribute or display such literature, but may not sell it.
  3. Individual students, faculty members, and staff members may post advertisements for roommates, subleases, and sales of used goods that the seller has personally owned and used, but only on a bulletin board designated for that purpose by an academic or administrative unit in space that the unit occupies or controls. Any unit that designates a bulletin board for this purpose may regulate that bulletin board under the procedures set forth in section 13–506.
  4. A resident of a University residence hall or apartment building may occasionally invite one or more salespersons to come to the resident’s room or apartment, and in that room or apartment, the salesperson may offer products or services for sale to other residents of that residence hall or apartment building.
  5. A registered student, sponsored student, faculty, or staff organization may collect admission fees for programs scheduled in advance in accordance with subchapter 10–200 of the *Institutional Rules*.
  6. A registered student, sponsored student, faculty, or staff organization may collect membership fees or dues at meetings of the registered student, faculty, or staff organization scheduled in advance under subchapter 10–200 of the *Institutional Rules*.
  7. A registered student organization that is a qualified organization as that term is defined in the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 2002, or successor provisions, may sell charitable raffle tickets pursuant to that act.
  8. A registered student, sponsored student, faculty, or staff organization may host a public performance of a film scheduled in advance in accordance with subchapter 10–200 of the *Institutional Rules*. In accordance with the Regents’ *Rules and Regulations*, Rule 80103, admission fees may be collected. All registered student, sponsored student, faculty or staff organizations that exhibit films on campus must obtain a Public Performance License for the individual film(s) from a licensing agent. This license is required even if the exhibition of the film is offered to the public for free and is educational in nature. Registered student, sponsored student, faculty, or staff organizations will be required to follow the process proscribed by the film distributor to obtain approval to exhibit the film. Federal Copyright Laws protect all films viewed in public areas regardless of format. There are a few exceptions. Registered student, sponsored student, faculty, or staff organizations may exhibit a film publicly if
    - A. the film is in the Public Domain;
    - B. the registered student, sponsored student, faculty or staff organization has written permission from the film’s producer or other holder of the right to grant such permission; or
    - C. the film is obtained from a company that provides a Public Performance License with the purchase or rental of the film.
- c. More detailed regulation of solicitation appears in the Regents’ *Rules and Regulations*, Rule 80103.

## Subchapter 13–300. General Rules on Means of Expression

### Sec. 13–301. Disruption

- a. Except as expressly authorized in section 13–802, or by an authorized University official responsible for a program or event sponsored by an academic or administrative unit, no speech, expression, or assembly may be conducted in a way that disrupts or interferes with any
  1. teaching, research, administration, or other authorized activities on the campus;
  2. free and unimpeded flow of pedestrian and vehicular traffic on the campus; or
  3. signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.
- b.
  1. The term “disruption” and its variants, as used in this rule, are distinct from and broader than the phrase “disruption of activities,” as used in the Regents’ *Rules and Regulations*, Rule 30103, Number 2, Section 2, and the phrase “disruptive activities,” as used in the Regents’ *Rules and Regulations*, Rule 40502. This rule is concerned not only with deliberate disruption, but also with scheduling and coordination of events to manage or minimize the inevitable conflicts between legitimate events conducted in close proximity.
  2. Except in the most extreme cases, interference and disruption are unavoidably contextual. Intentional physical interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any distracting sound may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. Occasional heckling in the speaker’s pauses may not disrupt a political speech, but persistent heckling that prevents listeners from hearing the speaker does disrupt a political speech. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. We cannot escape relying on the judgment and fairness of University authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important to remind administrators and law enforcement officials that their judgments should not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.
- c. Potentially disruptive events can often proceed without disruption if participants, administrators, and law enforcement officials cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators and law enforcement officials should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges or arrest.

### Sec. 13–302. Damage to Property

- a. No speech, expression, or assembly may be conducted in a way that damages, defaces, marks, discolors, or alters in any way property of the University or of any person who has not authorized the speaker to damage or deface his or her property.
- b. No person may damage, deface, mark, discolor, alter, or interfere with any sign, table, or exhibit posted or displayed by another person or organization acting under the rules in this chapter.

### Sec. 13–303. Coercing Attention

- a. No person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication.
- b. No person may persist in requesting or demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker’s communication

### Sec. 13–304. Cosponsorship

- a. Neither registered student, faculty, or staff organizations, nor individual students, faculty members, or staff members, may cosponsor any event on campus with an off-campus person or organization. Only academic or administrative units with authority delegated from the president of the University may cosponsor events with an off-campus person or organization. Sponsored student organizations are an extension of the sponsoring academic or administrative unit under the authority of subsection 6-101(11).
- b. An event is a prohibited cosponsorship if an individual or a registered student, faculty, or staff organization
  1. depends on an off-campus person or organization for planning, staffing, or management of the event; or
  2. advertises the event as cosponsored by an off-campus person or organization; or
  3. operates the event as agent of, or for the benefit of, an off-campus person or organization, except for solicitation of charitable contributions under the authority of subsection 13–205(b)(1); or
  4. distributes any proceeds of the event to an off-campus person or organization, except for
    - A. the proceeds of charitable contributions solicited under the authority of subsection 13–205(b)(1); or
    - B. payment of a fair market price for goods or services provided to the University person or organization; or
  5. reserves a room or space for the use of an off-campus person or organization; or
  6. engages in any other behavior that persuades the dean of students that an off-campus person or organization is in fact responsible for the event, in full or in substantial part.
- c. The following facts do not, in and of themselves, indicate a prohibited cosponsorship:
  1. that a University person or organization endorses an off-campus person or organization or its message;
  2. that a University person or organization sells, distributes, or displays literature prepared by an off-campus person or organization or containing contact information for an off-campus person or organization (subject to the rules in section 13–205);
  3. that a University person or organization has purchased goods or services from an off-campus provider;

4. that a registered student, faculty, or staff organization has invited a guest speaker under subchapter 13–1000;
  5. that a registered student, faculty, or staff organization has received financial contributions to support the event from an off-campus donor.
- d. The purpose of this rule is to preserve the limited space on campus for the use of students, faculty members, and staff members, and the rule will be interpreted to serve that purpose.

### **Sec. 13–305. Other Rules with Incidental Effects on Speech**

- a. Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference here. For example, libraries typically have highly restrictive rules concerning noise; laboratories and rooms containing the electrical and mechanical infrastructure of the University typically have safety rules and rules excluding persons without specific business there; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways. Speech within classrooms is generally confined to the subject matter of the class; the right to attend a class at all is subject to registration and payment of tuition; individual professors may have rules of decorum in their classrooms. These kinds of rules limit the right of students, faculty members, and staff members to enter and speak in the places to which these rules apply.
- b. Reasonable and nondiscriminatory rules of this kind generally control over the rights of free speech guaranteed in this chapter. But even these kinds of rules are subject to the constitutional right of free speech. Such rules must be viewpoint neutral. Such rules cannot regulate speech more restrictively than they regulate other activities that cause the problems to be avoided by the rule. Such rules should not restrict speech more than is reasonably necessary to serve their purpose. Such rules cannot ban unobtrusive forms of communication with no potential for disruption even in the specialized environment subject to the localized rule. Thus, for example, means of silent expression or protest confined to the speaker's immediate person, such as armbands, buttons, and T-shirts, are nearly always protected because they are rarely disruptive in any environment.

## **Subchapter 13–400. Distribution of Literature**

### **Sec. 13–401. General Rule on Distribution of Literature**

- a. Registered student, sponsored student, faculty, and staff organizations and academic and administrative units may sell, distribute, or display literature on campus, subject to the rules in this subchapter and to the general rules in subchapter 13–200 and subchapter 13–300. Individual students, faculty members, and staff members may distribute or display literature, subject to the rules in this subchapter and to the general rules in subchapter 13–200 and subchapter 13–300, but may not sell it. In either case, no advance permission is required.
- b. "Literature" means any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for distribution to potential readers.
- c. Literature may be distributed only by University persons or organizations.

### **Sec. 13–402. Not-for-Profit Literature Only**

- a. Except as expressly authorized by the Regents' *Rules and Regulations* or by contract with the University, no person or organization may sell, distribute, or display on campus any publication operated for profit. A registered student, sponsored student, faculty, or staff organization may sell publications operated for profit as part of a fund-raiser authorized by, and subject to the limits of, subsection 13–205(b)(1).
- b. A publication is operated for profit if any part of the net earnings of the publication, or of its distribution, inures to the benefit of any private shareholder or individual.

### **Sec. 13–403. Limits on Advertising**

Literature distributed on campus may contain the following advertising:

1. advertising for a registered student, sponsored student, faculty, or staff organization, or an academic or administrative unit;
2. advertising for an organization that is tax exempt under Section 501(c)(3) of the Internal Revenue Code;
3. paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising; and
4. other advertising expressly authorized by the Regents' *Rules and Regulations* or by contract with the University.

All other advertising in literature distributed on campus is prohibited.

### **Sec. 13–404. Clean Up of Abandoned Literature**

Any person or organization distributing literature on campus will pick up all copies dropped on the ground in the area where the literature was distributed.

### **Sec. 13–405. Registered Student Organization Literature Disclaimer**

Literature distributed by registered student organizations on campus must contain a disclaimer that indicates that registered student organization literature is not official University literature and does not represent the views of the University or its officers.

## **Subchapter 13–500. Signs, Banners, and A-Frames**

### **Sec. 13–501. General Rule on Signs**

- a. "Sign" means any method of displaying a visual message to others, except that transferring possession of a copy of the message is distribution of literature and not a sign.
- b. Subject to the rules in this subchapter and to the general rules in subchapter 13–200 and subchapter 13–300, a University person or organization may display a sign by holding or carrying it, by displaying it at a table (see subchapter 13–600), or by posting it on a kiosk, bulletin board, or other designated location. Signs may not be posted in any other location. Subject to viewpoint-neutral size requirements, the Division of Housing and Food

Service has designated the window and door of a residence hall room as locations where the resident(s) of that room may post signs. Section 13–506 lists other designated locations.

### **Sec. 13–502. Hand-Held Signs**

- a. Students, faculty members, and staff members may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. No advance permission is required.
- b. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person.
- c. Any person holding or carrying a sign at a speech, performance, or other event will exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.
- d. A law enforcement officer or the dean of students, or an usher or other University employee if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation of subsection 13–502(b) or subsection 13–502(c). If the violation persists after a clear warning, the law enforcement officer, dean of students, authorized usher, or other authorized employee may confiscate the sign.

### **Sec. 13–503. Signs on Kiosks**

- a. A kiosk is an outdoor structure, attached to the ground in a fixed location, designed for the posting of signs.
- b. Academic and administrative units and registered student, sponsored student, faculty, and staff organizations may post signs on kiosks. No advance permission is required. Individuals may not post on kiosks.
- c. No sign posted on a kiosk may be larger than 11 inches by 17 inches.
- d. Each sign posted on a kiosk must identify the academic or administrative unit or registered student, sponsored student, faculty, or staff organization that posted the sign, and must state the date the sign was posted or the date of the event being advertised. No sign advertising an event may be posted on a kiosk more than fourteen days before the date of the event.
- e. An academic or administrative unit or a registered student, sponsored student, faculty, or staff organization that posts a sign on a kiosk must remove that sign not later than fourteen days after it was posted, or twenty-four hours after the event it advertised, whichever is earlier.
- f. No sign may be posted on a kiosk on top of another properly posted sign.
- g. Academic and administrative units and registered student, sponsored student, faculty, and staff organizations may post no more than two signs on the same kiosk at the same time.
- h. No sign may be posted on a kiosk using tacks or staples. Signs must be attached to the kiosks using the provided bungee cords.
- i. The dean of students may remove any sign that violates any of the rules in this section.

### **Sec. 13–504. Banners**

- a. “Banner” means a sign hung from a structure, or between two buildings, structures, or poles.
- b.
  1. The dean of students will designate places where banners may be hung in outdoor locations not occupied or controlled by any other academic or administrative unit.
  2. Other academic and administrative units may designate one or more places where banners may be hung in indoor or outdoor locations that the unit occupies or controls.
- c.
  1. Academic and administrative units and registered student, sponsored student, faculty, and staff organizations may hang banners in locations designated under subsection 13–504(b). Individuals may not hang banners.
  2. Advance permission is required from the unit administering the location; usually, advance reservations are required. Academic and administrative units advertising official University events or programs may be given priority. In locations administered by academic or administrative units other than the dean of students, organizations affiliated with the unit administering the location may be given priority.
- d.
  1. In locations administered by the dean of students, each banner may be hung for one week. The banner may be renewed from week to week if space is available.
  2. Other units administering a location for banners may limit the time each banner may hang. Any such time limit will be applied without discrimination to all organizations, except that academic and administrative units may be given preference.
- e. The dean of students will maintain, on a Web site or on a flyer or pamphlet available at the dean of students’ office,
  1. a list of outdoor locations where banners may be hung;
  2. the academic or administrative unit that administers banners at each outdoor location; and
  3. a current description of the rules and procedures for reserving the right to hang a banner in locations administered by the dean of students.
- f. The unit administering a banner location may require that the physical work of hanging the banners be performed only by Department of Facilities Services employees or other appropriate University personnel.

### **Sec. 13–505. A-Frames**

- a. “A-frame” means a movable and self-supporting sign board designed to stand on the ground. A-frames may not exceed five feet in height or width. Structures that do not meet this criteria will be considered exhibits and will be subject to the rules in subchapter 13–700.



- b. The dean of students will designate outdoor locations where A-frames may be placed. If an academic or administrative unit or a registered student, sponsored student, faculty, or staff organization wishes to place an A-frame in a different location, then the structure will be considered an exhibit and will be subject to the rules in subchapter 13–700.
- c. Academic and administrative units and registered student, sponsored student, faculty, and staff organizations may place A-frames in locations designated under subsection 13–505(b). Individuals may not place A-frames.
- d. Each A-frame may be placed for fourteen days. The A-frame may be renewed for an additional fourteen days if space is available. If the A-frame is left on campus for longer than the reservation, the A-frame may be removed by the Department of Facilities Services, at the expense of the academic or administrative unit or registered student, sponsored student, faculty, or staff organization.
- e. The dean of students will maintain, on a Web site or on a flyer or pamphlet available at the dean of students' office, a current description of the rules and procedures for reserving the right to place an A-frame on campus.
- f. Any registered student, faculty, or staff organization sponsoring an A-frame assumes full responsibility for the A-frame, including all injuries or hazards that may arise from the A-frame. The University will not be liable for any damage that may occur to the A-frame, and any registered student, faculty, or staff organization sponsoring the A-frame will indemnify the University for any claims arising from the A-frame's presence on campus.

### **Sec. 13–506. Signs in Other Designated Locations (Including Departmental Bulletin Boards)**

- a. Each academic or administrative unit may authorize the posting of signs in spaces that unit occupies and controls. Such authorization may be granted by general rule, by stamping or initialing individual signs, or by long-standing tradition.
- b. Signs in spaces occupied by academic or administrative units may be
  - 1. confined to bulletin boards or other designated locations;
  - 2. subjected to viewpoint-neutral rules limiting the size of signs, limiting how long they may be posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designed to facilitate fair and equal opportunities to post signs;
  - 3. confined to official statements or business of the unit, or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.
- c. Each academic or administrative unit will post on or near each bulletin board or other designated location that it administers
  - 1. either the rules applicable to that bulletin board or location, or a particular office or Web site where the rules applicable to that bulletin board or location may be found; and
  - 2. if a stamp or initials are required on signs before they are posted on that bulletin board or location, the name and office location of the person whose stamp or initials are required.
  - 3. This notice will be posted in the upper left corner of each bulletin board or other designated location for posting signs, or conspicuously in another nearby location. If no such notice is posted, then the only applicable rules are those contained in subchapter 13–200 and sections 13–301 to 13–304.
- d. Within the scope of the subject matters permitted on a particular bulletin board or other designated location, no academic or administrative unit will discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed on a sign.
- e. This section does not apply to any enclosed bulletin board or display case that is accessible only to authorized personnel for official University business.

## **Subchapter 13–600. Tables**

### **Sec. 13–601. General Rule on Tables**

University persons and organizations may set up tables from which to display literature, disseminate information and opinions, and raise funds, subject to the rules in this subchapter and to the general rules in subchapter 13–200, subchapter 13–300, and subchapter 13–1000. No advance permission is required.

### **Sec. 13–602. Locations**

- a. Subject to the restrictions in subsection 13–602(b) and subject to the rules on disruption of other functions and interference with vehicular and pedestrian traffic (see section 13–301), University persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location.
- b.
  - 1. Tables may not be set up on the Main Mall between 8:00 am and 5:00 pm on weekdays.
  - 2. Tables may not be set up inside any library, classroom, laboratory, performance hall, stadium, or office, or in any hallway less than ten feet wide, without permission from the academic or administrative unit that controls the space, or from the faculty member or staff member who controls the space at a particular time.
  - 3. An academic or administrative unit may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit. Academic and administrative units are encouraged to state any such rules clearly in writing and to publish those rules on a Web site or on a flyer or pamphlet available at the chief administrative office of the unit.
- c. If any table is set up in a prohibited or disruptive location, any University employee pointing out the violation will also point out other locations, as nearby as is reasonably possible, where the table is permitted.

### **Sec. 13–603. Identification**

Each table must have a sign or literature that identifies the University person or organization sponsoring the table.



### **Sec. 13–604. Clean Up around Tables**

University persons and organizations sponsoring a table will remove litter from the area around the table before vacating the space.

### **Sec. 13–605. Sources of Tables**

University persons and organizations may supply their own tables. In addition, the dean of students maintains a supply of tables for registered student and sponsored student organizations that may be reserved and checked out for use on campus in designated areas. The dean of students will maintain, on a Web site or on a flyer or pamphlet available at the dean of students' office, a current description of the rules and procedures for reserving and checking out tables.

## **Subchapter 13–700. Exhibits**

### **Sec. 13–701. General Rule on Exhibits**

- a. "Exhibit" means an object or collection of related objects, designed to stand on the ground or on a raised surface, which is not a table, is designed for temporary display, and is not permanently attached to the ground.
- b. Academic or administrative units and registered student, sponsored student, faculty, or staff organizations may erect exhibits, subject to the rules in this subchapter and to the general rules in subchapter 13–200, subchapter 13–300, and subchapter 13–1000. Advance permission is required from the dean of students, except that an academic unit may authorize indoor exhibits in a space that it occupies and controls. Outdoor exhibits may not be erected on the Main Mall between 8:00 am and 5:00 pm on weekdays.

### **Sec. 13–702. Application Process**

An academic or administrative unit or a registered student, sponsored student, faculty, or staff organization desiring to display an outdoor exhibit will apply on a form prescribed by the dean of students.

### **Sec. 13–703. Approval Process**

- a. The dean of students will authorize an exhibit described in a completed application under section 13–702 unless the dean of students finds that use of the proposed space for the proposed exhibit must be disapproved under the criteria in section 10–203 of the *Institutional Rules*. The dean of students will advise the applicant how to correct, if possible, any conditions that preclude approval of the application.
- b. The dean of students will consider the totality of the circumstances, including safety concerns, as part of the approval process.

### **Sec. 13–704. Time Limits**

- a. In locations administered by the dean of students, each exhibit may be displayed for fourteen days. The exhibit may be renewed for an additional fourteen days if space is available.
- b. The exhibit may be displayed no earlier than 8:00 am and must be removed by 10:00 pm each day and may be re-erected each morning. Overnight exhibits will be considered on a case-by-case basis and subject to 13-701(b).

### **Sec. 13–705. Clean Up around Exhibits**

Any academic or administrative unit or registered student, sponsored student, faculty, or staff organization sponsoring an exhibit will remove litter from the area around the exhibit before vacating the space.

### **Sec. 13–706. Liability**

Any registered student, faculty, or staff organization sponsoring an exhibit assumes full responsibility for the exhibit, including all injuries or hazards that may arise from the exhibit. The University will not be liable for any damage that may occur to the exhibit, and any registered student, faculty, or staff organization sponsoring the exhibit will indemnify the University for any claims arising from the exhibit's presence on campus.

## **Subchapter 13–800. Amplified Sound**

### **Sec. 13–801. General Rule on Amplified Sound**

University academic or administrative units and registered student, sponsored student, faculty, or staff organizations may use amplified sound on campus at designated times and locations, subject to the rules in this subchapter and to the general rules in subchapter 13–200 and subchapter 13–300. Advance permission is required. This subchapter creates limited exceptions to the general rule on disruption in section 13–301.

### **Sec. 13–802. Location and Times of Weekday Amplified Sound Areas**

- a.
  1. The West Mall Amplified Sound Area is the extreme east end of the West Mall, adjacent to the west steps of the Main Building.
  2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 11:30 am to 1:30 pm on weekdays.
  3. All academic and administrative units and registered student, sponsored student, faculty, and staff organizations must use sound equipment owned or controlled by the dean of students' office.
- b.
  1. The Union Patio Amplified Sound Area is the flagstone area between the Texas Union and the Flawn Academic Center.
  2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 11:30 am to 1:30 pm on weekdays.
- c.
  1. The Winship Circle Amplified Sound Area is the grassy area east of the East Mall Fountain, west of Waller Creek, and south of Winship Hall.
  2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 8:00 am to 5:00 pm on weekdays.

- d. 1. The Battle Oaks Amplified Sound Area is the area bounded by the north wall of Hogg Auditorium, by an extension drawn northward from the east wall of the Texas Union, by the south edge of the sidewalk on the south side of 24th Street, and by the west edge of the sidewalk on the west side of Inner Campus Drive.
2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 8:00 am to 5:00 pm on weekdays.
- e. 1. The Mustangs Amplified Sound Area is the area bounded by the sidewalk on the east side of San Jacinto Boulevard, by the west wall of the Texas Memorial Museum, and by the outer edge of the two stairways on either side of the lawn.
2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 8:00 am to 5:00 pm on weekdays.
- f. 1. The San Jacinto Amplified Sound Area is the area bounded by the south wall of the Art Building, by the east edge of the sidewalk on the east side of San Jacinto Boulevard, by the north edge of the sidewalk on the north side of 23rd Street, and by the west edge of the sidewalk on the west side of Trinity Avenue.
2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 8:00 am to 5:00 pm on weekdays.
- g. 1. The LBJ Fountain Amplified Sound Area is the area bounded by the east edge of Robert Dedman Drive, by the first sidewalk north of the LBJ Fountain, by a line drawn tangent to the west side of the LBJ Fountain and parallel to Robert Dedman Drive, and by the base of the hill on the south side of the LBJ Fountain.
2. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units may use amplified sound in this area from 8:00 am to 5:00 pm on weekdays.
3. The vice president may designate additional areas for weekday use of amplified sound.

### **Sec. 13–803. Regulation and Scheduling of Weekday Amplified Sound**

- a. The dean of students may prescribe rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of weekday amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.
- b. 1. Registered student, sponsored student, faculty, or staff organizations or academic or administrative units wishing to use a weekday amplified sound area must reserve a particular area at a particular time. Reservations must be made with the dean of students on a form prescribed by the dean of students. The dean of students will approve a properly completed application to reserve an amplified sound area, unless the application must be disapproved under the criteria in section 10–203 of the *Institutional Rules* or under rules promulgated by the dean of students under the authority of this section.
2. The dean of students may limit the number or frequency of reservations for each registered student, sponsored student, faculty, or staff organization or academic or administrative unit to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.
- c. Amplified sound in the West Mall and Union Patio Amplified Sound Areas is in fact disruptive of teaching, administration, and research in the Main Building, in the Flawn Academic Center, in Goldsmith Hall, in the West Mall Office Building, and in Battle Hall. Amplified sound in the Winship Circle Amplified Sound Areas is in fact disruptive of teaching, administration, research and performance in College of Liberal Arts Building, the Laboratory Theatre and Winship Hall. The disruption inherent in this use of amplified sound is expressly authorized, but no other disruption is authorized. Disruption is permitted to this extent because otherwise, it would be necessary to ban all use of amplified sound in and near the center of campus during working hours.
- d. University persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.
- e. The dean of students will maintain a list on a Web site, flyer, or pamphlet of the designated amplified sound locations. Any designations of additional areas, any additional rules regulating the designated areas, and the rules and procedures for reserving the right to use a designated area, will be clearly stated on a Web site, flyer, or pamphlet available at the dean of students' office.

### **Sec. 13–804. Amplified Sound on Evenings and Weekends**

- a. With advance permission, University organizations may use amplified sound in any outdoor location on campus, including the weekday amplified sound areas designated in section 13–802, after 5:00 pm on weekdays, and after 8:00 am on weekends, except for the early morning hours excluded in subsection 13–804(b).
- b. If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday, or Thursday evening, the sound must be turned off by midnight on the following day. If amplified sound is authorized for an event on a Friday or Saturday evening, the sound must be turned off by 1:00 am on the following day.
- c. The dean of students may prescribe reasonable and nondiscriminatory rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of amplified sound on evenings and weekends, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact.
- d. Use of amplified sound on evenings and weekends requires advance permission from the dean of students. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units will apply through a process prescribed by the dean of students. The dean of students will authorize amplified sound as described in a completed application unless the dean of students finds that the application must be disapproved under the criteria in section 10–203 of the *Institutional Rules* or under rules promulgated by the dean of students under the authority of this section. The dean of students will advise each applicant how to correct, if possible, any conditions that preclude approval of its application.

### **Sec. 13–805. Amplified Sound Indoors**

Amplified sound sufficient to be heard throughout the room may be used in any room in any building, but the dean of students may limit or prohibit sound that would be disruptive outside the room. Reservations may be required. Rules concerning use of University buildings are contained in chapter 10 of the *Institutional Rules*.

## **Subchapter 13–900. Public Assemblies without Amplified Sound**

### **Sec. 13–901. General Rule on Public Assemblies**

- a. “Publicly assemble” and “public assembly” include any gathering of persons, including discussions, rallies, and demonstrations. The rules in subchapter 13–800 apply to any use of amplified sound at a public assembly.
- b. University persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. This right to assemble is subject to the rules in this subchapter, to the general rules in subchapter 13–200 and subchapter 13–300, and to the rules on use of University property in chapter 10 of the *Institutional Rules*. No advance permission is required.

### **Sec. 13–902. Reservation of Space**

- a. Registered student, sponsored student, faculty, or staff organizations and academic or administrative units who wish to publicly assemble in a particular room or space at a particular time may reserve the room or space under the provisions in subchapter 10–200 of the *Institutional Rules*.
- b. A registered student, sponsored student, faculty, or staff organization or academic or administrative unit with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any student, faculty, or staff organization or academic or administrative unit with a reservation to begin using the room or space promptly at the beginning of its reserved time.
- c. Reservations are not required but are strongly encouraged. An academic or administrative unit or registered student, sponsored student, faculty, or staff organization planning to use a room or space without a reservation may find the facility locked or in use by another person or organization. A large group without a reservation is likely to attract the courteous but inquiring attention of the University of Texas Police Department.

### **Sec. 13–903. Notice and Consultation**

Registered student, sponsored student, faculty, or staff organizations that are planning a public assembly with more than fifty participants are strongly encouraged to notify and consult with the dean of students as soon as practicable after the point at which the planners anticipate or plan for more than fifty participants. Registered student, sponsored student, faculty, or staff organizations planning smaller assemblies are encouraged to consult the dean of students if there is uncertainty about applicable University rules, the appropriateness of the planned location, or possible conflict with other events. The dean of students can help the planners avoid unintended disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.

## **Subchapter 13–1000. Guest Speakers**

### **Sec. 13–1001. Definitions**

“Guest speaker” means a speaker or performer who is not a student, faculty member, or staff member.

### **Sec. 13–1002. Who May Present**

Registered student, sponsored student, faculty, and staff organizations and academic and administrative units may present guest speakers on University property. In the case of registered student organizations, advance permission from the dean of students is required. Sponsored student organizations are an extension of the sponsoring academic or administrative unit under the authority of subsection 6-101(11) and are encouraged to consult with the dean of students when presenting a guest speaker. Individuals may not present a guest speaker.

### **Sec. 13–1003. Location and Form of Presentation**

- a. A guest speaker may present a speech or performance, or lead a discussion of specified duration, at a time announced in advance, in a fixed indoor location or in a fixed outdoor location approved by the dean of students. A guest speaker may distribute literature only immediately before, during, and immediately after the normal course of his or her speech, presentation, or performance, and only to persons in attendance. Only literature that complies with subchapter 13–400 may be distributed.
- b. A guest speaker may not
  1. accost potential listeners who have not chosen to attend the speech, performance, or discussion; or
  2. distribute literature to persons who have not chosen to attend the speech, performance, or discussion; or
  3. help staff a table or exhibit set up under subchapter 13–600 or subchapter 13–700.
- c. A registered student, faculty, or staff organization may not present a guest speaker in violation of the prohibitions against solicitation in section 13–205 or cosponsorship in section 13–304.

### **Sec. 13–1004. Application**

- a. A registered student organization that wishes to present a guest speaker will apply to the dean of students, through a process prescribed by the dean of students, at least forty-eight hours before the scheduled event or any planned advertising for the event, whichever is earlier. The application will be combined with an application under section 10–202 of the *Institutional Rules* to reserve the use of a University room or space for the event.
- b. The dean of students will approve an application properly made under subsection 13–1004(a) unless it must be disapproved under the criteria in section 10–203 of the *Institutional Rules*.

## **Sec. 13–1005. Obligations of Presenting Organization**

A registered student, faculty, or staff organization that presents a guest speaker must make clear that

1. the organization, and not the University, invited the speaker; and
2. the views expressed by the speaker are his or her own and do not necessarily represent the views of the University, The University of Texas System, or any component institution.

## **Subchapter 13–1100. Responding to Speech, Expression, and Assembly**

### **Sec. 13–1101. General Rule on Responding**

University persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules in this chapter.

### **Sec. 13–1102. Applications of Section**

- a. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
- b. Means of response that are permitted in many locations and without advance permission or reservation, such as signs, tables, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
- c. Means of response that require advance permission or reservation, such as banners, A-frames, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the dean of students will expedite approval of A-frames, exhibits, and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.
- d. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not possible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not possible to respond with amplified sound in that location. In either case, it is possible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

## **Subchapter 13–1200. Enforcement and Appeals**

### **Sec. 13–1201. Police Protection**

- a. It is the responsibility of the University to protect the safety of all persons on campus and to provide police protection for speakers, public assemblies, persons staffing or viewing exhibits, and other events. The normal patrolling of officers during regular duty areas in the area of such events will be at the cost of the University. When the magnitude, timing, or nature of an event requires overtime hours from police officers (including contract hours for officers hired from other departments or private security agencies), the University will, to the extent specified in subsection 13–1201(b) and subsection 13–1201(c), charge the cost of overtime or contract officers to the person or organization sponsoring the event or exhibit that requires overtime police protection. The purpose of subsection 13–1201(b) and subsection 13–1201(c) is to charge for police overtime where reasonably possible, but not to charge for police overtime made necessary by the content of speech at the event or by the controversy associated with any event.
- b. Persons or organizations planning such events should budget for the cost of police protection. A reasonable and nondiscriminatory fee for overtime police work will be charged to the registered student, sponsored student, faculty, or staff organization for events that require overtime police protection, and
  1. charge a price for admission; or
  2. have a paid speaker, band, or other off-campus person or organization for services at the event.
- c. The University will have the sole power to decide, after reasonable consultation with the person or organization planning the event, whether and to what extent overtime police protection is required. No fee will be charged for officers assigned because of political, religious, philosophical, ideological, or academic controversy anticipated or actually experienced at the event. All fees will be based on the number of officers required for an uncontroversial event of the same size and kind, in the same place and at the same time of day, handling the same amount of cash.
- d. Nothing in this section applies to any interdepartmental charge or transfer among units or accounts funded by the University.

### **Sec. 13–1202. Response to Violations**

- a. A student who violates a prohibition in this chapter may be disciplined under the procedures in chapter 11 of the *Institutional Rules*. A registered student or sponsored student organization that violates a prohibition in this chapter may be disciplined under the procedures in chapter 6 of the *Institutional Rules*.
- b. A faculty member who violates a prohibition in this chapter may be disciplined under applicable procedures provided by other rules. If no such procedures exist, violations by faculty members will be referred to the Office of the Executive Vice President and Provost.
- c. A staff member who violates a prohibition in this chapter may be disciplined under applicable procedures provided by other rules. If no such procedures exist, violations by staff members will be referred to Human Resource Services.
- d. Authorized University personnel may prevent imminently threatened violations, or end ongoing violations, of a prohibition in this chapter, by explanation and persuasion, by reasonable physical intervention, by arrest of violators, or by any other lawful measures. Alternatively or additionally, they may initiate disciplinary proceedings under subsection 13–1202(a), subsection 13–1202(b), or subsection 13–1202(c). Discretion regarding the means and necessity of enforcement will be vested in the chief of police, or in University personnel designated by the president, as appropriate, but such discretion will be exercised without regard to the viewpoint of any speaker.
- e. Persons and organizations on the campus will comply with instructions from University administrators and law enforcement officials at the scene. A person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may test the propriety of that order in an appeal under section 13–1203.

- f. Off-campus person(s) or organization(s) on the campus who violate a prohibition in this chapter may be subject to criminal trespass charges, arrest, or other lawful measures.

### **Sec. 13–1203. Appeals**

- a. A University person or organization that is denied permission for an activity requiring advance permission under this chapter may appeal the denial of permission.
- b. A University person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may, on or before the fifth weekday after complying with the order, file an appeal to determine the propriety of the order limiting the speech, expression, or assembly. The question on appeal will be whether, under the circumstances as they reasonably appeared at the time of the order, the appellant's speech, expression, or assembly should have been permitted to continue. Such an appeal may be useful to clarify the meaning of a rule, or to resolve a factual dispute that may recur if the appellant desires to resume the speech, expression, or assembly that was limited by the order.
- c. An appeal authorized by this section will be heard under the procedures set out in subchapter 10–400 of the *Institutional Rules*.

## **Chapter 14. Prohibition of Hazing**

### **Subchapter 14–100. General Provisions**

#### **Sec. 14–101. Introduction**

- a. The University of Texas at Austin is committed to providing a safe educational environment for everyone and does not tolerate hazing by any group or individual affiliated with the University. The University expects that all students and organizations will observe and fully comply with state law, the Regents' *Rules*, University regulations, and administrative rules associated with the prohibition of hazing.
- b. Hazing is prohibited under state law. The University will initiate disciplinary action in response to hazing incidents that take place during official functions of the University or during functions sponsored by registered student organizations or sponsored student organizations; the University will also initiate disciplinary action in response to hazing incidents that have a substantial connection to the interests of the University regardless of the location in which they occur, on or off campus. See Texas Education Code, Section 37.156 and Section 51.936 for more information.

#### **Sec. 14–102. Application**

- a. This chapter applies to individual students and organizations and states the function of administrative staff members of the University in disciplinary proceedings.
- b. Individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred while they were students.
- c. Students and organizations are subject to discipline for prohibited conduct under this chapter while participating in off-campus activities, whether or not the activities are sponsored by the University.

#### **Sec. 14–103. Definitions**

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Authorized representative" means a person designated to represent a registered student organization or a sponsored student organization as required in subsection 6–303(a) of the *Institutional Rules*.
2. "Dean of students" means the dean of students of the University of Texas at Austin or any delegate or representative of the dean of students.
3. "Hazing" or "hazing activity" means any intentional, knowing, or reckless act, occurring on or off of 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 any organization whose members are primarily students at an educational institution. Hazing includes but is not limited to
  - A. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance in or 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 subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
  - C. any activity involving 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 subsection;
  - E. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. See Texas Education Code, Section 37.151(6) for more information.
4. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, team, or service, social, or similar group whose members are primarily students, and includes but is not limited to groups with a valid registration under chapter 6 of the *Institutional Rules*. See Texas Education Code, Section 37.151(5) for more information.
5. "Student" means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus, or who engaged in prohibited conduct while he or she met the above criteria.



6. "University" means the University of Texas at Austin.

## **Subchapter 14–200. Prohibited Conduct**

### **Sec. 14–201. Personal Hazing Offense**

A person commits the offense of hazing and is subject to discipline under this chapter if the person

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident(s) 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. See Texas Education Code, Section 37.152 for more information.

### **Sec. 14–202. Organization Hazing Offense**

- a. An organization commits a hazing offense if the organization condones or encourages hazing or if an officer, authorized representative, or any combination of members, potential new members, or alumni of the organization commits or assists in the commission of hazing. See Texas Education Code, Section 37.153 for more information.
- b. No organizational activity, including but not limited to initiations or rituals, may include any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline.

### **Sec. 14–203. Consent Not a Defense**

Hazing with or without the consent of a student is prohibited, whether on or off campus, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. See Texas Education Code, Section 37.154 for more information.

## **Subchapter 14–300. Reporting Hazing**

### **Sec. 14–301. Obligation to Report**

- a. A person who believes that he or she has been subjected to hazing in violation of this chapter or a person who has knowledge of hazing activities should report the incident(s) in writing to the dean of students or another University official, administrator, or supervisor. A faculty member is not an "official, administrator, or supervisor" for this purpose unless that faculty member holds an administrative position.
- b. All supervisors, administrators, and University officials are responsible for promptly reporting incidents of hazing that come to their attention to the dean of students.
- c. No person is required to report hazing to the alleged offender.

### **Sec. 14–302. Immunity from Institutional Discipline**

- a. In an effort to encourage reporting of hazing incidents, the dean of students through written agreement may grant immunity from discipline under subsection 14–401 to a person who voluntarily reports a specific hazing event under subsection 14–301 if the person
  1. reports the incident(s) before being contacted by the dean of students concerning the incident(s) or otherwise being included in the institution's investigation of the incident(s); and
  2. cooperates in good faith by providing a complete and factual account of the incident(s) throughout the disciplinary process.
- b. A person will not be granted immunity under subsection 14–302(a) if the person
  1. reports the person's own act of hazing;
  2. reports an incident of hazing in bad faith or with malice as determined by the dean of students; or
  3. reports the incident after being contacted by the dean of students concerning the incident or otherwise being included in the institution's investigation of the incident.
- c. The dean of students may revoke the immunity granted under subsection 14–302(a) and initiate disciplinary proceedings under subsection 14–401 if the person
  1. is found to have engaged in the hazing activity under investigation;
  2. fails to cooperate fully and in good faith, as determined by the dean of students, by providing a complete and factual account of the incident(s) throughout the disciplinary process regarding the incident(s); or
  3. otherwise acts in bad faith or with malice as determined by the dean of students.
- d. The dean of students will notify a person regarding a grant or revocation of immunity under this section by letter or by e-mail.

### **Sec. 14–303. Immunity from Criminal and Civil Liability**

- a. The law grants immunity from criminal or civil liability to any person who in good faith and without malice reports a specific hazing event to the dean of students or other appropriate official under section 14–301 and immunizes that person from participation in any judicial proceeding resulting from that report. See Texas Education Code, Section 37.155 for more information.
- b. 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 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. See Texas Education Code, Section 37.157 for more information.



## **Subchapter 14–400. Administration of Discipline**

### **Sec. 14–401. Individual Discipline**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal or civil laws, the dean of students may initiate disciplinary proceedings under chapter 11 of the *Institutional Rules* against a student accused of violating chapter 14.

### **Sec. 14–402. Organizational Discipline**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal or civil laws, the dean of students may initiate disciplinary proceedings under chapter 6 of the *Institutional Rules* against an organization accused of violating chapter 14.

### **Sec. 14–403. Interim Disciplinary Action**

Pending a hearing or other disposition of the allegations, the dean of students or the president of the University may take such immediate interim disciplinary action against a student under Chapter 11 or an organization under chapter 6 of the *Institutional Rules* as is appropriate to the circumstances. Failure to comply may result in additional disciplinary action under chapter 6 and/or chapter 11 of the *Institutional Rules*.

### **Sec. 14–404. Potential Criminal Liability**

Under state law, individuals or organizations engaging in hazing may be subject to fines and charged with a criminal offense. See Texas Education Code, Section 51.936 and Section 37.151 et seq. for more information.

# Appendix D: Policy on Sex Discrimination and Sexual Harassment

## 1. Policy Statement

It is the policy of the University of Texas at Austin (University) to provide an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex and gender, including sexual harassment. Sex and gender discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action as detailed in Appendix C (Chapter 11, Student Discipline and Conduct). The University encourages students, faculty, staff, and visitors to promptly report incidents of sex and gender discrimination and sexual harassment.

## 2. Scope

This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors, or contractors. All visitors, applicants for admission to or employment with the University, and students and employees of the University are required to cooperate in any University-led investigation or inquiry into a complaint made under this policy.

## 3. Definitions

- **Complaint.** A signed document or other report, including verbal reports, alleging a violation of this policy.
- **Complainant.** A person who submits a complaint alleging a violation of this policy.
- **Respondent.** The person designated to respond to a complaint. Generally, the respondent would be the person alleged to be responsible for the prohibited discrimination or sexual harassment alleged in a complaint. The term "respondent" also may be used to designate persons with direct responsibility for a particular action or those persons with administrative responsibility for procedures and policies in those areas covered in a complaint.
- **Notification.** Occurs two days after the date of posting of any properly addressed document in the United States mail, properly addressed, or upon the date of receipt of any document, when placed in the campus mail. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the address currently on file with the university.
- **Sex Discrimination (which includes Sexual Harassment).** Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group's employment or education on the basis of sex.
- **Sexual Harassment.** Unwelcome conduct of a sexual nature. Sexual harassment is a form of sex discrimination that includes:
  1. Sexual violence, as defined under the Texas Penal Code which includes rape, sexual assault, sexual battery, and sexual coercion, and can occur when:
    - The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education;
    - The submission to or rejection of unwelcome physical conduct of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations;
    - Unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, that have the effect of creating an objectively hostile environment that substantially interferes with employment or education on the basis of sex; or
    - Such conduct is intentionally directed towards a specific individual and has the purpose or effect of unreasonably interfering with that individual's education, employment, or participation in University activities, or creating an intimidating, hostile, or offensive atmosphere.
  2. Physical conduct that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes but is not limited to:
    - Unwelcome intentional touching;
    - Deliberate physical interference with or restriction of movement;
  3. Verbal conduct, including oral, written, or symbolic expression, that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes but is not limited to:
    - Explicit or implicit propositions to engage in sexual activity;
    - Gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;
    - Gratuitous remarks about sexual activities or speculation about sexual experiences;
    - Persistent, unwanted sexual or romantic attention;
    - Subtle or overt pressure for sexual favors;
    - Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
    - Deliberate, repeated humiliation or intimidation based upon sex.

This policy applies only to verbal conduct that is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

## 4. Contacts:

Title IX Coordinator  
Dr. Jennifer R. Hammat

Assistant Vice President for Compliance Services  
512-232-3992  
[www.utexas.edu/student-affairs/policies/title-ix](http://www.utexas.edu/student-affairs/policies/title-ix)

Deputy Title IX Coordinator  
Mr. Travis Gill, Director of Investigations  
Office of Institutional Equity  
512-471-1849  
<http://www.utexas.edu/eos/>

Deputy Title IX Coordinator  
Ms. Christa Lopez, Associate Director  
Student Emergency Services  
Office of the Dean of Students  
512-471-5017  
<http://deanofstudents.utexas.edu/>

## 5. Responsibilities and Procedures

### 1. General Policy Guidelines

#### A. Reporting

A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any University official, administrator, supervisor, or the Title IX Coordinator. Students are encouraged to report such incidents to the Office of the Dean of Students; employees and campus visitors are encouraged to report to the Office of Institutional Equity. Reports of sex discrimination or sexual harassment can be made to the University at any time, however, the University encourages individuals to report such incidents as soon as possible after the date of the alleged incident so prompt action can be taken to investigate and resolve the complaint.

No person is required to report sex discrimination or sexual harassment to the alleged offender.

Student complaints of sex discrimination, sexual harassment (including sexual violence) or sexual misconduct should be reported to the Office of the Dean of Students.

Ms. Christa Lopez, Associate Director, Student Emergency Services  
Office of the Dean of Students  
Deputy Title IX Coordinator  
4.104 Student Services Building  
512-471-5017

[christa.sandelier@austin.utexas.edu](mailto:christa.sandelier@austin.utexas.edu)

Students may also contact the U.S. Department of Education, Office of Civil Rights to complain of sex discrimination or sexual harassment, including sexual violence: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

Employees and campus visitors are encouraged to report to the Office of Institutional Equity.

Mr. Travis Gill, J.D., Director of Investigations, Office of Institutional Equity  
Deputy Title IX Coordinator  
4.302 North Office Building  
512-471-1849  
[travis.gill@austin.utexas.edu](mailto:travis.gill@austin.utexas.edu)

Complaints regarding sexual violence may also be reported to the University or Austin police departments; the Title IX Coordinators can assist individuals with contacting The University of Texas at Austin Police Department or the City of Austin Police Department.

#### B. Referral Responsibility

Every supervisor, administrator, and University official is responsible for promptly reporting incidents of sex discrimination and sexual harassment that come to his or her attention to the Office of the Dean of Students, the Office of Institutional Equity, or the Title IX Coordinator. Where a supervisor, administrator or University official is concerned about the conduct of a particular University employee but no specific complaint has been made, such concerns may be forwarded to the Office of the Dean of Student, the Office of Institutional Equity or the Title IX Coordinator for discussion and potential investigation.

#### C. Resolution Options

A person who believes that he or she has been subjected to sex discrimination or sexual harassment and seeks to take action may use either the informal resolution process or the formal complaint process, or both. The informal resolution and formal complaint resolution process described in this policy are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time. Notwithstanding the foregoing, use of the informal resolution process is not available in cases involving sexual violence.

#### D. Institutional Responsibility

If sufficient information is provided to reasonably indicate an offense occurred, the University may investigate an alleged incident even if no complaint is made.

## 2. Resolution Procedure

### A. Informal Resolution

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

A request for informal resolution should normally be made within ninety (90) days of the date of the alleged incident to either the Office of the Dean of Students or the Office of Institutional Equity, who shall determine whether the nature of the problem is such that it can be resolved by agreement on an informal basis, and if so, which office will do so.

Methods for informal resolution may include, but are not limited to: coaching the person on how to directly address a situation which is causing a problem; aiding in the modification of a situation in which the offensive conduct occurred; assisting a department or division with the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the Sex Discrimination and Sexual Harassment Policy.

The University shall document any informal resolution. Such documentation shall be retained by the Office of the Dean of Students or the Office of Institutional Equity as appropriate and will be kept confidential to the extent permitted by law. An informal resolution meeting shall not be considered a precondition for entering into the formal complaint resolution process described below.

### B. Formal Complaint Resolution

#### 1. Complaint

A complaint alleging sex discrimination or sexual harassment should be submitted, preferably in writing, to the Office of Institutional Equity or the Office of the Dean of Students. The complaint should contain the following information:

- Name and UT Identification Number of the Complainant(s);
- Contact Information, including address, telephone, and e-mail;
- Name of person(s) directly responsible for alleged violation(s);
- Date(s) and place(s) of alleged violations;
- Nature of alleged violation(s) as defined in this policy;
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents pertaining to the alleged violation(s);
- Names of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Complainant's signature and date of filing; and
- Any other relevant information.

The lack of information, such as but not limited to, the kinds or types listed above, may impact the responsible University office's ability to fully investigate a complaint.

#### 2. Time Limit

A complaint should normally be filed within ninety (90) calendar days of the occurrence of the alleged violation. However, circumstances may allow for an inquiry into alleged incidents outside the ninety (90) day period. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that semester.

#### 3. Acknowledgement

Within five (5) working days after receipt of a complaint, the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, will send the complainant a brief acknowledgement of the complaint, stating that the complaint will be evaluated, and advising the complainant(s) that he or she will be contacted within a given time. The acknowledgment letter will include a copy of these complaint procedures.

#### 4. Complaint Evaluation

A formal investigation will be initiated if a complaint is complete, falls within the scope of this policy, and articulates sufficient specific facts, which, if determined to be true, would support a finding by the greater weight of the credible evidence that this policy was violated. The University may choose not to proceed with a complaint investigation under a variety of circumstances, if, for instance, such as when:

- a person fails to provide a complaint;
- a complaint fails to describe in sufficient detail the conduct that is the basis of the complaint;
- the conduct described in the complaint is not covered by this policy;

If it is determined that the University will not proceed with a complaint investigation, the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten (10) working days of the notification, he or she may appeal the determination not to proceed with a complaint investigation to the Vice President for Diversity and Community Engagement or the Vice President for Student Affairs, as appropriate. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint was in error. The appropriate vice president will respond within twenty (20) working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, for investigation in accordance with the procedures outlined below.

## 5. Notification of Respondent

If it is determined that the University will proceed with a complaint investigation, the Office of Institutional Equity or the Office of the Dean of Students will give the respondent written notification of the complaint investigation, with a copy to the complainant. The notification letter will include a copy of any written complaint or a statement setting out the complaint. The notification letter will provide the respondent an opportunity to submit a written response to the allegations within ten (10) working days, unless unusual circumstances warrant additional time. The notification letter will include a statement advising the respondent that retaliation against the complainant is prohibited and will subject the respondent to appropriate disciplinary action.

## 6. Investigation Responsibility

The Office of the Dean of Students is responsible for conducting formal investigations of complaints against students alleging sexual discrimination and sexual harassment. The Office of Institutional Equity is responsible for conducting formal investigations of complaints against non-students alleging sexual discrimination and sexual harassment. If a complaint is directed against an individual who would otherwise play a role in investigating and attempting to resolve the complaint, the function assigned to that person by these procedures will be delegated to another person.

## 7. Investigative Process and Findings

The investigator will interview both the complainant and the respondent(s) and persons who are considered to have pertinent factual information related to the complaint. The investigator shall also gather and examine documents relevant to the complaint. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Findings will be based on the totality of circumstances surrounding the conduct complained of, including but not limited to: the context of that conduct, its severity, frequency, whether it was physically threatening, humiliating, or was simply offensive in nature.

## 8. Representation

During the complaint process, the complainant(s) and the respondent(s) may designate and thereafter be accompanied by an adviser of his or her choosing at meetings and interviews at which he or she is present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.

## 9. Submission of Evidence

During the complaint investigation process, the complainant(s) and the respondent(s) may provide the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, with all documents relied upon or otherwise relevant to the issues raised in the complaint.

Other evidence obtained by the Office of Institutional Equity or the Office of the Dean of Students will be reviewed as appropriate.

## 10. Report of Findings and Recommendation—Complaints Against Non-Students

- a. The investigator will provide a proposed statement of findings, copies of relevant documents and any physical evidence considered to the appropriate vice president within thirty (30) working days of receipt of the respondent's statement, unless unusual circumstances require more time. The appropriate vice president to act on complaints against faculty and staff will be the vice president over the area where the respondent is employed. The appropriate vice president to act on complaints against contractors and visitors will be the Vice President for University Operations. If a complaint is directed against a vice president who would otherwise act on a complaint, the function assigned to that vice president will be delegated to another person. In all instances, the appropriate vice president is responsible for disciplining or otherwise sanctioning an individual found to be in violation of this policy. If a vice president is found to be in violation of this policy, the responsibility for disciplining or otherwise sanctioning the vice president falls to the president or his delegate.
- b. The appropriate vice president will promptly notify the complainant and the respondent, with a copy to the Title IX Coordinator, that the investigation has been completed and attach a copy of the proposed statement of findings. Student identifiable information, if any, which is confidential by law, will be redacted. Within ten (10) working days from the date of notification, the complainant and respondent may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have.
- c. Within fifteen (15) days of the notification to the complainant and the respondent that the investigation has been completed, the appropriate vice president and the investigator shall meet to discuss the findings and review the record, along with any comments and proposed corrections submitted by the complainant and respondent.
- d. Within fifteen (15) working days from the meeting described in subsection c. above, the vice president shall take one of the following actions: 1) request further investigation into the complaint; 2) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or, 3) find that this policy was violated.
- e. If the vice president determines that this policy was violated, he or she, following consultation with the investigator or other knowledgeable persons as appropriate, shall determine a disciplinary action that is appropriate for the severity of the conduct. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension without pay, and termination.
- f. The vice president shall inform the complainant and respondent, and the appropriate unit head in writing of his or her decision, and shall attach a copy of the final statement of findings. Copies of the vice president's letter, the attached statement of findings, and relevant documents shall also be sent to the Office of the Dean of Students or the Office of Institutional Equity as appropriate.

## 11. Report of Findings and Recommendation—Complaints Against Students

- a. The investigator will provide a proposed statement of findings, copies of relevant documents and any physical evidence considered to the Dean of Students within thirty (30) working days of receipt of the respondent's statement, unless unusual circumstances require more time.
- b. Dean of Students and the investigator shall meet within fifteen (15) working days to discuss the findings, and review the record.
- c. Within fifteen (15) working days from the meeting described in subsection b. above, the Dean of Students shall take one of the following actions: 1) request further investigation into the complaint; 2) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or 3) proceed with an administrative disposition.
- d. If the Dean of Students determines that this policy was violated, the dean, following consultation with the investigator or other knowledgeable person(s) as appropriate, shall determine whether to initiate a disciplinary action appropriate for the severity of the conduct pursuant to the

*Institutional Rules on Student Services and Activities (Chapter 11, Appendix C (p. 130) of the General Information Catalog).* Disciplinary actions can include, but are not limited to, documented warning, the imposition of conditions, probation, suspension, and expulsion.

- e. As required by federal law, any disclosure of the findings and decision of the Office of the Dean of Students will be governed by the provisions of the Family Educational Rights and Privacy Act.

### **3. Miscellaneous**

#### **A. Employee Grievance of a Disciplinary Action**

1. Any employee disciplined pursuant to this policy, except faculty, teaching assistants, assistant instructors, or members of the University of Texas at Austin Police Department (each of whom are subject to separate procedures, which they may invoke as appropriate), may grieve that action by submitting a written grievance, within ten (10) working days of the imposition of the disciplinary action, to the president's office. Ordinarily, the president will assign responsibility for review and action on the appeal of the vice president's action to another vice president; however, when required by unusual circumstances, the president may review and handle a grievance pursuant to this policy.
2. If the disciplinary action that is being grieved does not involve termination, demotion, or suspension without pay the vice president shall thoroughly review and finally decide the matter within thirty (30) calendar days of its receipt unless unusual circumstances require more time.
3. If the disciplinary action that is being grieved involves termination, demotion, or suspension without pay of an employee who is covered by Handbook of Operating Procedures 5-2420, the vice president who is assigned to review the grievance shall follow the procedures for appealing such actions contained in that section.

#### **B. Retaliation Prohibited**

A student, faculty, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in an investigation of such a complaint, is subject to disciplinary action, up to and including dismissal from the University.

#### **C. Filing of False Complaints**

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal from the University.

#### **D. Effect on Pending Personnel Actions**

The filing of a sex discrimination, sexual harassment, or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated University rules or policies.

#### **E. Relationship of Complaint Process to Outside Agency Time Limits**

The filing of a sex discrimination or sexual harassment complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

#### **F. Title IX Grievance Procedure**

This complaint procedure shall also constitute the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, "complaint" is synonymous with "grievance."

#### **G. Time Frames**

Time frames mentioned in these procedures may be extended for good cause, such as holidays or when classes are not in session, or when it is necessary to complete an investigation due to difficulties reaching witnesses or parties to the complaint, or as fairness requires.

#### **H. Documentation and Confidentiality**

The University shall maintain documents related to complaints under this policy as required by law. The Office of the Dean of Students shall be primarily responsible for records related to complaints against students. The Office of Institutional Equity shall be primarily responsible for records related to complaints against non-students. The confidentiality of a complaint under this policy and all documents, correspondence, interviews and discussions relating to the investigation of the information contained in a complaint will be maintained on a need to know basis to the extent permitted by law. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a complaint or otherwise relating to the investigation of a complaint under this policy is subject to disciplinary action.

#### **I. Police Responsibilities**

1. In cases where an incident is reported to University police, the police must advise the alleged victim of their right to file a sexual harassment complaint under this policy.
2. University policy shall provide University officials investigating sexual harassment complaints access to any related University law enforcement records, so long as it does not compromise any criminal investigation.

#### **J. Counseling and Health Services**



Counseling and health services are available to University administrators, faculty, staff, and students, including victims of sexual harassment or assault. The Title IX and deputy Title IX coordinators listed in Section IV are available to advise such individuals of their options and would be available to go with them.

**a. For Students:**

1. Counseling and Mental Health Center, Voices Against Violence Program (VAV) (512) 471-3515; <http://www.utexas.edu/student/cmhc>.

- Provides advocacy services to help survivors with safety, legal, housing, academic, and medical options
- Offers individual and group counseling services for survivors of sexual assault relationship violence, and stalking
- Operates twenty-four-hour telephone counseling service at (512) 471-CALL (471-2255)
- Offers interactive peer theatre educational programming that addresses the complex issues surrounding sexual assault on campus
- Provides training that is customized for faculty, staff, and/or students
- Manages VAV Survivor Emergency Fund

2. University Health Services

<http://healthyhorns.utexas.edu>.

Appointments: (512) 471-4955

Twenty-four-hour Nurse Advice Line: (512) 475-NURS (475-6877)

Health Promotion Resource Center: (512) 475-8252

- Provides general exams to treat injuries, both internal and external
- Performs testing for sexually transmitted infections after an assault
- Distributes educational and prevention information

**b. For Employees:**

Employee Assistance Program (EAP).

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

Appointments: (512) 471-3366

- Provides confidential, professional assistance
- Distributes educational and prevention information

**K. Consensual Relationships**

Participation of a supervisor, teacher, adviser, or coach in a consensual romantic or sexual relationship with a subordinate employee or student in all cases creates a prohibited conflict of interest that must be addressed under the policy on consensual relationships (see Handbook of Operating Procedures 3-3050).

**L. Sexual Misconduct**

Employee conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is unprofessional and/or inappropriate for work sites and teaching locations, may constitute prohibited sexual misconduct under the policy on sexual misconduct.

**For assistance:** Questions regarding this policy should be directed to the Office of the Dean Students or Office of Institutional Equity, or the Title IX coordinator.

# Appendix E: Policy on Sexual Misconduct

## I General Policy Guidelines

### A. Policy Statement

It is the policy of the University of Texas at Austin to provide an educational and working environment for students, faculty members, staff members, and visitors that is free from sexual misconduct. The University encourages students, faculty members, staff members, and visitors to promptly report incidents of sexual misconduct and will respond appropriately, including taking disciplinary action when warranted, in response to sexual misconduct by its students, faculty members, staff members, visitors, and contractors

### B. Definitions

Sexual misconduct is behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and working environment. Behaviors that may constitute sexual misconduct include but are not limited to

- Repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting, even if not objected to by those present
- Failure to observe the appropriate boundaries of the supervisor/subordinate or faculty member/student relationship, including the participation of a supervisor, teacher, adviser, or coach in an unreported consensual romantic or sexual relationship with a subordinate employee or student

## II Procedures for Reporting and Responding to Sexual Misconduct

There are a number of ways in which concerns or complaints related to sexual misconduct can be addressed; however, no student, faculty member, staff member, or visitor is required to report or allege a violation of the sexual misconduct policy to the person who is the subject of the complaint. Concerns will be kept confidential to the extent permitted under the law.

### A. Reporting to the Office of Institutional Equity

Faculty members, staff members, student employees, and visitors who wish to complain about sexual misconduct may raise their concerns directly with the Office of Institutional Equity (OIE). Incidents should be reported as soon as possible after the time of their occurrence, preferably within ninety (90) days. OIE will work with affected University units to resolve the concern. If the complainant is a student employee, OIE will work with the Office of the Dean of Students to determine how the complaint will be handled.

### B. Reporting to the Office of the Dean of Students

Students may also complain of sexual misconduct directly to the Office of the Dean of Students, which will work with the Office of Institutional Equity to determine how the complaint will be handled. Incidents should be reported as soon as possible after the time of their occurrence, preferably within ninety (90) days. Allegations of sexual misconduct that concern another student will be handled through Student Judicial Services, in accordance with the *Institutional Rules on Student Services and Activities* [Appendix C, chapter 11 (p. 130)].

### C. Reporting to a Supervisor, Administrator, or University Official

University faculty and staff members may also bring an allegation of sexual misconduct to their immediate supervisor or to another University administrator or official in their supervisory chain. The reports should be made as soon after the incident as possible, preferably within ninety (90) days. Supervisors, administrators, and University officials are responsible for promptly contacting the Office of Institutional Equity to discuss incidents of sexual misconduct prior to taking action in response to them. If a student reports the allegation to a University administrator or official, they should contact the Dean of Students. Supervisors, administrators, and University officials who become aware of possible sexual misconduct on the part of faculty members, staff members, or students do not need to wait for a complaint to respond to it; however, they need to consult with the Office of Institutional Equity/Office of the Dean of Students about the matter before taking action.

## III Miscellaneous

### A. Documentation

The Office of Institutional Equity will document the existence and resolution of incidents of sexual misconduct. It will maintain the confidentiality of those documents to the extent permitted by law.

### B. Grievance of a Disciplinary Action

A faculty or staff member receiving discipline as a result of this policy may file a grievance/appeal through the use of the appropriate grievance/appeal procedure.

Any student receiving discipline as a result of this policy may file an appeal through the use of the appeal process outlined in the *Student Discipline and Conduct* chapter [subchapter 11–800] of the *Institutional Rules on Student Services and Activities* Appendix C (p. 99).]

**For assistance:** Students with questions regarding this policy are directed to the Office of the Dean of Students. All other questions may be addressed to The Office of Institutional Equity.

Source: Revised Handbook of Operating Procedures, Policy 4.A.3

# Appendix F: Policy on Consensual Relationships

## A. Policy Statement

It is the policy of the University that employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students, or student employees recognize and respect the ethical and professional boundaries that must exist in such situations. Consensual relationships, as defined in this policy, create conflicts of interest or appearances of impropriety that impair the integrity of academic and employment decisions. Such relationships also contain the potential for exploitation of the subordinate employee, student, or student employee and the possible professional or academic disadvantage of third parties, and can subject both the University and individuals to the risk of liability. Therefore the University strongly discourages consensual relationships between supervisors and subordinates, teachers and students, and advisers and students. Should such a relationship develop, the teacher, supervisor, or adviser has the obligation to disclose its existence to an immediate supervisor and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the employee, student, or student employee.

## B. Scope

This policy applies to all faculty members, staff members, and students of the University of Texas at Austin.

## C. Definitions

A consensual relationship is a mutually acceptable romantic or sexual relationship between a University employee with supervisory, teaching, evaluation, or advisory authority and an employee, student, or student employee who is directly supervised, taught, evaluated, or advised by that employee.

A conflict of interest or an appearance of impropriety arises when an individual with the authority and the responsibility to evaluate the work or performance of an employee, student, or student employee initiates, acquiesces in, or engages in an intimate romantic or sexual relationship with that employee, student, or student employee.

## D. Reporting Responsibility

In the event that a consensual relationship exists or begins to develop, the individual in the supervisory, teaching, or advisory position shall immediately notify his or her immediate supervisor of the relationship and cooperate with that supervisor in making the arrangements necessary to resolve the conflict of interest.

## E. Immediate Supervisor Responsibility

A supervisor who is notified or becomes aware of a consensual relationship shall take immediate steps to alter the conditions that create the conflict of interest or the appearance of impropriety caused by the relationship. In most instances, that will be accomplished by providing an alternative means for the supervision, teaching, advising, or evaluation of the subordinate employee, student, or student employee.

## F. Failure to Report or Cooperate

Employees in positions of authority who enter into or persist in consensual romantic or sexual relationships without reporting them, or who fail to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety they present, will be subject to disciplinary action, up to and including termination. In the event that a complaint of sexual harassment or sexual misconduct is brought by the subordinate party regarding an unreported relationship, there will be no presumption that the relationship was consensual in nature.

## G. Grievance of Disciplinary Actions

Disciplinary actions imposed for violations of this policy may be grieved or appealed by the individual who is disciplined pursuant to existing University policies and procedures.

## H. Miscellaneous

Please consult the following additional policies as needed:

- Appendix C, chapter 11 (p. 130): Student Discipline and Conduct
- Appendix D (p. 159): Policy on Sex Discrimination and Sexual Harassment
- Appendix E (p. 165): Policy on Sexual Misconduct
- Appendix H (p. 169): Prohibition of Sexual Assault
- Appendix I (p. 174): Nondiscrimination Policy

**For assistance:** Questions regarding this policy should be directed to the Office of the Dean of Students or the Office of Institutional Equity.

Source: Revised Handbook of Operating Procedures, Policy 4.A.2

# Appendix G: Policy on AIDS and HIV Infection

## Background

The University of Texas at Austin recognizes human immunodeficiency virus (HIV) as a serious public health threat and is committed to encouraging an informed and educated response to questions raised by faculty members, staff members, and students. Guidelines in this policy have been developed to address the medical, educational, legal, administrative, and ethical issues involved.

The purpose of this policy is to provide guidelines to the University for compliance with Title 25, part 1, chapter 96, Texas Administrative Code, Bloodborne Pathogens and section 51.919, Texas Education Code, for responding to specific situations involving persons with AIDS (acquired immune deficiency syndrome) or HIV (human immunodeficiency virus) infections in the areas of administrative policy, residence life, health education, testing for HIV infection, confidentiality of information related to persons with AIDS or HIV infection, and patient care. The policy is applicable to students and employees of the University.

Throughout this appendix, "HIV infection" denotes the total spectrum of the disease, from HIV seropositive but asymptomatic infection to fully developed AIDS.

## General Policies

1. **Institutional committee.** The University Bloodborne Pathogens Control committee annually reviews its written Bloodborne Pathogens Exposure Control Plan that provides direction on the elimination or minimization of exposure to bloodborne pathogens, including HIV, in occupational and educational settings in accordance with the State of Texas Health and Safety Code, section 81.304 and with guidance from the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens. The committee will include, as a minimum, the Environmental Health & Safety (EHS) department, University Health Services (UHS), the HealthPoint Occupational Health Program and representation from departments that employ workers with reasonable anticipation of exposure to bloodborne pathogens, including HIV.
2. **Admissions.** The existence of HIV infection will not be considered in admissions decisions unless current scientific information indicates required academic activities may expose others to risk of transmission.
3. **Employment.** The existence of HIV infection will not be used to determine suitability of applicants for employment by the University. An HIV-infected employee will remain employed as long as he or she is able to perform the essential functions of the job and is able to meet the job performance standards.
4. **Class attendance.** A student with HIV infection will be allowed to attend all classes without restrictions, as long as the student is physically and mentally able to participate and perform assigned work, and poses no health risk to others.
5. **Access to facilities.** A person with HIV infection will not be denied access to any University facility on the basis of HIV-positive status.
6. **Residential housing.** The University residential housing staff will not exclude HIV-positive students from University housing, and will not inform other students that a person with HIV infection lives in University housing.
7. **Safety precautions.** The University has guidelines for health care workers and students in the health professions concerning the prevention of transmission of bloodborne pathogens, which includes HIV among others. Training requirements are detailed in the University's Bloodborne Pathogens Exposure Control Plan.
8. **Education.**
  - a. **Information on prevention provided to students.**
    1. The University will routinely offer students education based on HIV education and prevention programs developed by the Texas Department of State Health Services, the Centers for Disease Control, and other health authorities and tailored to students' cultural, educational, language, and developmental needs.
    2. University Health Services will provide information on prevention of HIV infection, including
      - a. the value of abstinence and long-term mutual monogamy;
      - b. information on the efficacy and use of condoms;
      - c. information on conduct that may result in the transmission of HIV; and
      - d. state laws relating to the transmission of HIV; offering or referring students to anonymous HIV counseling and testing services.
  - b. **Guidelines for laboratory courses.** Departments offering laboratory courses requiring exposure to material that has potential for transmitting HIV will adopt safety guidelines using standard precautions for handling such material and distribute these guidelines to students and staff members prior to such exposure.
  - c. **Distribution of policy.** The University will make this policy on HIV infection available to students, faculty members, and staff members by including the policy in the student, faculty, and personnel guides if practicable, or by any other method.
  - d. **Education of students entering health professions.** Each college or school offering medical, dental, nursing, allied health, counseling, and/or social work degree programs should include within the program curricula information about
    1. methods of transmission and methods of prevention of HIV infection;
    2. federal and state laws, rules, and regulations concerning HIV infection and AIDS; and
    3. the physical, emotional, and psychological stress associated with the care of patients with terminal illnesses.
  - e. **Education of employees where exposure to HIV may be part of their employment duties.** Departments requiring employees to perform employment duties where risk of exposure to HIV is possible will provide training about HIV transmission specific to their employment duties and methods to minimize or eliminate that risk by following standard precautions. Standard precautions includes an overview of the engineering

controls, administrative controls, and personal protective equipment used to minimize or eliminate risk of exposure. The University's Bloodborne Pathogens Exposure Control training program includes information specific to HIV and standard precautions.

9. **Unemployment compensation benefits.** The University will inform employees via employee or faculty guides that state law provides that an individual will be disqualified for unemployment compensation benefits
  - a. if the Texas Workforce Commission finds that the employee left work voluntarily rather than provide services included within the course and scope of employment to an individual infected with a communicable disease, including HIV. This disqualification applies if the University provided facilities, equipment, training, and supplies necessary to take reasonable precautions against infection.
  - b. if the Texas Workforce Commission finds that the employee has been discharged from employment based on a refusal to provide services included within the course and scope of employment to an individual infected with a communicable disease, including HIV. This disqualification applies if the University provided facilities, equipment, training, and supplies necessary to take reasonable precautions against infection.
10. **Health benefits.** No University student or employee will be subjected to impermissible discrimination under a health benefits plan endorsed by the University on the basis of a positive HIV test result.

Source: Excerpted from the *Handbook of Operating Procedures*, section 7.26

# Appendix H: Prohibition of Sexual Assault

## 1. General Policy Guidelines

### A. Policy Statement

It is the policy of the University of Texas at Austin (University) to foster a campus environment that is free from intimidation and one in which students may be educated to their fullest potential. Therefore, the University will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape. The University encourages the prompt reporting of any incidence of sexual assault.

### B. Scope

A student who individually, or in concert with others, participates or attempts to participate in a sexual assault, including but not limited to abuse of, or threats against, any other student, is subject to disciplinary action by the University, notwithstanding any action that may or may not be taken by the civil or criminal authorities. In addition to incidents that occur on the University campus, the University may take disciplinary action in response to incidents that take place during official functions of the University, or those sponsored by registered student organizations, or incidents that have a substantial connection to the interests of the University regardless of the location in which they occur. Students who may have been assaulted by someone who is not affiliated with the University may contact any of the available University support services listed in this policy.

### C. Definitions

1. "Actor" means the person alleged to have committed a sexual assault.
2. "Another" means a person other than the actor.
3. "Consent" means assent in fact, whether express or apparent, by all of the involved parties to engage in the same sexual activity at the same time.
4. "Minor" means a person younger than seventeen (17) years of age.

### D. Sexual Assault

An actor commits a sexual assault if he/she intentionally or knowingly:

1. Causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; or
2. Causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
3. Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor.

### E. Consent

An individual's manner of dress or the existence of a current or past dating relationship between two or more individual does not, in and of itself, constitute consent to engage in a particular sexual activity. Consent is informed and voluntary and can be revoked at any time and for any reason. However, there are certain instances where an individual **cannot** give consent to participate in a sexual act. The following illustrate some of those instances:

1. The actor compels another to submit to or participate in a sexual act by the use of physical force or violence against the other person.
2. The actor compels another to submit to or participate in a sexual act by threatening to use force or violence against the other person.
3. The person has not consented to the sexual act and the actor knows the other person is unconscious or physically unable to resist.
4. The actor knows that the other person is, at the time of the sexual act, incapable of either appraising the nature of the act or of resisting it.
5. The other person has not consented to the sexual act and the actor knows the other person is unaware that the sexual act is occurring.
6. The actor or another has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge.
7. The actor compels the other person to submit to or participate in a sexual act by threatening to use force or violence against any other person.
8. The individual is under the age of seventeen (17) and is not the spouse of the actor.

### F. Minors

An actor commits a sexual assault against a minor (who is not the spouse of the actor) if the actor:

1. Causes the penetration of the anus or sexual organ of a minor by any means; or
2. Causes the penetration of the mouth of a minor by the sexual organ of the actor; or
3. Causes the sexual organ of a minor to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
4. Causes the anus of a minor to contact the mouth, anus, or sexual organ of another person, including the actor; or
5. Causes the mouth of a minor to contact the anus or sexual organ of another person, including the actor.

### G. Use of Drugs and Alcohol

The fact that the student accused of sexual assault was under the influence of drugs or alcohol at the time of the alleged violation will not diminish the student's responsibility for a violation of the *Institutional Rules on Student Services and Activities*, nor shall being under the influence of alcohol or drugs be construed as an invitation to or as implied consent for unwanted sexual advances. A student who believes he or she has been the victim of sex discrimination, sexual harassment, sexual assault or sexual misconduct under this policy but is reluctant to file a complaint with the Office of the Dean of Students because he or she had consumed or was in possession of drugs or alcohol either before or at the time of the incident(s) giving rise to an alleged violation of this policy, please be advised that the Office of the Dean of Students is more concerned about the allegation of a violation of this policy than the student's alcohol or drug use or possession. Therefore, the student should not let such fears prevent him or her from reporting an alleged violation of this policy to the Office of the Dean of Students.

### H. Other Relevant Policies



There are some instances of conduct of a sexual nature that may not rise to the level of sexual assault as defined in this appendix but that nonetheless violate other university policy. For example, see Appendix D (p. 159) (Policy on Sex Discrimination and Sexual Harassment), Appendix E (p. 165) (Policy on Sexual Misconduct), and Appendix C (p. 130) (Chapter 11, Student Discipline and Conduct) for more information.)

## 2. Options and Resources for Individuals Who Have Experienced a Sexual Assault

### A. Police and Medical

A student who experiences any form of sexual assault is encouraged to seek immediate medical care. Students can undergo a medical exam to preserve physical evidence of the assault with or without the police's involvement. This should be done immediately if possible. If not immediately, students who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within five (5) days of the assault if law enforcement is involved and within four (4) days if they are not. With the student's consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation; however, a student may undergo a SAFE regardless of whether they have contacted, or intend to contact, the police. To undergo a SAFE, go directly to the emergency department of St. David's Medical Center at 919 East 32nd Street, Austin, TX, 78705. For more information about the SAFE, see <http://hopelaws.org/>.

The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE. For more information about financial resources for UT students, please see the information about Voices Against Violence and Student Emergency Services below.

**Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to a University disciplinary hearing.** If the police are called, a uniformed officer will be sent to the scene to take a detailed statement. A ride to the hospital may be provided by a police department counselor. A report may be filed with the police regardless of whether or not the assailant was a UT student.

If a decision is made to make a report to the police, it is important to note that police jurisdictions depend on where the sexual assault occurred.

If the incident occurred on the UT campus, a report may be filed with the UT Police Department (UTPD) by calling (512) 471-4441 or in person at UTPD headquarters at 2201 Robert Dedman Drive (across from the Manor Garage and the football stadium).

If the incident occurred in Austin but off-campus, a report may be filed with the Austin Police Department (APD), regardless of time elapsed since the assault occurred. If a report is made to the police, a uniformed officer will be dispatched to the location to make a written report.

A student who has experienced a sexual assault is strongly encouraged to seek medical and psychological care regardless of whether he/she intends to request a SAFE or report the assault to the police. He/she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy regardless of whether the police were contacted or a SAFE was performed. Medical care can be provided at University Health Services, at a local emergency room, or by a private physician. Psychological support can be provided by the UT Counseling and Mental Health Center, SafePlace, or by a care provider of the student's choosing. The contact information for these services can be found below in Section E.

UHS Nurse Advice Line is staffed twenty-four hours a day, every day of the year. Students may call (512) 475-6877 (NURS) for free advice and guidance about health-related questions.

A student who experiences any form of sexual assault may pursue any civil or criminal remedies provided by state law.

- Emergency: 911
- Victim Services (bilingual operators available): 512-974-5037
- Relationship violence (Family Protection Team): 512-974-8535
- Non-emergency stalking reports: 311

### B. Crisis Support

**Student Emergency Services (512)-471-5017** (M – F, 8 a.m. – 5 p.m.) may provide limited emergency funds, assist with academic issues, provide referrals within the University and in the Austin area when necessary, and serve as an advocate for students while working with other campus departments.

**Crisis Counseling at the Counseling and Mental Health Center (CMHC)** is available on a walk-in basis (M – F, 8 a.m. – 5 p.m.). No appointment is necessary for this option. This can be accomplished by coming to the CMHC reception desk on the 5th floor of the Student Services Building (SSB) to request a same-day appointment in order to deal with an "urgent VAV issue(s)."

**Calling UT 24-hour Telephone Counseling** at 512-471-CALL (2255) (*UT Students Only*). Callers can either choose to identify themselves when calling or remain anonymous.

**SafePlace** is a local nonprofit organization that also offers a twenty-four-hour hotline for survivors of sexual assault and domestic violence. The phone number is (512) 267-SAFE (267-7233). For more information about services available at SafePlace, visit the Web site: <http://www.safeplace.org/>.

**National Sexual Assault Online Hotline** also provides online crisis support. The hotline provides live, secure, anonymous crisis support for victims of sexual violence, their friends, and families. To access help twenty-four hours a day, every day visit <http://www.rainn.org/get-help/national-sexual-assault-online-hotline>.

### C. Advocacy and Counseling

In addition to seeking medical and psychological care, a student who experiences a sexual assault may wish to seek advocacy or counseling services. The following organizations offer advocacy and counseling services to students who experience sexual assault.

### **Safe Place**

The nonprofit organization SafePlace offers a twenty-four hour hotline for students who have experienced sexual assault and/or domestic violence, helps students who have experienced a sexual assault understand the SAFE, and offers student and group therapy for students who have experienced sexual assault or domestic violence. SafePlace can be contacted at (512) 267-SAFE (267-7233).

### **Voices Against Violence**

The Voices Against Violence Program (VAV) in the University Counseling and Mental Health Center (512- 471-3515) is available to provide support services for any student who has been affected by sexual assault. VAV offers individual and group counseling as well as thirty minute informational advocacy appointments. VAV staff is knowledgeable about options within systems both on and off campus including:

- Medical services
- Reporting procedures
- Legal options, including criminal and civil law (please note that VAV does not offer legal advice, but can refer the student to free legal services for students)
- UT administrative options through Student Judicial Services
- Obtaining an Order of Protection
- Safety planning
- Financial resources, including access to the VAV Survivor's Emergency Fund
- Counseling resources, both short-and long-term on or off campus, VAV can provide help to students regarding safety, legal, medical, academic, and housing options
- The program also offers individual and group counseling. To facilitate being seen as soon as possible, ask for a "VAV appointment" when scheduling. To request an appointment, call (512) 471-3515, Monday through Friday from 8 a.m. to 4 p.m. For more information about VAV, visit the Web site: <http://www.cmhc.utexas.edu/vav.html>. Callers may remain anonymous.

## **D. Administrative Complaint and Investigation**

### **1. Complaints against a UT student**

A student may file a complaint against another student by contacting the Student Judicial Services in the Office of the Dean of Students. Incidents may be reported to Student Judicial Services by completing the online referral form (<http://deanofstudents.utexas.edu/sjs/>) or going to the office in person, located on the fourth floor of the Student Services Building (SSB), in room 4.104. If you would like to first consult with a staff member before reporting the incident to this office, please contact them at (512) 471-2841 or [sjs@austin.utexas.edu](mailto:sjs@austin.utexas.edu). A student may file a complaint with Student Judicial Services whether or not he/she chooses to cooperate with law enforcement in a criminal investigation.

Complaints will be processed as specified in Appendix D (p. 159) (Policy on Sex Discrimination and Sexual Harassment). For additional information regarding University conduct rules, as well as a list possible sanctions that may be imposed against a student found responsible for a violation of this policy, please see Chapter 11 of Appendix C (p. 99) (*Institutional Rules on Student Services and Activities*).

### **2. Rights of Students During the Disciplinary Process**

- The right to be present during the entire hearing, notwithstanding the fact that the individual who has experienced the sexual assault is to be called as a witness. (The accused student has the same right.)
- The right to have a support person present during the hearing. This person is not entitled to represent the individual or to assist him/her with his/her testimony. If the support person is to act as a witness, the hearing officer may require the support person to testify before the individual who suffered the sexual assault testifies.
- The right not to have evidence of his or her past sexual history with third parties introduced into the proceeding.
- The right to have the hearing closed to spectators unless both the accused student and the individual consent in writing to have the hearing open to the public. The right to be informed of the outcome of the hearing as required under federal law.

### **3. Complaints against a UT faculty or staff member**

Students who wish to file a complaint against a faculty or staff member may contact the Office of the Dean of Students; however, this policy does not apply to cases involving an assault by a faculty or staff member. See Appendix D (p. 159) (Policy on Sex Discrimination and Sexual Harassment) and Appendix J (p. 179) (Prohibition of Campus Violence). Complaints against a faculty or staff member will be administered by the Office of Institutional Equity. The Office of Institutional Equity may be contacted at 512-471-1849 or <http://www.utexas.edu/eos/>.

### **4. Emergency measures**

In some instances, when a student reports to the University that he or she has been sexually assaulted, the University may take emergency action to protect the emotional health and physical safety of the reporting student. For example, a student who lives on campus may be moved to another campus living environment if he or she chooses or may be allowed to drop a class. Such arrangements will be facilitated through the Office of the Dean of Students and all decisions will be based upon the evidence that is available to the Dean of Students at that time. If such evidence indicates that the accused student presents a continuing danger to person or property or poses an ongoing threat of disrupting the academic process, the Office of the Dean of Students may take interim disciplinary action against the accused student as appropriate.

## **E. Programs and Support Services**

Below is a list of educational and preventive programs and support services on and off campus that address sexual assault. Brochures and other printed materials are available from each office. Additional information may be obtained by calling the numbers or visiting the Web sites listed below.

## 1. Campus Resources

### a. **Counseling and Mental Health Center, Voices Against Violence Program (VAV).**

**(512) 471-3515.** <http://cmhc.utexas.edu/>

- Provides advocacy services to give information about safety, legal, housing, academic, and medical options
- Offers individual and group counseling service for survivors of sexual assault, relationship violence, and stalking
- Operates twenty-four-hour telephone counseling service at (512) 471-CALL (471-2255)
- Offers interactive peer theatre educational programming that addresses the complex issues surrounding sexual assault on campus
- Provides opportunities for student involvement in programming throughout the academic year
- Provides training that is customized for faculty, staff and/or students
- Manages VAV Survivor Emergency Fund

### b. **University Health Services.** <http://healthyhorns.utexas.edu/>

- Appointments: (512) 471-4955
- Twenty-four-hour Nurse Advice Line: (512) 475-NURS (475-6877)
- Health Promotion Resource Center: (512) 475-8252
- Provides general exams to treat injuries, both internal and external
- Performs testing for sexually transmitted infections after an assault
- Distributes educational and prevention information

### c. **Title IX Coordinator.** <http://www.utexas.edu/student-affairs/policies/title-ix>

Dr. Jennifer Hammat, Assistant Vice President

Office of the Vice President for Student Affairs phone: 512-471-1133

302 Flawn Academic Center (FAC) [j.hammat@austin.utexas.edu](mailto:j.hammat@austin.utexas.edu)

### d. **Office of the Dean of Students. (512) 471-1201.** <http://deanofstudents.utexas.edu/>

Ms. Christa Lopez, Associate Director of Student Emergency Services

Deputy Title IX Coordinator for Students phone: 512-471-5017

4.104 Student Services Building [christa.sandelier@austin.utexas.edu](mailto:christa.sandelier@austin.utexas.edu)

### e. **Office of Institutional Equity.** <http://www.utexas.edu/eos/>

Mr. Travis Gill, J.D., Assistant Director

Deputy Title IX Coordinator for Employees phone: 512-471-1849

4.302 North Office Building [travis.gill@austin.utexas.edu](mailto:travis.gill@austin.utexas.edu)

### f. **Student Emergency Services. (512) 471-5017.** <http://deanofstudents.utexas.edu/emergency/>

May provide limited emergency funds

Assists with academic issues

Provides referrals within the University and in the Austin area when necessary

Serves as an advocate for students while working with other campus departments

### g. **Behavior Concerns Advice Line (BCAL). (512) 232-5050.** <https://www.utexas.edu/safety/bcal/>

- Allows members of the University community to discuss their concerns about an individual's behavior
- Offers a centralized resource that is available twenty-four hours a day for anyone who is not sure how to help a person he or she is concerned about
- Operates as a partnership between the Office of the Dean of Students, the Counseling and Mental Health Center, the Employee Assistance Program, and the University of Texas Police Department

### h. **New Student Services. (512) 471-3304.** <http://deanofstudents.utexas.edu/nss/>

- Provides programs to raise awareness of sexual assault on campus and resources for prevention and support
- Trains Orientation advisers about issues related to sexual assault and interpersonal violence
- Gives all freshmen who attend Orientation a wallet card highlighting important campus and local resources

### i. **Sorority and Fraternity Life. (512) 471-9700.** <http://deanofstudents.utexas.edu/sfl/>

- Conducts educational workshops for individual fraternities and sororities
- Provides sexual assault education to all incoming pledges

### j. **University of Texas Police Department. (512) 471-4441.** <http://www.utexas.edu/police/>

- Offers crime prevention presentations that include issues related to assault
- Publishes crime statistics information
- Teaches free Rape Aggression Defense (RAD) classes to all female University students, staff members, and faculty members

### k. **University Residence Halls. (512) 471-8631.** <http://www.utexas.edu/student/housing>

- Trains resident assistants on issues related to sexual assault
- Includes discussion of issues related to sexual assault in floor meetings
- Offers educational programs in the residence halls
- Publishes an online safety handbook
- Offers individual and group support and follow-up

## 2. Community Resources

- a. **SafePlace. (512) 267-SAFE.** <http://www.safeplace.org/>
  - Operates a twenty-four-hour hotline
  - Helps individuals who have experienced a sexual assault navigate the forensic medical exam
  - Offers individual and group therapy for individuals who have experienced sexual assault and/or domestic violence
  - Provides domestic violence shelter services
- b. **Austin Police Department. 911.** <http://www.austintexas.gov/department/police>
  - At 911, provides emergency response and takes reports of sexual assaults
  - Offers Victim Services counselors at (512) 974-5037
- c. **St. David's Hospital Emergency Room. (512) 544-4240.** <http://www.stdavids.com/locations-facilities/st-davids-medical-center.aspx>
  - Performs Sexual Assault Forensic Exam (SAFE). The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where the survivor is not making a police report, the Texas Department of Public Safety. This does not include fees related to medical treatment. SAFE exam can only occur within the first 120 hours (5 days) after a sexual assault with police involvement and 96 hours (4 days) without police involvement. A non-report option preserves evidence for two years, during which time a survivor can make the decision about whether or not to pursue criminal charges.
  - Operates emergency room, located at 919 East 32nd Street, Austin, 78705

# Appendix I: Nondiscrimination Policy

## I General Policy Guidelines

### A. Policy Statement

It is the policy of the University of Texas at Austin to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Procedures for filing discrimination complaints on the basis of gender, including sexual harassment, are addressed by the *Revised Handbook of Operating Procedures*, Policy 4.B.2 Appendix D (p. 159). Pursuant to University policy, this policy also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

### B. Scope

This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege discrimination by University employees, students, visitors, or contractors. Complaints of full-time faculty members, including professional librarians with academic titles, who are notified that they will not be reappointed, or that the subsequent academic year will be their terminal appointment, and who contend that such decisions were made for unlawfully discriminatory reasons will be referred to the Office of the Executive Vice President and Provost for handling pursuant to Rule 31008 of the *Rules and Regulations of the Board of Regents* of The University of Texas System.

### C. Definitions

1. **Discrimination** is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.
2. **Harassment** as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment.
3. **Verbal conduct** is defined as oral, written, or symbolic expressions that
  - personally describe or are personally directed at a specific individual or group of identifiable individuals; and
  - not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

Constitutionally protected expression cannot be considered harassment under this policy. For further information concerning harassment, see Appendix D (p. 159), Policy on Sex Discrimination and Sexual Harassment, subsection 13–204 of the *Institutional Rules* on Student Services and Activities Appendix C (p. 99); for information concerning enhanced sanctions for offenses motivated by race, color, or national origin, see subsection 11–701(b) of the *Institutional Rules* Appendix C (p. 99).

## II General Procedures

### A. Reporting

A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy should report the incident to any University official, administrator, or supervisor. A faculty member is not an “official, administrator, or supervisor” for this purpose unless that faculty member holds an administrative position. Students are encouraged to report such incidents to the Office of the Dean of Students; employees and campus visitors are encouraged to report to the Office of Institutional Equity. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report discrimination or harassment to the alleged offender. Reporting incidents of discrimination to the Title IX Coordinator is also encouraged.

### B. Reporting Responsibility

Every supervisor, administrator, and University official is responsible for promptly reporting incidents of discrimination and harassment in violation of this policy that come to their attention to either the Office of the Dean of Students or the Office of Institutional Equity.

### C. Resolution Options

A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy and seeks to take action shall be informed of both the informal resolution process or the formal complaint process. The informal resolution process and the formal complaint resolution process described in this policy are not mutually exclusive, and neither is required as a precondition for implementing the other; however, they cannot both be used at the same time. In cases involving students, the decision whether or not to pursue a formal resolution ultimately resides with the dean of students.

## III Informal Resolution Procedure

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. This informal resolution procedure is not available in cases that involve allegations of sexual violence. No formal investigation is involved in the informal resolution process.

A request for informal resolution should be made within ninety (90) calendar days of the date of the alleged incident to either the Office of the Dean of Students or the Office of the Director of the Office of Institutional Equity, who shall determine whether the nature of the problem is such that it can be resolved by agreement on an informal basis, and if so, which office will do so. The informal process is to be completed within thirty (30) days.

Methods for informal resolution may include, but are not limited to, coaching the person on how to directly address a situation which is causing a problem; mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct occurred; assisting a

department or division with the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the nondiscrimination policy.

The University shall document any informal resolution. Such documentation shall be retained by the Office of the Dean of Students or the Office of Institutional Equity, as appropriate, and will be kept confidential to the extent permitted by law. An informal resolution meeting shall not be considered a precondition for the filing of a complaint.

#### IV Complaint Resolution Procedure

##### A. Definitions

**Complaint.** Complaint means a signed document or other report, including verbal reports, alleging discrimination, including harassment under this policy.

**Complainant.** Complainant means a person who submits a complaint alleging discrimination, including harassment under this policy.

**Respondent.** Respondent means the person designated to respond to a complaint. Generally the respondent would be the person alleged to be responsible for the prohibited discrimination or harassment alleged in a complaint. The term “respondent” may be used to designate persons with direct responsibility for a particular action or those persons with administrative responsibility for procedures and policies in those areas covered in a complaint.

**Notification.** Notification takes place two days after the date of posting of any document in the United States mail, properly addressed, or upon the date of receipt of any document, when placed in the campus mail, properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint.

##### B. Complaint Procedure

1. **Complaint.** A complaint alleging discrimination or harassment must be submitted, preferably in writing, to the Office of Institutional Equity or the Office of the Dean of Students. The complaint should contain the following information:

- Name and UT identification number of the complainant(s)
- Contact information, including address, telephone number, e-mail address
- Name of person(s) directly responsible for alleged violation(s)
- Date(s) and place(s) of alleged violation(s)
- Nature of alleged violation(s) as defined in this policy
- Detailed description of the specific conduct that is the basis of alleged violation(s)
- Copies of documents pertaining to the alleged violation(s)
- Names of any witnesses to alleged violation(s)
- Action requested to resolve the situation
- Complainant’s signature and date of filing
- Any other relevant information

The lack of information, such as, but not limited to, the kinds or types listed above, may impact the responsible university office’s ability to fully investigate or otherwise take action on a complaint.

If the complaint is not in writing, the investigator should prepare a statement of what he or she understands the complaint to be and seek to obtain verification from the complainant. The following communications do not constitute a complaint and will not be investigated or resolved pursuant to the complaint resolution process:

- Anonymous communications
- Courtesy copies of correspondence or a complaint filed with others
- Inquiries that seek advice or information only
- Precomplaint consultations and informal resolution activities

2. **Time Limit.** A complaint should be filed within ninety (90) calendar days of the occurrence of the alleged violation. However, circumstances may allow for an inquiry into alleged incidents outside the ninety day period. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that semester.

3. **Acknowledgment.** Within five working days after receipt of a written complaint, the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, will send the complainant(s) a brief acknowledgment of the complaint, stating that the complaint will be evaluated, and advising the complainant(s) that they will be contacted within a given time. The acknowledgment letter will include a copy of these complaint procedures.

4. **Complaint Evaluation.** A formal investigation will be initiated if a complaint is complete, timely, and within the scope of this policy and articulates sufficient specific facts, which, if determined to be true, would support a finding that this policy was violated. The University may not proceed with a complaint investigation under a variety of circumstances—if, for instance:

- a person fails to provide a complaint;
- a complaint fails to describe in sufficient detail the conduct that is the basis of the complaint;
- the conduct described in the complaint is not covered by this policy;
- a complaint is not timely;
- the complainant(s) decline to cooperate in the University’s investigation;



- the complaint has been withdrawn; or
- an appropriate resolution or remedy has already been achieved, or has been offered and rejected.

If it is determined that the University will not proceed with a complaint investigation, the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, will send a notification letter explaining the reason(s) to the complainant(s), with a copy to the alleged respondent(s), and the Title IX Coordinator. The notification letter will also include a statement informing the complainant(s) that, within ten working days of the notification, they may appeal the determination not to proceed with a complaint investigation to the vice president for employee and campus services or the vice president for student affairs, as appropriate. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint was in error. The appropriate vice president will respond within twenty working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision to dismiss is overturned, the complaint is sent back to the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, for investigation in accordance with the procedures outlined below.

- 5. Notification of Respondent.** If it is determined that the University will proceed with a complaint investigation, the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, will give the respondent(s) written notification of the complaint investigation. The notification letter will include a copy of the written complaint. The notification letter will provide the respondent(s) an opportunity to submit a written response to the allegations within ten working days, unless unusual circumstances warrant additional time. The notification letter will include a statement advising the respondent(s) that retaliation against the complainant(s) is prohibited and will subject the respondent(s) to appropriate disciplinary action.
- 6. Investigation Responsibility.** The Office of the Dean of Students is responsible for conducting formal investigations of complaints against students alleging discrimination and harassment in violation of this policy. The Office of Institutional Equity is responsible for conducting formal investigations of complaints against nonstudents alleging discrimination and harassment in violation of this policy. If a complaint is directed against an individual who would otherwise play a role in investigating and attempting to resolve the complaint, the function assigned to that person by these procedures will be delegated to another person.
- 7. Investigative Process and Findings.** The investigator will interview both the complainant(s) and the respondent(s) and persons who are considered to have pertinent factual information related to the complaint. The investigator shall also gather and examine documents relevant to the complaint. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Findings will be based on the totality of circumstances surrounding the conduct complained of, including, but not limited to, the context of that conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature.
- 8. Representation.** During the complaint process, the complainant(s) and the respondent(s) may designate and thereafter be accompanied by an adviser of their choosing at meetings and interviews at which they are present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.
- 9. Submission of Evidence.** During the complaint investigation process, the complainant(s) and the respondent(s) will provide the Office of Institutional Equity or the Office of the Dean of Students, as appropriate, with all documents relied upon regarding the issues raised in the complaint.
- 10. Report of Findings and Recommendation—Complaints against Nonstudents**
  - The investigator will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within thirty working days of receipt of the respondent's statement, unless unusual circumstances require more time. The appropriate vice president to act on complaints against faculty and staff members will be the vice president for the area where the respondent is employed. The appropriate vice president to act on complaints against contractors and visitors will be the vice president for University operations. If a complaint is directed against a vice president who would otherwise act on a complaint, the function assigned to that vice president will be delegated to another person.
  - The appropriate vice president will promptly notify the complainant(s) and the respondent(s) that the investigation has been completed and attach a copy of the proposed statement of findings. Student identifiable information, if any, which is confidential by law, will be redacted. Within ten working days from the date of notification, the complainant(s) and respondent(s) may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have.
  - Within fifteen working days of the notification to the complainant(s) and respondent(s) that the investigation has been completed, the appropriate vice president and the investigator shall meet to discuss the findings, and review the record, along with any comments and proposed corrections submitted by the complainant(s) and respondent(s).
  - Within fifteen working days from that meeting, the vice president shall take one of the following actions: (a) request further investigation into the complaint; (b) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or (c) find that this policy was violated.
  - If the vice president determines that this policy was violated, he or she, following consultation with the investigator or other knowledgeable persons as appropriate, shall determine a disciplinary action that is appropriate for the severity of the conduct. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension without pay, and termination.
  - The vice president shall inform the complainant(s) and the accused individual(s) and the appropriate unit head in writing of his or her decision, and shall attach a copy of the final statement of findings. Copies of the vice president's letter, the attached statement of findings, and relevant documents shall also be sent to the Office of the Dean of Students, or the Office of Institutional Equity, as appropriate, and the Title IX Coordinator and the complainant.

**11. Report of Findings and Recommendation—Complaints against Students**

- a. The investigator will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the dean of students within thirty working days of receipt of the respondent's statement, unless unusual circumstances require more time.
- b. The dean of students and the investigator shall meet within fifteen working days to discuss the findings, and review the record.
- c. Within fifteen working days from that meeting, the dean of students shall take one of the following actions: (a) request further investigation into the complaint; (b) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or (c) proceed with an administrative disposition under Section 11-504: or prepare a complaint based on the allegations and proceed under subchapter 11-600. The Dean of Students office shall advise the Title IX Coordinator and the complainant of the action chosen.
- d. At the conclusion of a hearing under subchapter 11-600, a hearing officer shall, in accordance with Section 11-608 render a written decision. If the hearing officer determines by the greater weight of the credible evidence that this policy was violated, the hearing officer shall impose an appropriate sanction or sanctions from those provided in Appendix C (p. 99), chapter 11 Student Discipline and Conduct. Disciplinary actions can include, but are not limited to, documented warning, the imposition of conditions, probation, suspension, and expulsion.
- e. As required by federal law, any disclosure of the findings and decision of the Office of the Dean of Students will be governed by the provisions of the Family Educational Rights and Privacy Act.

## V Miscellaneous

### A. Grievance or Appeal of a Disciplinary Action

1. Any employee disciplined pursuant to this policy, except faculty members, teaching assistants, assistant instructors, and members of the University of Texas Police Department (each of whom are subject to separate procedures), may grieve or appeal that action by submitting a written grievance or appeal, within ten working days of the imposition of the disciplinary action, to the president's office. Ordinarily, the president will assign responsibility for review and action on the appeal of the vice president's action to another vice president; however, when required by unusual circumstances, the president may review and handle a grievance or appeal pursuant to this policy.
2. If the disciplinary action that is being grieved or appealed does not involve termination, demotion, or suspension without pay, the vice president shall thoroughly review and finally decide the matter within thirty calendar days of its receipt unless unusual circumstances require more time. In cases involving allegations of sexual harassment or sexual assault, the vice president considering the grievance or appeal shall inform the Title IX coordinator and, if applicable, the original complainant of the outcome of the grievance or appeal.
3. If the disciplinary action that is being grieved or appealed involves the termination, demotion, or suspension without pay of an employee who is covered by section 9.49 of the Handbook of Operating Procedures, the vice president who is assigned to review the grievance or appeal shall follow the procedures for appealing such actions contained in that section. Complainants who grieve or appeal under this policy will be required to appear and testify at hearings that may be a part of such proceedings.
4. Any student disciplined for violation of this policy has the right to appeal as provided in subchapter 11-800 of the *Institutional Rules on Student Services and Activities* (Appendix C (p. 99)). The student must give written notice of appeal to the president within fourteen calendar days after all parties are notified of the decision. A timely notice of appeal suspends the imposition of the sanction until the appeal is finally decided. Interim action may be taken as authorized under section 11-502 of the *Institutional Rules on Student Services and Activities* (Appendix C (p. 99)).

### B. Retaliation Prohibited

A student, faculty member, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in good faith in an investigation of such a complaint, is subject to disciplinary action, up to and including dismissal from the University.

### C. Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal from the University.

### D. Effect on Pending Personnel Actions

The filing of a nondiscrimination or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated University rules or policies.

### E. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a discrimination or harassment complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

### F. Relationship to Grievance or Appeal Procedure

This complaint procedure shall also constitute the grievance or appeal procedure for complaints alleging unlawful discrimination. As used herein, "complaint" is synonymous with "grievance or appeal."

### G. Time Frames

Time frames mentioned in these procedures may be extended for good cause, such as holidays or when classes are not in session, or when it is necessary to complete an investigation due to difficulties reaching witnesses or parties to the complaint.

### H. Documentation and Confidentiality

The University shall maintain documents related to complaints under this policy as required by law. The Office of the Dean of Students shall be primarily responsible for records related to complaints against students. The Office of Institutional Equity shall be primarily responsible for

records related to complaints against nonstudents. The confidentiality of a complaint under this policy and all documents, correspondence, interviews, and discussions relating to the investigation of the information contained in a complaint will be maintained on a need-to-know basis to the extent permitted by law. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a complaint or otherwise relating to the investigation of a complaint under this policy is subject to disciplinary action.

**For assistance:** Questions regarding this policy should be directed to the Office of the Dean of Students or the Office of Institutional Equity.

Source: *Revised Handbook of Operating Procedures*, Policy 4.B.1

# Appendix J: Prohibition of Campus Violence

The University of Texas at Austin is committed to creating and maintaining an environment that is free from threatening and violent behavior. Such behavior while on University-owned or University-controlled property, or while engaged in official University business, will not be tolerated. The University encourages students, faculty members, staff members, visitors, and contractors to promptly report any emergency or crime to University Police (UTPD). The University will respond promptly, positively, and aggressively to deal with threatening and violent behavior.

## I General Policy Guidelines

### A. Scope

This policy applies to the conduct of any person on University premises or at University-sponsored activities, including faculty members, students, staff members, visitors, or contractors while on University-owned or University-controlled property, or while engaged in official University business.

### B. Definitions

**Violent behavior** includes any behavior, whether intentional or reckless, which results in bodily injury to one's self or another person or damage to property.

**Threatening behavior** includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as an intent to harm one's self or another person or to damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

**Campus violence** encompasses threatening and violent behavior. Campus violence can include, but is not limited to, the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking, or kicking; or physical threats to inflict physical harm
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto University-owned or University-controlled property (except those permitted by state law or University policy); or using a weapon to harm someone
- Using greater physical size/strength to intimidate another; intimidating or threatening gestures, bullying, or hazing
- Intimidating, threatening, hostile, or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur
- Stalking another person

### C. Campus Violence Prohibited

Any person who engages in campus violence while on University-owned or University-controlled property, or while engaged in official University business, may be removed and/or barred from the premises pending the outcome of an investigation.

## II Procedures

### A. Reporting Immediate Emergencies or Crimes

Any individual who experiences, is aware of, or witnesses campus violence, or who has reason to suspect that campus violence is occurring that may be of a criminal nature or poses clear and present danger, should immediately dial 911. The emergency dispatcher will direct the call to the University of Texas Police Department or the Austin Police Department as appropriate. In addition, the University department head where the incident occurred should be informed.

### B. Reporting Less Immediate Threats

Every supervisor, administrator, and University official is responsible for responding promptly and thoroughly to allegations of campus violence and for reporting such behavior through normal lines of administrative responsibility. For assistance, the incident may also be reported directly to the Behavior Concerns Advice Line (BCAL) at (512) 232-5050 or [www.utexas.edu/safety/bcal](http://www.utexas.edu/safety/bcal). The caller will be advised how to proceed and/or will be routed to the appropriate resources.

- Incidents involving staff members shall be directed to the associate vice president for human resources. The associate vice president for human resources will contact the appropriate officials and department personnel to address the potential campus violence.
- Incidents involving students shall be directed to the Office of the Dean of Students. The Office of the Dean of Students will contact the appropriate officials and department personnel to address the potential campus violence.
- Incidents involving faculty members should be directed to the Office of the Executive Vice President and Provost. The Office of the Executive Vice President and Provost will contact the appropriate officials and department personnel to address the potential campus violence.

### C. Protective or Restraining Orders

Any member of the University community who takes out a protective or restraining order against another person, or receives a protective or restraining order which lists University-owned or University-leased premises as a protected area, shall provide the University of Texas at Austin Police Department, and their supervisor if applicable, with a copy of such order along with a photograph of the person against whom the order has been issued when possible.

### D. Sanctions

Individuals who violate this policy may be removed from campus, arrested, and be subject to legal action. University employees and students who violate this policy may also be subject to disciplinary action up to and including dismissal.

### E. Filing of False Reports

Any person who knowingly and intentionally files a false report shall be subject to disciplinary action that may include dismissal, expulsion, and/or legal action.

### F. Documentation and Confidentiality

The University shall document the report and the investigation. Such documentation shall be retained by the University of Texas at Austin Police Department or the appropriate office listed in II.B above. Subject to the provisions of the Texas Public Information Act, Chapter 552, Texas Government Code, the University will maintain the confidentiality of the report and the identity of the reporting person during the investigation. The identity of the reporter and perpetrator may become apparent, or disclosed, as a result of the actions taken to resolve the investigation.

**G. Retaliation Prohibited**

A faculty member, student, or staff member who retaliates in any way against an individual who has brought a complaint in good faith pursuant to this policy or participated in good faith in an investigation of such a complaint, is subject to disciplinary action, including dismissal.

**For assistance:** Questions regarding campus violence should be directed to Human Resource Services or the Office of the Dean of Students

Source: *Revised Handbook of Operating Procedures*, 8-1010.

# Appendix K: Student Travel Policy for University-Organized or Sponsored Events

## A. Policy Statement

It is the policy of the University of Texas at Austin to promote safe travel by students to and from events and activities covered by this policy.

## B. Scope

This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are organized and/or sponsored by the University of Texas at Austin; and occur more than twenty-five miles from the University campus.

The types of activities and events covered by this policy include course-related field trips, Recreational Sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the University.

The policy does not apply to travel undertaken by students to attend out-of-town athletic events, or to engage in student teaching, internships, practicums, observations, or research, unless the research is organized by a member of the faculty.

## C. Definitions

1. An **organized event** is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.
2. A **sponsored event** or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
3. An **enrolled student** is one who has been admitted to and is attending classes at the University.
4. An **appropriate administrator** is a dean, department chair, or director of an administrative unit, or their delegate.

## D. Travel Authorization

In order to assure that the events or activities that involve student travel are within the course and scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate administrator.

1. To request authorization, members of the faculty, staff, or sponsored student organizations who organize activities covered by this policy must submit a completed Request for Authorization for Student Travel form, along with the required documents and information, to the appropriate administrator for approval. Whenever possible, the request should be submitted at least five working days in advance of travel to the activity or event.
2. The following information/documents must be submitted along with the Request for Authorization for Student Travel form:
  - a. A list of participants including their names, local addresses and phone numbers, and the names and phone numbers of persons to contact in case of an emergency.
  - b. The name and phone number for the responsible University employee(s) who will be available to the students at all times during the travel and activity.
  - c. Copies of valid operators' licenses for any students who will operate vehicles.
  - d. Copies of current medical insurance certificates, or both sides of a current group insurance membership card, for each person who wishes to participate in the activity or event. The purchase of a reasonably priced, short-term special events policy can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from the Office of the Vice President for Student Affairs, (512) 471-1133.
  - e. Completed and signed Release and Indemnification Agreements for each participant.
  - f. Completed and signed Authorization for Emergency Medical Treatment forms for each participant.
3. When leading group trips, faculty or staff members should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each participant.
4. Faculty members who teach courses that involve frequent field trips can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:
  - Proof of current medical insurance
  - Completed and signed medical authorization forms
  - Completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips)
  - Proof of a valid vehicle operator's license for students who will operate vehicles
5. Onetime approval can be provided for multiple trips led by faculty or staff members that involve the same locations and the same participants.
6. The Request for Authorization for Student Travel, the Authorization for Emergency Medical Treatment, and the Release and Indemnification Agreement forms are available from the Office of the Vice President of Student Affairs and at <http://www.utexas.edu/student/vpsa/travel/>.

## E. Travel by Motor Vehicle

1. **Compliance with Laws and Policies**
  - a. Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.
  - b. Travel undertaken by means of fifteen-passenger vans must comply with the requirements of The University of Texas System policy on automobile insurance and the use of vehicles, UTS157 (<http://www.utsystem.edu/policy/policies/uts157.html>).
2. **Vehicle Operator Requirements**



- a. All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
- b. Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- c. Operators shall take a mandatory thirty-minute rest break every four hours.
- d. Operators shall drive no more than ten hours in any twenty-four-hour period.
- e. Trips requiring more than ten hours driving time to reach a point of destination shall require overnight lodging.
- f. A navigator shall be assigned for all trips scheduled to take more than two hours. The navigator must stay awake while on duty.

### 3. Safety Requirements for Both Operators and Passengers

- a. **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.
- b. **Alcohol and Illegal Substances.** Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
- c. **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 by University policy, or federal or state law or regulations, whichever is lowest.

### 4. Travel by Rental Vehicle

Rentals of vehicles to use for travel to activities or events covered by this policy are governed by the following guidelines.

#### a. Vehicle Reservations

The University is a participant in the State Travel Management Program, which has negotiated favorable vehicle rental rates with a number of car rental companies. While use of one of the University's travel agencies is not required, doing so will help assure (1) that vehicles are rented pursuant to the State Travel Management plan whenever possible; (2) that vehicle rental agreements are valid; and (3) that necessary insurance coverage has been purchased. Information concerning those agencies is available from the University's Travel Management Services at <http://www.utexas.edu/travel/>.

#### b. Payment of Costs for Rental Vehicles

1. Vehicle rental charges can be (a) billed centrally to Travel Management Services; or (b) billed directly to those departments or divisions that have uniquely numbered accounts with state contract car rental companies. If the rental costs are to be centrally billed, it will be necessary for the driver to obtain a voucher from Travel Management Services prior to picking up the rental vehicle.
2. If necessary, personal credit cards may be used to rent vehicles for travel covered by this policy, and cardholders will be reimbursed for appropriate and approved costs. If rentals are from companies that are not under the state contract, the reimbursement amount will be limited to that which would have been incurred for equivalent state contract rentals.

#### c. Insurance Coverage

1. **Rentals from companies participating in the State Travel Management Program.** Loss/damage waiver and primary liability insurance coverage are automatically included in the rates charged by companies participating in the State Travel Management Program. That protection does not cover injuries to persons or possessions inside a rental vehicle. Therefore, it is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this policy, particularly if there will be numerous passengers in the vehicle. The cost of the extended coverage is reimbursable only from funds held in 18, 19, 26, 29, and 30 accounts.
2. **Rentals from non-state contract rental companies.**  
If no state contract cars are available and it is necessary to rent vehicles from non-contract companies, then both the loss/damage waiver and primary liability coverage must be purchased, unless the rental is charged to a University-issued Diner's Club card. It is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this policy, particularly if there will be numerous passengers in the vehicle. The cost of the extended coverage is reimbursable only from funds held in 18, 19, 26, 29, and 30 accounts.

### 5. Travel by Means of a Vehicle Owned or Leased Long-Term by the University

In addition to complying with the general rules set out above, travel by means of a vehicle that is owned or leased long-term (for a period of more than one year) by the University must comply with the following requirements.

#### a. Proof of Insurance, Inspection, and Safety Devices

Vehicles used for travel activity covered by this policy must

1. Have a current proof of liability insurance card;
2. Have a valid state inspection sticker;
3. Have all devices or equipment required by federal or state law or regulation; and
4. Comply with any other applicable federal or state law or regulation.

#### b. Service and Maintenance

A University-owned or long-term-leased vehicle used for student travel under this policy must be subject to scheduled periodic service and maintenance by qualified persons and must be in compliance with all relevant University of Texas System policies.

#### c. Employee Operators

All operators of vehicles described in this section shall be on the payroll of the University of Texas at Austin. All operators must have a valid license for the operation of a particular vehicle; and have a current BMDRIV rating on file. Human Resource Services or the Office of the Controller can be contacted for information on how employees may obtain a rating.

**6. Travel by Privately Owned Vehicles**

The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

- a. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the information described in part D.2 above, shall also submit a copy of a current liability insurance certificate for any vehicle to be used for the proposed travel.
- b. The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

**7. Volunteer Drivers and Passengers**

Nonstudent/nonemployee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment forms prior to the trip. Forms are available at <http://www.utexas.edu/student/vpsa/travel/>.

**For assistance:** Questions regarding this policy should be directed to the Office of the Vice President for Student Affairs.

Source: Revised Handbook of Operating Procedures, Policy 12.B.2

# Appendix L: Student Travel Policy for Registered Student Organizations

## A. Policy Statement

It is the policy of the University of Texas at Austin to promote safe travel by members of its registered student organizations to certain events and activities.

## B. Scope

This policy applies to the travel of student members of a registered student organization when the registered student organization requires its student members to attend an activity or event; and the activity or event occurs more than twenty-five miles from the campus of the University.

## C. Trip Approval Requirements

1. Registered student organizations that require student members to travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the Office of the Dean of Students, Student Activities.
2. To obtain authorization, the registered student organization must submit a completed Request for Authorization for Student Travel form; forms are available from that office. Whenever possible, the request should be submitted at least five working days prior to the proposed trip along with the following documents and information:
  - a. A list with the names, local addresses, phone numbers, and the name and number of an emergency contact for each student participant.
  - b. Copies of valid operators' licenses for any students who will operate vehicles.
  - c. Copies of current medical insurance certificates or a copy of both sides of an insurance group membership card for each person who wishes to participate in the activity or event. Purchase of a reasonably priced, short-term special events policy can be arranged by Student Activities on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from Student Activities, (512) 471-3065.

## D. Travel by Motor Vehicle

### 1. Compliance with State Law

Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.

### 2. Vehicle Operator Requirements

- a. All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license, valid insurance, and be trained as required by law to drive the vehicle that will be used.
- b. Operators of motor vehicles shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
- c. Operators shall drive no more than four hours without a minimum rest stop of thirty minutes.
- d. Operators shall drive no more than ten hours in any twenty-four-hour period.
- e. A navigator shall be assigned for all trips that are scheduled to take more than two hours; and the navigator shall remain awake while on duty.
- f. Trips requiring more than ten hours of driving time shall include overnight lodging.

### 3. Safety Requirements for Both Operators and Passengers

- a. **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.
- b. **Alcohol and Illegal Substances.** Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
- c. **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 by University policy, or federal or state law or regulations, whichever is lowest.

**For assistance:** Questions regarding this policy should be directed to the Office of the Dean of Students, Student Activities.

Source: Revised Handbook of Operating Procedures, Policy 12.B.1

# Appendix M: Use of E-mail for Official Correspondence to Students

## A. Policy Statement

Electronic mail (e-mail), like postal mail, is a mechanism for official University communication to students. The University will exercise the right to send e-mail communications to all students, and the University will expect that e-mail communications will be received and read in a timely manner.

## B. Scope

This policy applies to all admitted and enrolled students of the University of Texas at Austin. Official communications using e-mail can include e-mail to a group, such as all admitted students, or an e-mail message to only one student.

## C. E-mail Addresses

Every student must provide the University with his or her official e-mail address using the online update form in UT Direct, [https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/). The student's official e-mail address is the destination to which the University will send official e-mail communications.

It is the responsibility of every student to keep the University informed of changes in his or her official e-mail address. Consequently, e-mail returned to the University with "User Unknown" is not an acceptable excuse for missed communication.

All admitted and enrolled students may claim an e-mail address (<http://utmail.utexas.edu>) at no additional cost as provided by Information Technology Services (ITS). Information on obtaining an e-mail address is given at <http://www.utexas.edu/its/email/>. ITS is responsible for providing centrally supported e-mail servers and addresses that assist the University in sending official communications.

The University cannot be responsible for the handling of e-mail by outside vendors (e.g., @aol.com, @hotmail.com) or by University departmental servers. A student may provide an official e-mail address resident on, or that forwards to, such a server at his or her own risk.

## D. Expectations Regarding Frequency of Reading E-mail

Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. Regular e-mail management will also minimize the risk that the inbox will be full, causing the e-mail to be returned to the sender with an error. Undeliverable messages returned because of either a full inbox or use of a spam filter will be considered delivered without further action required of the University.

## E. Privacy and Confidentiality

Official University communications sent by e-mail are subject to the same public information, privacy, and records retention requirements and policies as other official University communications.

## F. Instructional Uses of E-mail

Faculty members retain autonomy in determining how e-mail or other forms of electronic communication will be used in their classes, but they must specify the requirements in the course syllabus. Faculty may expect that students are checking e-mail regularly, and faculty members may use e-mail for their courses accordingly.

## G. Authoritative Source

The authoritative source on this policy and responsibility for its implementation rest with the chief information officer.

## H. For Assistance

Contact the ITS Help Desk (<http://www.utexas.edu/its/help>) for technical support at (512) 475-9400 [or send e-mail to the ITS Help Desk (<http://www.utexas.edu/its/helpdesk/forms/emailform.php>).]

# Appendix N: Student Travel Policy for International Locations

## A. Policy Statement

It is the policy of the University of Texas at Austin to promote safe international travel by students to and from events and activities covered by this policy.

Under this policy, the University reserves the right to cancel any international activity or require UT students, faculty, and staff to return to the main campus for safety and/or other concerns. Current travel policy and restricted travel information can be found on the International Office Web site (<http://world.utexas.edu>).

## B. Scope

This policy applies to the travel of enrolled undergraduate, graduate, or professional students to attend activities or events (whether required or optional) that occur in an international location, including U.S. protectorates.

The types of activities and events covered by this policy include:

- trips organized and/or sponsored by the University of Texas at Austin that are part of or contribute to an academic course or degree program, including internships, practicums, and research;
- academic-related international service learning, internships, practicums, research, and volunteer opportunities organized and/or sponsored by the University of Texas at Austin;
- travel by members of a registered student organization regardless of whether or not the organization requires its student members to attend the activity or event;
- other trips organized and/or sponsored by the University of Texas at Austin, including the activities of sponsored student organizations;
- travel to meetings of academic-related, professional associations including conferences; and
- official study abroad programs.

## C. Definitions

1. An **organized event** is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.
2. A **sponsored event** or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
3. An **enrolled student** is one who has been admitted to and is attending classes at the University.
4. An **appropriate administrator** is a dean, department chair, or director of an administrative unit, or their delegate.

## D. Travel Authorization

In order to assure that the events or activities that involve student international travel are within the course and scope of the University's mission, and that student safety issues have been addressed, international travel undertaken pursuant to this policy must be authorized in advance by an appropriate administrator. All types of activities and events outlined in the scope statement must follow the authorization protocol below, with the exception of official study abroad program participants who follow parallel processes outlined by the Study Abroad Office.

1. Attend the UT International Travel Workshop, a pre-travel orientation session conducted by the UT International Office, within twelve months prior to the proposed travel.
2. Collect and complete the following information/documents along with the Student International Travel Authorization Form. Forms and sample documents to comply with the requirements listed below are available online.  
When leading group travel, faculty or staff members should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each participant.

Faculty members who teach courses that involve frequent international field trips (same locations and the same participants) should collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester.

- a. A list of participants including their names, local addresses and phone numbers, and the names and phone numbers of persons to contact in case of an emergency.
  - b. Copies of valid operators' licenses for any students who will operate vehicles.
  - c. Completed and signed Release and Indemnification Agreements for each participant.
  - d. Completed and signed Authorization for Emergency Medical Treatment forms for each participant.
  - e. Verification of each participant's attendance of the UT International Travel Workshop.
  - f. A completed Emergency Response Plan, which includes names and phone numbers of persons to contact abroad in the case of an emergency and the name and phone number for the responsible University employee(s) who will be available to the students at all times during the travel and activity.
  - g. If traveling to a Restricted Region, participants must comply with the requirements set forth by the International Oversight Committee (IOC).
3. Submit the Student International Travel Authorization Form, along with the required documents and information to the appropriate administrator for approval. The request should be submitted two to six months prior to the proposed travel.

Participant Category	Submit To
Individual Student	Department Chair
Group Travel with Accompanying Faculty	Department Chair

Registered Student Organization

Dean of Students

Sponsored Student Organization

Sponsoring Department

4. If traveling to a Restricted Region, participants must comply with the requirements set forth by the International Oversight Committee (IOC). Individuals and groups should not seek final approval without IOC endorsement.
5. Obtain approval for travel from the International Office, by submitting the following. Once approved, the organization or individual may begin to travel.
  - a. A signed copy of the Student International Travel Authorization Form and all accompanying documents, including IOC endorsement if applicable.
  - b. Copies of current international health insurance coverage, meeting the standards set by the UT International Office, for each person who wishes to participate in the activity or event. The purchase of a reasonably priced policy can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current international medical coverage. Information concerning this coverage is available from the UT International Office.
  - c. Proof of travel registration with the UT International Travel Registry.
  - d. Proof of travel registration with UT's international emergency assistance provider.

**E. Non-Compliance**

This applies to any individual, organization or unit travel that falls within the scope of this policy. Failure or refusal to comply with this policy may result in the Dean of Students initiating disciplinary proceedings under subchapter 6-500 and/or subchapter 11-200 of the *Institutional Rules*. Disciplinary proceedings will be initiated by the Dean of Students as appropriate and necessary under Rights and Duties of subchapter 6-300. If a faculty or staff member administratively responsible for the program fails or refuses to comply with policy directives, the International Office will inform the appropriate chair and dean. Sanctions could result in the withholding of reimbursement for travel expenses.

In both cases, if the University incurs expenses on behalf of the student, faculty/staff, organization, or program, the individual or corresponding college/school and/or department will be held financially responsible.

**F. Travel by Air**

Students must inform themselves of current air travel rules and regulations set by the Transportation Security Administration, including but not limited to the Acceptable Identification at Checkpoint. See [http://www.tsa.gov/travelers/airtravel/acceptable\\_documents.shtml](http://www.tsa.gov/travelers/airtravel/acceptable_documents.shtml) for more information.

**G. Document Requirements**

Students must obtain the appropriate identification documents as indicated by the U. S. Department of State and the foreign country granting entry or passage.

1. Passport

Students are required to have a valid passport to exit and re-enter the United States.

Information about passports can be found at: <http://www.state.gov/travel/>.

2. Visa

Some countries require individuals to obtain an entry or long term stay visa. Requirements differ by country.

Check the appropriate Embassy Web site for details ([http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)).

Failure to comply can result in denial for entry. It can also result in fines and detention.



# Statistical Summaries

## Degrees conferred, 1884-2013 <sup>1</sup>

	Conferred in 2011–2013 <sup>2</sup>			Total Conferred, 1884–2013		
	Men	Women	Both	Men	Women	Both
<b>Graduate School<sup>3</sup></b>						
Doctor of Audiology	2	10	12	4	39	43
Doctor of Education	5	6	11	303	149	452
Doctor of Musical Arts	23	11	34	550	387	937
Doctor of Pharmacy <sup>4</sup>	0	0	0	176	255	431
Doctor of Philosophy	487	351	838	20,933	10,315	31,248
Master in Professional Accounting	139	164	303	3,728	3,443	7,171
Master of Architecture	30	31	61	1,056	582	1,638
Master of Arts	160	296	456	15,276	15,735	31,011
Master of Business Administration	458	130	588	15,927	4,612	20,539
Master of Education	43	136	179	2,715	6,298	9,013
Master of Fine Arts (or Master of Fine Arts in Drama)	35	43	78	873	968	1,841
Master of Journalism	0	0	0	89	45	134
Master of Global Policy Studies	22	23	45	61	73	134
Master of Interior Design	1	3	4	2	6	8
Master of Landscape Architecture	5	10	15	30	70	100
Master of Library and Information Science	0	0	0	1,018	3,183	4,201
Master of Music	33	38	71	1,277	1,443	2,720
Master of Public Affairs	42	63	105	1,552	1,842	3,394
Master of Science	0	0	0	22	14	36
Master of Science in Accounting	0	0	0	2	1	3
Master of Science in Aerospace Engineering (or Aeronautical Engineering)	0	0	0	182	3	185
Master of Science in Applied Physics	0	0	0	16	4	20
Master of Science in Architectural Engineering	0	0	0	99	2	101
Master of Science in Architectural Studies	1	0	1	36	59	95
Master of Science in Architecture	0	0	0	14	2	16
Master of Science in Ceramic Engineering	0	0	0	9	0	9
Master of Science in Chemical Engineering	0	0	0	493	3	496
Master of Science in Civil Engineering	0	0	0	432	2	434
Master of Science in Communication Engineering	0	0	0	3	0	3
Master of Science in Community and Regional Planning	14	14	28	547	506	1,053
Master of Science in Computational and Applied Mathematics	1	1	2	89	25	114
Master of Science in Computational Science, Engineering, and Mathematics	5	2	7	16	4	20
Master of Science in Computer Science	35	7	42	956	219	1,175
Master of Science in Economics	7	6	13	306	159	465
Master of Science in Electrical Engineering	0	0	0	625	4	629
Master of Science in Engineering	322	81	403	11,815	2,226	14,041
Master of Science in Engineering Mechanics	0	0	0	74	0	74
Master of Science in Environmental Health Engineering (or Sanitary Engineering)	0	0	0	191	3	194
Master of Science in Finance	21	7	28	37	15	52
Master of Science in Geological Sciences	23	20	43	252	170	422
Master of Science in Health Education	0	2	2	0	5	5
Master of Science in Historic Preservation	0	6	6	9	52	61
Master of Science in Home Economics	0	0	0	3	167	170

Master of Science in Information Studies	20	69	89	229	848	1,077
Master of Science in Information, Risk, and Operations Management	3	0	3	22	10	32
Master of Science in Kinesiology	8	5	13	24	23	47
Master of Science in Management	1	1	2	9	5	14
Master of Science in Marine Science	0	3	3	18	35	53
Master of Science in Marketing	0	0	0	4	2	6
Master of Science in Mechanical Engineering	0	0	0	459	0	459
Master of Science in Medicine	0	0	0	2	0	2
Master of Science in Neuroscience	2	2	4	3	5	8
Master of Science in Nursing	10	81	91	162	1,717	1,879
Master of Science in Operations Research and Industrial Engineering (or Industrial Engineering)	0	0	0	50	4	54
Master of Science in Petroleum Engineering	0	0	0	299	1	300
Master of Science in Pharmacy	5	1	6	231	188	419
Master of Science in Social Work	16	153	169	957	4,822	5,779
Master of Science in Statistics	9	11	20	25	31	56
Master of Science in Sustainable Design	2	6	8	13	20	33
Master of Science in Technology Commercialization (or Science and Technology Commercialization)	61	12	73	513	119	632
Master of Science in Textile and Apparel Technology	0	3	3	4	10	14
Master of Science in Urban Design	0	5	5	5	16	21
Total	2,051	1,813	3,864	84,827	60,946	145,773

#### School of Architecture<sup>6</sup>

Bachelor of Architecture	25	16	41	3,103	695	3,798
Bachelor of Architecture in Regional and City Planning	0	0	0	11	1	12
Bachelor of Interior Architecture	0	0	0	3	8	11
Bachelor of Science in Architectural Studies	9	7	16	149	151	300
Bachelor of Science in Architecture	0	0	0	75	15	90
Bachelor of Science in Interior Design <sup>7</sup>	1	11	12	9	126	135
Total	35	34	69	3,350	996	4,346

#### College of Arts and Sciences<sup>8</sup>

Bachelor of Arts	0	0	0	20,744	19,664	40,408
Bachelor of Literature	0	0	0	89	101	190
Bachelor of Science	0	0	0	178	67	245
Bachelor of Science in Architectural Studies	0	0	0	88	9	97
Bachelor of Science in Chemistry	0	0	0	683	173	856
Bachelor of Science in Geology	0	0	0	1,528	33	1,561
Bachelor of Science in Home Economics	0	0	0	65	3,309	3,374
Bachelor of Science in Medical Technology	0	0	0	11	146	157
Bachelor of Science in Medicine	0	0	0	190	5	195
Bachelor of Science in Naval Science and Tactics	0	0	0	60	0	60
Bachelor of Science in Nursing	0	0	0	0	11	11
Bachelor of Science in Physics	0	0	0	788	18	806
Total	0	0	0	24,424	26,160	79,028

#### Red McCombs School of Business

Bachelor of Business Administration	611	505	1,116	52,842	26,160	79,002
Bachelor of Science in Naval Science and Tactics	0	0	0	26	0	26
Total	611	505	1,116	52,868	26,160	79,028

#### College of Communication

Bachelor of Journalism <sup>9</sup>	36	123	159	4,266	7,628	11,894
Bachelor of Science in Advertising	62	172	234	2,817	5,406	8,223

Bachelor of Science in Communication Sciences and Disorders	6	113	119	95	1,810	1,905
Bachelor of Science in Communication Studies (or Speech)	75	188	263	2,027	5,776	7,803
Bachelor of Science in Public Relations	31	128	159	277	1,534	1,811
Bachelor of Science in Radio-Television- Film	156	136	292	6,122	3,993	10,115
Total	366	860	1,226	15,604	26,147	41,751

#### College of Education

Bachelor of Science in Applied Learning and Development	39	278	317	817	6,246	7,063
Bachelor of Science in Athletic Training	4	7	11	17	30	47
Bachelor of Science in Education	0	0	0	2,086	8,473	10,559
Bachelor of Science in Elementary Education	0	0	0	194	8,246	8,440
Bachelor of Science in Kinesiology <sup>10</sup>	13	6	19	2,474	2,459	4,933
Bachelor of Science in Kinesiology and Health	121	135	256	234	280	514
Bachelor of Science in Nursing Education	0	0	0	0	33	33
Total	177	426	603	5,822	25,767	31,589

#### Cockrell School of Engineering

Bachelor of Engineering Science	0	0	0	450	47	497
Bachelor of Science in Aerospace Engineering (or Aeronautical Engineering)	90	15	105	3,062	313	3,375
Bachelor of Science in Architectural Engineering	12	10	22	2,228	421	2,649
Bachelor of Science in Biomedical Engineering	67	32	99	439	256	695
Bachelor of Science in Ceramic Engineering	0	0	0	112	0	112
Bachelor of Science in Chemical Engineering	100	61	161	5,083	1,274	6,357
Bachelor of Science in Civil Engineering	76	40	116	5,043	770	5,813
Bachelor of Science in Electrical Engineering	203	35	238	11,524	1,103	12,627
Bachelor of Science in Electrical and Utility Engineering	0	0	0	4	0	4
Bachelor of Science in Geosystems Engineering and Hydrogeology	4	3	7	47	21	68
Bachelor of Science in Mechanical Engineering	211	26	237	9,423	865	10,288
Bachelor of Science in Mechanical and Industrial Engineering	0	0	0	4	0	4
Bachelor of Science in Meteorology	0	0	0	40	2	42
Bachelor of Science in Naval Science and Tactics	0	0	0	48	0	48
Bachelor of Science in Petroleum Engineering (or Petroleum Production Engineering)	92	18	110	3,819	351	4,170
Civil Engineer	0	0	0	172	0	172
Civil Engineer (five-year course)	0	0	0	9	0	9
Electrical Engineer	0	0	0	119	0	119
Electrical Engineer (five-year course)	0	0	0	11	0	11
Engineer of Mines	0	0	0	16	0	16
Total	855	240	1,095	41,653	5,423	47,076

#### College of Fine Arts

Bachelor of Arts in Art <sup>11</sup>	5	43	48	841	2,276	3,117
Bachelor of Arts in Dance <sup>12</sup>	0	0	0	23	123	146
Bachelor of Arts in Drama <sup>13</sup>	0	0	0	181	310	491
Bachelor of Arts in Music <sup>14</sup>	9	12	21	257	325	582
Bachelor of Arts in Theatre and Dance	11	46	57	238	640	878
Bachelor of Fine Arts	15	83	98	2,788	5,249	8,037
Bachelor of Music	26	34	60	1,286	1,822	3,108
Total	66	218	284	5,614	10,745	16,359

#### Division of General and Comparative Studies<sup>15</sup>

Bachelor of Arts	0	0	0	686	612	1,298
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Bachelor of Science in Architectural Studies	0	0	0	49	8	57
Total	0	0	0	735	620	1,355

**John A. and Katherine G. Jackson School of Geosciences**

Bachelor of Arts in Geological Sciences <sup>16</sup>	1	2	3	27	21	48
Bachelor of Science in Environmental Science <sup>33</sup>	6	4	10	6	4	10
Bachelor of Science in Geological Sciences <sup>16</sup>	31	20	51	204	135	339
Total	38	26	64	237	160	397

**College of Humanities<sup>17</sup>**

Bachelor of Arts	0	0	0	1,312	2,186	3,498
Total	0	0	0	1,312	2,186	3,498

**School of Law**

Doctor of Jurisprudence <sup>18</sup>	206	172	378	23,650	7,793	31,443
Master of Comparative Jurisprudence	0	0	0	107	26	133
Master of Laws	17	32	49	394	292	686
Total	223	204	427	24,151	8,111	32,262

**College of Liberal Arts<sup>19</sup>**

Bachelor of Arts	1,204	1,317	2,521	37,343	41,085	78,428
Bachelor of Science in Architectural Studies <sup>20</sup>	0	0	0	44	29	73
Bachelor of Science in Environmental Science <sup>33</sup>	4	3	7	4	3	7
Bachelor of Science in Psychology	36	78	114	285	578	863
Total	1,244	1,398	2,642	37,676	41,695	79,371

**College of Natural Sciences<sup>21</sup>**

Bachelor of Arts <sup>22</sup>	119	147	266	11,037	8,073	19,110
Bachelor of Science in Astronomy	9	1	10	55	24	79
Bachelor of Science in Biochemistry	70	53	123	833	645	1,478
Bachelor of Science in Biology	251	242	493	2,396	2,808	5,204
Bachelor of Science in Botany	0	0	0	8	11	19
Bachelor of Science in Chemistry	53	36	89	1,042	568	1,610
Bachelor of Science in Clinical Laboratory Science <sup>23</sup>	1	8	9	30	83	113
Bachelor of Science in Computer Sciences	162	27	189	3,228	538	3,766
Bachelor of Science in Computer Science	9	1	10	9	1	10
Bachelor of Science in Environmental Science <sup>33</sup>	6	1	7	6	1	7
Bachelor of Science in Geological Sciences <sup>24</sup>	0	0	0	1,106	422	1,528
Bachelor of Science in Home Economics	0	0	0	108	3,475	3,583
Bachelor of Science in Human Development and Family Sciences (or Child Development and Family Relationships) <sup>25</sup>	17	136	153	104	1,465	1,569
Bachelor of Science in Interdisciplinary Science	0	0	0	1	2	3
Bachelor of Science in Interior Design <sup>25, 26</sup>	0	0	0	31	296	327
Bachelor of Science in Mathematics	130	80	210	1,818	881	2,699
Bachelor of Science in Medical Technology <sup>27</sup>	0	0	0	78	330	408
Bachelor of Science in Microbiology	0	0	0	170	216	386
Bachelor of Science in Nutrition <sup>28</sup>	32	113	145	192	1,246	1,438
Bachelor of Science in Physics	60	8	68	1,071	153	1,224
Bachelor of Science in Public Health	14	43	57	14	43	57
Bachelor of Science in Textiles and Apparel <sup>28</sup>	4	39	43	43	1,084	1,127

Bachelor of Science in Zoology	0	0	0	493	377	870
Total	937	935	1,872	23,873	22,742	46,615

#### School of Nursing<sup>29</sup>

Bachelor of Science in Nursing	9	133	142	447	4,681	5,128
Total	9	133	142	447	4,681	5,128

#### College of Pharmacy

Bachelor of Science in Pharmacy	0	0	0	5,098	2,521	7,619
Doctor of Pharmacy <sup>30</sup>	36	82	118	505	1,226	1,731
Graduate in Pharmacy	0	0	0	558	71	629
Total	36	82	118	6,161	3,818	9,979

#### College of Social and Behavioral Sciences<sup>31</sup>

Bachelor of Arts	0	0	0	5,367	4,226	9,593
Total	0	0	0	5,367	4,226	9,593

#### School of Social Work

Bachelor of Social Work	11	83	94	282	1,989	2,271
Total	11	83	94	282	1,989	2,271

Total number of degrees conferred in all colleges and schools	6,659	6,957	13,616	334,403	269,948	604,351
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<sup>1</sup> Figures are given by academic year for the years complete at the time of publication. The number of degrees conferred is accurate as of the date of publication. Changes to the data, if any, will be reflected in the "Total Conferred" columns of the next General Information.

<sup>2</sup> Beginning for the long session 2009-2010, information about degrees conferred is provided by the University's Office of Information and Analysis.

<sup>3</sup> Through the session 1905–1906, the master's degree was given in the Department of Literature, Science, and Arts; then through the session 1909–1910, in the College of Arts. Prior to the 1923–1924 session, the master's degree in engineering, with designation of the branch in which given, was awarded in the College of Engineering. Branch designations were discontinued in 1978.

<sup>4</sup> Prior to 1998–1999, the Doctor of Pharmacy was conferred in the Graduate School. In 1998–1999, the degree was awarded in both the Graduate School and the College of Pharmacy; thereafter it was awarded in the College of Pharmacy.

<sup>5</sup> The total includes one recipient of the MBA degree whose gender is not recorded.

<sup>6</sup> Prior to the long session 1951–1952, the School of Architecture was a part of the College of Engineering.

<sup>7</sup> Prior to 2000–2001, the Bachelor of Science in Interior Design was conferred in the College of Natural Sciences. In 2000–2001, the degree was awarded in both the College of Natural Sciences and the School of Architecture.

<sup>8</sup> After the long session 1970–1971, degrees previously conferred by the College of Arts and Sciences were awarded in the Colleges of Humanities, Natural Sciences, and Social and Behavioral Sciences and the Division of General and Comparative Studies. Beginning with the spring semester 1979, the degrees for the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies have been awarded in the College of Liberal Arts.

<sup>9</sup> Prior to the long session 1965–1966, the Bachelor of Journalism degree was conferred in the College of Arts and Sciences. Total numbers of Bachelor of Journalism degrees conferred up to that time were: men, 911; women, 850; both, 1,761. These totals are now listed in the College of Communication and are not included in the totals for the College of Arts and Sciences.

<sup>10</sup> Prior to 1990–1991, the Bachelor of Science in Kinesiology was designated the Bachelor of Science in Physical Education.

<sup>11</sup> Prior to February 1969, the Bachelor of Arts in Art was designated Bachelor of Science in Art.

<sup>12</sup> In spring 1997, the Bachelor of Arts in Drama and the Bachelor of Arts in Dance were replaced by the Bachelor of Arts in Theatre and Dance.

<sup>13</sup> Prior to February 1969, the Bachelor of Arts in Drama was designated Bachelor of Science in Drama. In spring 1997, the Bachelor of Arts in Drama and the Bachelor of Arts in Dance were replaced by the Bachelor of Arts in Theatre and Dance.

<sup>14</sup> Prior to February 1969, the Bachelor of Arts in Music was designated Bachelor of Science in Music.

15. Beginning in summer 1971, the degrees formerly conferred in the College of Arts and Sciences were conferred instead in the College of Humanities, the College of Natural Sciences, the College of Social and Behavioral Sciences, and the Division of General and Comparative Studies. In spring 1979, degrees in the College of Humanities, the College of Social and Behavioral Sciences, and the Division of General and Comparative Studies were moved to the College of Liberal Arts.
16. The Bachelor of Arts with a major in geological sciences and the Bachelor of Science in Geological Sciences were conferred in the College of Natural Sciences through summer 2006; in fall 2006, they were conferred in both the College of Natural Sciences and the Jackson School of Geosciences; since spring 2007, they have been conferred only in the Jackson School.
17. Beginning in summer 1971, the degrees formerly conferred in the College of Arts and Sciences were conferred instead in the College of Humanities, the College of Natural Sciences, the College of Social and Behavioral Sciences, and the Division of General and Comparative Studies. In spring 1979, degrees in the College of Humanities, the College of Social and Behavioral Sciences, and the Division of General and Comparative Studies were moved to the College of Liberal Arts.
18. Prior to April 1969, this degree was designated Bachelor of Laws.
19. Prior to the summer session 1971, degrees in the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies were conferred in the College of Arts and Sciences. Beginning with the spring semester 1979, these degrees have been awarded in the College of Liberal Arts.
20. Prior to 1987–1988, the Bachelor of Science in Architectural Studies was conferred in the College of Liberal Arts. In 1987–1988, the degree was conferred in both the School of Architecture and the College of Liberal Arts. Since 1988–1989, the degree has been awarded in the School of Architecture.
21. Prior to summer session 1971, degrees now in the College of Natural Sciences were conferred in the College of Arts and Sciences.
22. The Bachelor of Arts with a major in geological sciences was conferred in the College of Natural Sciences through summer 2006; in fall 2006, it was conferred in both the College of Natural Sciences and the Jackson School of Geosciences; since spring 2007, it has been conferred only in the Jackson School.
23. In fall 2000, the Bachelor of Science in Clinical Laboratory Science replaced the Bachelor of Science in Medical Technology.
24. The Bachelor of Science in Geological Sciences was conferred in the College of Natural Sciences through summer 2006; in fall 2006, it was conferred in both the College of Natural Sciences and the Jackson School of Geosciences; since spring 2007, it has been conferred only in the Jackson School.
25. Prior to the summer session 1992, this degree was designated Bachelor of Science in Home Economics.
26. Prior to the summer session 1992, this degree was designated Bachelor of Science in Home Economics. Through 1999–2000, the Bachelor of Science in Interior Design was conferred in the College of Natural Sciences; in 2000–2001, it was awarded in both the College of Natural Sciences and the School of Architecture.
27. In fall 2000, the Bachelor of Science in Medical Technology was replaced by the Bachelor of Science in Clinical Laboratory Science.
28. Prior to the summer session 1992, this degree was designated Bachelor of Science in Home Economics.
29. Between 1929 and 1943, the Bachelor of Science in Nursing degree was conferred in the College of Arts and Sciences. Eleven women graduated in the program.
30. Prior to 1998–1999, the Doctor of Pharmacy was conferred in the Graduate School. In 1998–1999, the degree was awarded in both the Graduate School and the College of Pharmacy; thereafter it was awarded in the College of Pharmacy.
31. Prior to summer session 1971, degrees in the Colleges of Humanities, Natural Sciences, and Social and Behavioral Sciences and the Division of General and Comparative Studies were conferred in the College of Arts and Sciences. Beginning with the spring semester 1979, the degrees for the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies have been awarded in the College of Liberal Arts.
32. The total includes one recipient of the MBA degree whose gender is not recorded.
33. The degree is offered by the Jackson School of Geosciences with a major in geological sciences, by the College of Liberal Arts with a major in geographical sciences, and by the College of Natural Sciences with a major in biological sciences. The degree programs share common prescribed work, but each major has its own specific requirements.



## Summary of Enrollment in Residence, 2012–2013

	Men	Women	Both
Fall semester 2012	25,795	26,391	52,186
Spring semester 2013	24,415	25,034	49,449
Summer session 2013	7,827	7,982	15,809

## Enrollment in Residence, 1883-2013<sup>33</sup>

For the period prior to 1983–84, enrollment is given for every fifth year. Annual enrollment for the years 1883–84 through 1932–33 is given in the 1951–52 edition of *General Information*; annual enrollment for 1933–34 through 1982–83 is given in the 2007–08 edition.

	Fall Semester	Summer Session
1883–1884	221	
1888–1889	278	
1893–1894	355	
1898–1899	594	186
1903–1904	837	285
1908–1909	1,533	741
1913–1914	2,254	980
1918–1919	2,812	1,592
1923–1924	4,672	3,145
1928–1929	5,863	3,155 <sup>34</sup>
		3,449
1933–1934	6,652	4,673
1938–1939	10,114	6,062
1943–1944	6,532	4,929
1948–1949	17,035	9,713
1953–1954	14,101	7,643
1958–1959	17,895	8,115
1963–1964	22,385	11,082
1968–1969	32,155	16,226
1973–1974	40,611	19,643
1978–1979	43,095	19,216
1983–1984	47,631	22,545
1984–1985	47,973	22,419
1985–1986	47,838	20,582
1986–1987	46,140	20,606
1987–1988	47,743	21,148
1988–1989	50,107	21,599
1989–1990	50,245	20,672
1990–1991	49,617	21,065
1991–1992	49,961	21,491
1992–1993	49,253	20,362
1993–1994	48,555	19,353
1994–1995	47,957	18,691
1995–1996	47,905	18,879
1996–1997	48,008	17,843
1997–1998	48,857	18,004
1998–1999	48,906	17,611
1999–2000	49,009	17,871
2000–2001	49,996	17,511
2001–2002	50,616	18,399
2002–2003	52,261	18,606
2003–2004	51,426	18,002
2004–2005	50,377	17,506

2005–2006	49,696	16,409
2006–2007	49,697	16,004
2007–2008	50,170	15,420
2008–2009	49,984	15,336
2009–2010	50,995	16,137
2010–2011	51,195	16,193
2011–2012	51,112	15,660
2012–2013	52,186	15,809

33. Prior to the session of 1929–1930, the summer session figures are grouped with the following fall semester and the extension year used is the September 1–August 31 year preceding the fall semester. Beginning with the session of 1929–1930, statistics are given for the academic year (September 1–August 31), the summer session being grouped with the preceding fall semester, and the extension year used being the September 1–August 31 year concurrent with the fall semester and summer session indicated.

34. Because of the change in the method of recording enrollment figures, as explained in footnote 32, the figures for the 1929 summer session and the 1928–1929 extension year are given separately.

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