

# General Student Handbook

University of North Texas  
Health Science Center

Revised August 2005

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## **NUMBERS TO KNOW**

When in need of minor medical assistance, students should go to the Student Health Clinic located on the 2nd floor of the Patient Care Building and present their student ID to receive the appropriate medical care.

Student Health Clinic           (817) 735-2228  
After hours exposures only   (817) 216-3786

Campus Police officers routinely patrol the campus. If you witness a Medical or Police emergency on campus, contact the Campus Police Office.

Campus Police                   (817) 735-2600 Police, Fire, and Medical Emergencies  
   (817) 735-2210 Non-emergency information

## **ACCREDITATION**

The University of North Texas Health Science Center at Fort Worth is approved by the Texas Higher Education Coordinating Board and is a member of the Alliance for Higher Education, the Association of Academic Health Centers, the Council for the Advancement and Support of Education and the Council of Graduate Schools.

The University of North Texas Health Science Center at Fort Worth is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4501) to award master's and doctoral degrees. The Texas College of Osteopathic Medicine has received accreditation from the AOA Bureau of Professional Education of the American Osteopathic Association, which is the recognized accrediting agency for the approval of colleges preparing osteopathic physicians. The address and phone number of the accrediting agency are: Secretary, AOA Bureau of Professional Education; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; Telephone 312-202-8049; FAX 312-202-8202. TCOM is approved by the Texas State Board of Medical Examiners and is a member of the American Association of Colleges of Osteopathic Medicine. Accreditation was granted to the University of North Texas Health Science Center Physician Assistant Studies Program by the Committee on Accreditation of Allied Health Education. The School of Public Health is accredited by the Council on Education for Public Health.

# **MISSION STATEMENT**

## **UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH**

Approved by Board of Regents August 17, 2001  
Approval by Texas Higher Education Coordinating Board, October 2001

The University of North Texas Health Science Center at Fort Worth, a component institution of the UNT System, is dedicated to excellence in education, research, healthcare, and service.

We achieve this mission by:

- Preparing our students in osteopathic medicine, biomedical sciences, public health and physician assistant studies for successful careers in health care, research and teaching.
- Advancing the discovery of knowledge through cutting-edge basic and applied research.
- Teaching, practicing and encouraging the effective delivery of primary health care.
- Emphasizing health promotion, disease prevention and public health, with a focus on underserved populations.
- Actively collaborating with other academic institutions, such as other components of the UNT System, health-related organizations and the communities we serve.
- Supporting a culturally diverse environment that advocates mutual respect for all members of the health science center as they strive for excellence.
- Meeting and exceeding the needs and expectations of our students, patients, employees, partners, donors and the people of Texas.

# **VISION STATEMENT**

## **UNT Health Science Center**

**October 2001**

### **Summary of VISION**

The University of North Texas Health Science Center will ...

- Be a premier primary care academic health center.
- Achieve national recognition for research and public health excellence.
- Lead in entrepreneurial biomedicine.
- Enjoy a culture of high morale, quality, caring and trust.

### **VISION**

The Vision of UNT Health Science Center is to be a Premier Primary Care Academic Health Center. To further its Vision, the center strives to identify itself as:

- a center of excellence in educating the primary health care team of the future- physicians, public health practitioners and physician assistants - with an integrated medical curriculum appropriate to the challenges of 21st Century medicine, and a thriving school of public health and physician assistant program;
- a nationally-recognized center of research excellence, and a leader in entrepreneurial biomedicine, forging effective partnerships with corporate entities as well as other health science centers in the state with a comprehensive graduate school that is a leader in biomedical science education;
- an institution at the forefront of medical practice among academic health centers, expanding clinical research and community-based care with increasing collaborative specialty practice and training; and
- an institution committed to diversity of students, faculty and staff, with a focus on recruiting Texas students and providing health care, public health and science professionals for Texas.

Further, our vision is to be identified as:

- an institution that fosters a culture of high morale, quality, caring and trust; where we function as a group of professionals who treat each other with a sense of civility and respect, promoting intellectual collegiality and fun;
- an institution with a common sense of purpose that reaches across schools and support units, seeking to eliminate internal barriers and competition, and where openness and willingness to share are standard operating procedure;
- a thriving health science center with decreasing reliance on state funds where the institution grows through viable, ongoing development efforts, enhanced leading-edge research programs, a healthy medical practice plan and growing enrollment;
- an institution that manages information resources in an integrated and coordinated manner; and
- a contributor to and a leader in our local community with a cohesive, community-recognized campus.

# **INTRODUCTION**

## **PURPOSE OF THE HANDBOOK**

The Student Handbook is a reference guide to provide general information to students about the Health Science Center. The handbook contains information regarding the organization of the institution, official policies and regulations, student services, and organizational activities.

Each enrolled student is individually responsible for knowledge of the current academic regulations, general and specific requirements, and the operational policies of the institution, as contained in the respective School/Program Catalog and other official documents, or announcements of the Health Science Center.

The provisions of this handbook may be subject to change at any time without notice, as a result of official administrative actions. Information provided in this handbook does not constitute a contract between the Health Science Center and a student. The institution is not responsible for any misrepresentations of its requirements or provisions that might arise as a result of errors in preparation of this handbook.

It is the policy of the University of North Texas Health Science Center not to discriminate on the basis of race, color, age, religion, sex, national origin, disability, sexual orientation, or disabled veteran of the Vietnam era status, in its educational programs, activities, admissions or employment policies. Questions or complaints should be directed to the Equal Employment Opportunity Office, 817/735-2357.

## **DIVISION OF STUDENT AFFAIRS**

Student Affairs oversees issues that are relevant to all DO, GSBS, SPH, and PA students from pre-enrollment through graduation. The division provides co-curricular and extra-curricular services, programs, and activities to facilitate students' academic training, personal growth, and professional development. Student Affairs assists the administration of UNT Health Science Center in interpreting students' individual needs. In turn, this creates an atmosphere that not only stimulates the learning process, but also integrates extra-curricular and co-curricular experiences into the formal educational programs.

Student Affairs is comprised of the following departments: the Office of Student Affairs, Office of Academic Support (OASIS), the Registrar's Office, the Financial Aid Office, and the Student Development Office and International Student Services. The division supports the mission of the UNT Health Science Center by implementing the following goals:

- Manage student enrollment through recruitment, retention, and career development strategies that result in graduates who possess the ability to succeed in their chosen profession.
- Promote the professional and personal development of all students.
- Support consistent development, creation, and implementation of institutional policies and guidelines in order to ensure student success.
- Promote positive communication that demonstrates a professional, caring, and supportive atmosphere for prospective students, enrolled students, and alumni.

## **STUDENT AFFAIRS DEPARTMENTS**

### **OFFICE OF STUDENT AFFAIRS**

- Encourages students to participate in a variety of UNT Health Science Center enrichment programs.
- Provides academic and career counseling services to all students. (Please note that *personal counseling* referrals for students are available through the Student EAP at 817-339-8936.)
- Interprets institutional regulations and policies pertaining to both academic and non-academic student matters.
- Oversees student discipline and intervention programs.
- Assists students in completing the required paperwork and notifying appropriate faculty regarding emergent issues, such as excused absences.

For more information please feel free to contact our office at: **817-735-2505 (EAD-246)**.



## **OFFICE OF ACADEMIC SUPPORT SERVICES (OASIS)**

- Provides services to enhance the academic success of all students
- Works with faculty to provide direction and support for students in periods of academic difficulty.
- Offers counseling on learning strategies, time management, and test-taking skills
- Develops comprehensive peer-tutoring and supplemental instruction programs

For more information about these services, please contact OASIS at 817-735-2505 or 817-735-2407, or visit the website at: [www.hsc.unt.edu/departments/Oasis](http://www.hsc.unt.edu/departments/Oasis).

## **FINANCIAL AID OFFICE**

- Provides students with financial assistance
- Helps students manage living expenses and the costs of their educational program
- Provides financial planning opportunities, referrals, and resources to students

For more information about these services, please contact the Financial Aid Office at 817-735-2505, or visit the website at: [www.hsc.unt.edu/departments/financialaid](http://www.hsc.unt.edu/departments/financialaid).

## **INTERNATIONAL STUDENT SERVICES**

- Provides documentation for international students pertaining to I-20s, visa status, and other required documentation.
- Provides guidance to international students seeking assistance.
- Provides information and resources for international students.

For more information about these services, please contact the International Student Services Office at 817-735-2505.

## **REGISTRAR'S OFFICE**

- Oversees student enrollment and registration
- Issues official transcripts and other educational records
- Certifies enrollment and eligibility for veterans' benefits
- Maintains students records including address and name changes
- Coordinates major campus events such as convocation and commencement

For more information about these services, please contact the Registrar's Office at 817-735-2505

or 817-725-2202, or visit the website at: [www.hsc.unt.edu/departments/registrar](http://www.hsc.unt.edu/departments/registrar).

## **STUDENT DEVELOPMENT OFFICE**

- Coordinates programs and activities that promote the intellectual, professional, moral, social, physical, and emotional development of all students
- Coordinates the student activity calendar, assists in student-sponsored events, helps with the registration process, and assists in fiscal management of clubs and classes
- Assists organizations with leadership development and the planning of activities and events
- Provides students and prospective students with information on housing, childcare and employment opportunities in Fort Worth

For more information about these services, please contact the Student Development Office at 817-735-5006 or 817-735-5153, or visit the website at: [www.hsc.unt.edu/departments/sdo/](http://www.hsc.unt.edu/departments/sdo/).

## **STUDENT ACTIVITIES**

### **STUDENT ORGANIZATIONS**

There are many organizations on the UNT Health Science Center campus that represent a variety of interests within the health professions community. In cooperation with the Student Development Office, the health science center sponsors programs and activities that promote the intellectual, professional, social, physical, and emotional development of all students. These organizations provide students with leadership opportunities at the local, regional, and national levels. There are over thirty active student organizations and 4 student government bodies on campus.

For more information about student organizations and student government, please contact the Student Development Office at 817-735-5006.

### **HOW TO SCHEDULE EVENTS**

Student organizations are required to schedule events, seminars, programs and lectures through the Student Development Office. Please contact the Student Development Office at 817-735-5006 for more information, or to schedule a room.

## **REGISTRATION AND RECORDS**

### **STUDENT RECORDS**

#### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232G, grants students in institutions of higher education the right of access to their educational records with the exception of confidential letters and statements of recommendation that the student has waived the right to inspect.

Before disclosing any personally identifiable information, except directory information, the Health Science Center must obtain written consent from the student unless allowed by law. The Family Educational Rights and Privacy Act considers certain information to be “directory information” and subject to disclosure without prior consent from the student. Directory information relating to students includes the following: the student’s name, address, telephone listing, date and place of birth, hometown, major field of study, participation in officially recognized activities and sports, classification, degrees and awards received, the most recent educational agency or institution attended by the student, the dates of attendance, and their photograph.

Students who desire that all or part of their directory information not be released must submit a written request to the Office of the Registrar during the first 12 days of the semester. Forms for submitting the written request to withhold directory information are available in the student’s fall registration packet and in the Office of the Registrar.

Students have a right to request an amendment to their educational records to ensure their accuracy. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Health Science Center to comply with the requirements of the Family Educational Rights and Privacy Act.

### **STUDENT INFORMATION CHANGES**

Any changes or correction of student information such as (name, address, telephone, email, etc.) should be made on-line or in the Office of the Registrar by completing a “Change of Name/Address Form”. All changes will be processed by the Office of the Registrar and distributed to the appropriate academic and administrative units of the Health Science Center.

The health science center utilizes Email correspondence as a primary means of communication with students. All students are required to maintain an on Campus GroupWise Email account. Email accounts are assigned through the university at no cost to the student.

### **TRANSCRIPTS**

The term academic transcript refers to a copy of the official permanent record of a student's approved academic course work, including academic grades, scholarship and degrees.

A student may obtain a copy of his/her transcript by submitting a written request to the Office of

the Registrar. A \$4.00 fee is charged for each official transcript. A \$1.00 fee is charged for each copy of an undergraduate transcript in a student's file.

Alteration of academic records or transcripts with the intent to use such a document fraudulently is a crime punishable by law. The penalty is a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

### **VETERANS BENEFITS**

The Texas Workforce Commission has approved the Health Science Center for the training of men and women who have served in the armed forces. Assistance is provided to students who are on active duty or who are veterans. To establish eligibility for assistance, a veteran should contact the Office of the Registrar for the appropriate forms. The completed forms and a copy of Form DD-214 should be forwarded to the Office of the Registrar.

A student must maintain the minimum passing grade for their academic program to remain eligible to receive veteran's benefits. Veteran's benefit payments may not be made during any period of academic probation. All questions on veteran's registration should be directed to the Office of the Registrar.

## CAMPUS SERVICES

### GIBSON D. LEWIS HEALTH SCIENCE LIBRARY

Health Science Center students have full access to the services of the Gibson D. Lewis Health Science Library. The library is open approximately 100 hours per week for your convenience. A student identification card is required to borrow books, reserve materials, and check out audiovisual items. UNTHSC ID badges are required to be clearly visible at all times while in the Library.

#### Circulation

*Books*, located on the fourth floor, circulate for two weeks and may be renewed in person or by telephone for an additional two weeks. *Reserve materials* are housed behind the information desk, and include texts used in classes, preparatory books for licensing examinations, materials placed on reserve by instructors, etc. *Journals* located on the third floor and the second floor display area, are restricted to the library. *Reference materials*, located in the reference area on the second floor, may not leave the library without permission from a Public Service Librarian.

#### Database Searching

MEDLINE and other databases are available on library workstations for searching by students. MEDLINE searches may also be requested of Public Service Librarians at no charge. Students on rotation/internships may request that computer searches be faxed or mailed to them at their rotation/internship site.

#### Interlibrary Loan (ILL)

As a resource library of the National Network of Libraries of Medicine, the Lewis Library has access to the collections of medical libraries throughout the United States. A request for a book or journal article not owned by Lewis Library can be provided through Interlibrary Loan. Requests may be placed at the Information Desk. Fees may apply for Interlibrary Loan item.

#### Media Resources Department and Computer Labs

*Audiovisual items* and *anatomical models* are located on the fourth floor. These items generally circulate for one week and may not be renewed. Some lecture tapes are available for duplication purposes. The media resources department also has laptop computers and a digital camera available for checkout.

*Microcomputer laboratories* are located on the second and fourth floors. The second floor laboratory is reserved for formal instruction. The fourth floor labs are open during library operating hours and offer students free access to a variety of software packages and the Internet. Student ID cards are required to use the laboratories and use of computers is governed by the Computer User Policy which all students sign at registration.

#### Overdue/Lost/Damaged Materials

There are no overdue fines for print library materials. In the case of damaged or lost materials, the patron is assessed a \$20.00 processing fee plus a replacement fee. All borrowing and

reference service privileges are suspended until payment is made or materials returned. Prior to graduation the library must clear all student records.

### Photocopying

The library provides photocopy machines on all floors. Copy cards may be purchased in various denominations. The library also offers photocopy services for which there is a charge.

Photocopying of patient care related articles is available at no cost to third and fourth year medical students on clinical rotations. The library will not fill photocopy requests that are determined to be in violation of the copyright law.

### Research Assistance

Librarians are available to teach students how to research the medical literature. Students may request assistance in preparation for case reports, morning reports or to obtain general research assistance. Librarians are available Monday through Friday from 8:00 am to 5:00 pm. Students may also contact librarians at 817-735-2601 to schedule an appointment.

## **CAMPUS POLICE**

The UNT Health Science Center Campus Police Department operates 24 hours a day, 7 days a week. Campus Police officers are fully licensed peace officers vested with all the powers, privileges, and immunities of peace officers in the State of Texas. They are authorized to function as the local law enforcement authority in all counties in which property is owned, leased, rented or otherwise under the control of the health science center.

In compliance with the Jeanne Clery Campus Security Policy and Crime Statistics Reporting Act and the 1998 amendments to the Higher Education Act, a Campus Police Crime Log, containing all reportable crimes is maintained and made available to the general public. Such crimes are logged and open to public inspection within two business days of the report. Exceptions to disclosure of statistics will be made to protect ongoing investigations and victims of sensitive crimes.

The non-emergency phone number for the campus police is 817-735-2210. For emergencies, please call 817-735-2600 or ext. 2600 from any campus phone!

### Motor Vehicle Registration

Those who operate motor vehicles and bicycles on campus must comply with the Texas Uniform Traffic Code and the published center regulations regarding vehicle and bicycle use, parking, display of decals, and penalties for violations.

### ID Cards

Identification cards are issued during registration. These must be worn at all times while the student is on campus, or, if applicable, on preceptorships, internships, and clinical rotations.

The ID card is void upon termination or interruption of enrollment, and when not properly encoded. Fraudulent use of an ID card subjects the user to a fine of \$2,000 and up to one year in jail (Class A Misdemeanor). Anyone who uses the ID card to give false information to a police officer is subject to a fine of \$2,000 (Class C Misdemeanor).

Replacement ID cards may be purchased for a \$15 fee. Please contact Biomedical Communications at 817-735-2470 for more information. A stolen card should be reported to Campus Police immediately.

### Liability

The health science center is not responsible for, and does not assume any liability for loss of or damage to personal property. Students may wish to provide personal insurance coverage for their possessions on campus.

### **CASHIER**

The cashier's office offers a multitude of services to the students of the Health Science Center. It is the cashier's office where students will pick up emergency loans, financial aid checks, and personal loans. Payment for tuition and fees may be rendered here with the option also available to mail in payments. Personal checks may be cashed (in accordance with the check cashing policies).

### **HOUSING**

The UNT Health Science Center does not provide on-campus housing to its students. However, students will find a variety of housing opportunities in the area. Each student is responsible for making his or her own housing arrangements. Please visit: <http://students.hsc.unt.edu> and click on "Housing Opportunities" for available options.

The health science center does not assume any responsibility for student housing arrangements. The health science center supports the federal housing policy that homeowners do not discriminate because of race, color, gender, age, disability, veteran status, or national origin.

### **FOOD SERVICE**

Snack food is available from various on-campus vending machines and in the health science center gift shop, located on the second floor of the library lobby. Lunch is served daily in the Stairwell Café, located on the first floor of the library. Students (with I.D.) are eligible for a discount at the Osteopathic Medical Center of Texas (OMCT) (hospital) cafeteria and other local dining establishments.

### **LOCKERS**

Lockers are available for students on the first floor of EAD and RES upon request. Contact the Student Development Office at (817) 735-5006 to request a locker. Anatomy Laboratory lockers are available to students enrolled in the anatomy course and assigned by the Department of Pathology and Anatomy.

### **MAIL SERVICES**

The Campus Mail Service assigns each student a mailbox upon request. These boxes are to be used for mail of institutional nature only. Personal mail cannot be processed through Campus Mail Service. The Campus Mail Service is located on the first floor of EAD, Room 124 near the north end of the building.

## **PARKING**

On normal business days between the hours of 8 a.m. and 5 p.m., all vehicles owned or operated by students or employees parked on campus must properly display a current parking permit designated for the lot in which they park. Motorcycles and bicycles are exempt, but must park in specific areas. Parking permits are required to park in designated campus lots. Parking permits and policies are available at the campus police department.

## **RECREATIONAL FACILITIES – FOUNDER’S ACTIVITY CENTER**

The Founders’ Activity Center is located on the north side of the campus, and is open 7 days a week to students, faculty and staff. The center features aerobic classes, regularly scheduled recreational sports, a multi-purpose outdoor court, and recreational equipment. Cardiovascular exercise equipment, free weights and weight machines are also available. The center’s health promotion manager can tailor exercise and nutrition programs to the individual. For more information and a current schedule of activities, please visit the website at: [www.hsc.unt.edu/fac](http://www.hsc.unt.edu/fac) or contact the health promotion manager at 817-735-2209.

## **HEALTH SERVICES**

Health care services are available to students through the UNT Health Science Center’s Central Family Practice Clinic in the Patient Care Center. The student is responsible for all appropriate fees and must provide proof of insurance. Student Health Services or the student’s primary care physician (as specified by the student's insurance plan) must approve referrals to specialty clinics. For more information, please contact the Central Family Practice Clinic at 817-735-2228.

## **STUDENT HEALTH INSURANCE**

It is required that all students carry medical insurance and hospitalization insurance while enrolled at the health science center. Proof of insurance in the form of a signed verification form must be completed prior to initial registration and enrollment. Insurance coverage must remain in effect throughout the duration of enrollment.

Although insurance may be purchased from any insurance carrier, a non-university affiliated carrier for enrolled students offers a group student health insurance plan. Application forms are available in the Student Affairs Office.

## **ACADEMIC-RELATED POLICIES AND PROCEDURES**

Each academic program maintains its own academic policies. Students are encouraged to review syllabi and school catalogs for more information on policies related to academic issues.

## **POLICY ON CO-CURRICULAR INVOLVEMENT**

Student government, campus clubs and organizations, class leadership and co-curricular appointments are designed to promote and enhance the scholarly activity of our students. This policy will be enforced to ensure that our students do not allow their co-curricular involvement to interfere with their academic pursuits.



Any student in the Graduate School of Biomedical Sciences or the School of Public Health must be in good academic standing to run for office in any student organization and must remain in good academic standing (as defined by the respective school catalog) throughout the term of office, if elected.

Students enrolled in the Texas College of Osteopathic Medicine (D.O. and physician assistant students) must adhere to the following guidelines:

1. Students that are repeating or have repeated an academic year due to unsatisfactory performance may not be an elected or appointed as an officer or representative to any campus based organization or activity.
2. All students that fail to maintain a grade of 76 or above in two or more courses within one academic year must meet with the Associate Director of Student Affairs for Academic Support. The Associate Director, after consultation with the TCOM Associate Dean for Academic Affairs, will have the authority to impose reasonable requirements and/or restrictions including, but not limited to, limiting the extent of participation in on-campus organizations and mandating the utilization of services offered by the Office of Academic Support. Appeals to this decision must be made to the Student Performance Committee. The Associate Director may also refer the student to the Student Performance Committee.
3. Although a 70 is accepted as a passing grade in an individual course, a student who is not performing at a satisfactory level and consistently rated as marginal (i.e., three or more courses with a final grade of 75 or below during an academic year) may be subject to restrictions as recommended by the TCOM Associate Dean for Academic Affairs in consultation with the Associate VP for Student Affairs. Appeals to these decisions will be heard by the Student Performance Committee.

### **PARTICIPATION IN SPECIAL ENVIRONMENTS**

Education at the Health Science Center takes place in special environments that can be dangerous. Classrooms, laboratories, and clinical facilities may contain hazardous physical and chemical environments in which students accomplish educational requirements. Failure to participate in required classes could result in consideration for dismissal from the Health Science Center.

Working and studying in these special environments may require the student to make an informed decision concerning continued participation. Examples of this are: 1) students who believe they are allergic or sensitive to certain chemicals that are used in the teaching environment, and 2) students who are pregnant and concerned about potential hazards to the developing fetus. Students who fall into these two categories should take the following steps:

#### **A. Chemical Sensitivity**

Hypersensitivity or reactivity to chemicals in the teaching environment is a rare event. However, when a student believes he/she is allergic or sensitive to certain chemicals, he/she should contact the Office of Student Affairs.

1. The Office of Student Affairs will inform the student of potential options. These may include:
  - a. At the student's expense, obtain an evaluation by a Board Certified Allergist to determine risks of exposure. The Office of Student Affairs may, upon request, assist the student in obtaining an

- appointment.
- b. Reducing exposure to the chemicals by wearing extra clothing, gloves, and an appropriate mask.
2. Students generally have three class days after notifying the Office of Student Affairs in which to make a decision regarding continued attendance or taking additional measures of protection. During this period, absences from that specific class or lab will not be counted. The student, however, is still held responsible for the material covered during the absence. After three class days, if the student has not made a decision in writing to the Office of Student Affairs, further absences from course will be counted against his/her attendance record, which could result in consideration for dismissal.

#### B. Pregnancy

Pregnancy poses special problems concerning exposure to chemical agents in the teaching environment. Not all of the possible effects of many agents on fetal development are known. The Health Science Center does not know and cannot determine all of the potential risks of a particular teaching environment to a developing fetus. If the student chooses to continue in the course, she does so of her own volition knowing that options do exist. These are listed below:

1. If a student advises the Course Director that she is (or may be) pregnant, the student will be directed to the Office of Student Affairs where she will be given information on options available to her.
2. The student has three working days in which to make her decision regarding continued enrollment or other actions to take. During this period, absences are not counted against her attendance record. The student will, however, be held responsible for the material covered during her absence. After three working days, if the student has not made her decision in writing to the Office of Student Affairs, further absences from courses may result in consideration for dismissal.

#### Options available to pregnant students:

- a. At her own expense, obtain clothing and an appropriate filter mask to reduce her exposure to the potentially harmful chemicals;
- b. Apply in writing to the Office of Student Affairs for an extension to the degree program time limitation; or
- c. Request a Leave of Absence.

#### **STUDENT INVOLVEMENT IN PATIENT CARE**

Students are required to obtain and provide documentation indicating that they do not have conditions that would endanger the health and well being of patients. Students must also be able to demonstrate that their health and abilities will enable them to meet the defined health and technical standards of their individual program. These are normally provided at the time of application for admission or upon registration.

## **CULTURAL SENSITIVITY**

Students are encouraged to know and respect the personal cultural values, ethics, and religious beliefs of others when involved in providing patient care. When possible, these values and beliefs are accommodated. However, the mission of the institution cannot be compromised in order to accommodate an individual student's personal beliefs. For the complete policy as it pertains to students of the Health Science Center, please see Human Resource policy 5.13 under "Policies and Procedures" on the institution's homepage at [www.hsc.unt.edu](http://www.hsc.unt.edu), or in the Human Resources policy manual.

## **PATIENT CONFIDENTIALITY**

During the course of study, students may come into contact with a patient's confidential information. There are laws governing the release of confidential patient information to others. In general, students are permitted to discuss patient information with medical and healthcare personnel who are directly involved in providing the patient's care. However, students are cautioned to be sensitive to their surroundings and the appropriateness of such discussions. Students should not divulge a patient's confidential information without the patient's or their attending physician's permission to do so. The Division of Student Affairs adheres to all State and Federal regulations pertaining to issues of confidentiality of records, including Health Insurance Portability and Accountability Act (HIPAA).

## **PERFORMING PATIENT CARE ACTIVITIES**

Student involvement in patient care is permitted when authorized by the assigned preceptor. The student's preceptor is responsible for supervising the student when he or she is assigned patient care activities and other related duties. Student preceptors may not permit students to perform any medical services without appropriate supervision, which is defined as the preceptor being physically present or immediately available to provide guidance to the student. The expectations and requirements of each clinical rotation are stated in the syllabus for each clinical rotation. State and Federal regulations/laws and ethical standards also govern acceptable behavior.

Since students are not licensed health care providers, they cannot be given responsibilities for patient care that would otherwise exceed their capabilities as a student or violate other legal restrictions. Students may not take the responsibility or place of qualified staff. Patient care activities should not exceed the student's stage of learning. Under no circumstances are students permitted to write patient care orders independently. Under no circumstances should assigned patient care related activities exceed those that a graduate in that profession would otherwise be expected to perform.

While on clinical rotations, students may not accept payments, stipends, or any other remuneration for services they perform as a part of their educational program. Students may not be employed to perform patient care related services at any private or public medical practice, clinic, or institution, during any time in which they are present as a student and assigned to that practice, clinic, or institution.

## **NOTIFYING PATIENTS OF STUDENT STATUS**

Students must wear their Health Science Center identification badge (card) at all times while involved in delivering patient care. Medical and PA Students are required to wear the "short" white lab coat with the appropriate patch firmly attached during all patient care interactions.

Students must take reasonable steps to disclose their status as a “student physician,” “physician assistant-student,” “graduate student,” or “public health student” while involved in delivering patient care.

### **COMMUNITY SERVICE AND VOLUNTEER WORK**

Students are encouraged to remain active in the community through community service and volunteer work. Providing medical services and patient care services at charitable, humanitarian, or community service activities, such as community health fairs is permitted when such services are assigned and appropriately supervised, and approved by their respective educational program. Participating in volunteer activities that do not involve providing medical services does not require prior approval.

### **AMERICANS WITH DISABILITIES ACT PROTOCOL**

Section 504 of the Rehabilitation Act of 1973 and the 1991 Americans with Disabilities Act (ADA) are federal anti-discrimination statutes designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment and educational opportunities that are available to persons without disabilities. Both laws require educational institutions to consider whether reasonable accommodation could remove barriers. The process of identifying whether, and to what extent, a reasonable accommodation is required should be flexible and involve both the Health Science Center and the individual with a disability. For this reason, the Equal Employment Opportunity Office is responsible for coordinating the process of identifying reasonable accommodations on a case-by-case basis.

- A. The student must inform the Equal Opportunity Officer as early as possible regarding any requests for accommodation.
- B. The student must provide official documentation, including diagnosis, that identifies the student disabilities. The documentation must be from an individual certified and/or licensed to make such diagnoses.
- C. The Equal Opportunity Officer will contact the Office of the Divisional Dean to confirm the institution’s ability to implement accommodations. (The Office of the Divisional Dean in coordination with the Equal Opportunity Officer may request a second opinion from a specialist to determine what accommodations, if any, can be reasonably met. Consultations or requests for further examination by a specialist, at the request of the Office of the Divisional Dean
- D. The Equal Opportunity Officer coordinates accommodations through the Office of the Senior Vice President for Academic Affairs, or the Divisional Dean.
- E. Accommodations should be reasonable and made within a reasonable amount of time, as determined by the Senior Vice President for Academic Affairs.

### **CANCELLATION OF CLASSES**

In the event of icing or other weather related emergencies, all staff are advised to obtain information

on delays in opening or the total closing of UNT Health Science Center as follows:

1. Call the UNT Health Science Center's main number (817) 735-2000. A switchboard message will report all necessary weather-related information. This number can accept 60 calls per minute and should be relied upon as the most direct and complete source of information. The recording will specify whether the institution is closed or will open late. If the institution is open, the recording will not change from its everyday message. Do not call Campus Police concerning closings.
  2. Check the health science center website, [www.hsc.unt.edu](http://www.hsc.unt.edu). All necessary weather-related information will appear as the top story on the institution home page.
  3. Watch or listen to the news. The Marketing & Communications office also will seek to have weather-related information on the health science center reported on local television and radio stations, including:
    - FOX 4, Channel 4
    - NBC 5, Channel 5
    - WFAA-TV, Channel 8
    - CBS 11, Channel 11
    - WBAP Radio, AM 820
    - KRLD Radio, AM 1080
    - KVIL Radio, FM 103.7
- Remember that television and radio announcements are often delayed or abbreviated, so the UNT Health Science Center switchboard and website should serve as your primary sources of inclement weather advisories.

## **HEALTH AND SAFETY POLICIES**

### **STUDENT HEALTH POLICY**

The health and welfare of the students at the Health Science Center is a high priority of the administration and faculty. All students are required to have annual health insurance to be in compliance with Health Science Center policy. Students have the right and option to choose any health insurance plan they feel is best suited to their needs. When indicated, it is highly recommended that spousal and family insurance is a component of the policy chosen. Having chosen a plan, the student is responsible to follow the rules, regulations and guidelines of his/her particular plan.

The Central Clinic of the Department of Family Medicine is located in the Patient Care Building at 855 Montgomery Street and serves as the Student Health Clinic. All student health appointments should be made through this clinic. Health appointments include acute and chronic visits, review of immunization records, administration of vaccinations and TB skin tests, medication refills, and completion of forms required for rotations and other situations where copies of records are required. Appointments are necessary to assure that there are personnel available to meet your needs and to allow time to obtain your medical record from the records room. However, minor medical emergencies may be accommodated. Call (817) 735-2228 for an appointment.

The Student Health Fee, assessed at the time of registration, covers most expenses incurred while obtaining student health care at the Central Clinic. These benefits do not extend to care provided for dependents of any student. A sliding scale payment plan may be established to assist students with dependents if needed. Charges incurred due to referral out of the Clinic are considered the student's responsibility. Fees do not cover laboratory work or x-rays.

### **IMMUNIZATIONS**

The Health Science Center requires all students to comply with immunization requirements. Information regarding the specific vaccines that are required by students will be sent to the student prior to initial enrollment. A complete list of immunizations that are required for each school can be found by accessing the student website (<http://students.hsc.unt.edu/>). It is the student's responsibility to obtain these immunizations prior to registration, or shortly thereafter, and provide written records of the immunizations to the Student Health Clinic. Any incomplete immunization series may be obtained through student health services at the student's expense. TB skin testing is required initially for all students and annually for students participating in patient care. TB skin testing is done at no cost to the student.

### **SAFETY POLICIES**

The Health Science Center requires all students to comply with safety policies. For complete policies and procedures regarding safe working practices in the laboratory or clinic, please see the Health Science Center Safety Manual on the institution's web page at [www.hsc.unt.edu](http://www.hsc.unt.edu).

## OCCUPATIONALLY ACQUIRED COMMUNICABLE DISEASE

### **Confidentiality of Information**

The Health Science Center will comply with federal and state laws, regulations and policies to protect the confidentiality of medical and educational records. Agencies, students and individuals having access to such records by law or regulation will have access on a need-to-know basis but may not divulge the information to others. Health Science Center personnel with knowledge of students or other individuals infected with a communicable disease, such as HIV or hepatitis, may not reveal that information to others except as provided by law or regulation. A goal of this policy is to provide environments conducive to the delivery of quality health-care, academic instruction and research while providing protection for personnel and individuals.

### **Screening of Students**

There is no requirement for routine screening except for TB, mentioned above. Students who wish to be screened for HIV, HBV, or HCV or any other communicable disease should seek medical attention. A private physician or an institutional physician may be designated for this purpose. Students who have a concern about caring for patients with a communicable disease should seek counseling.

### **Management of Occupational Exposure to Blood borne Pathogens – Human Immunodeficiency virus (HIV), Hepatitis B virus (HBV), and Hepatitis C virus (HCV)**

Occupational exposure to blood borne pathogens is defined as accidental percutaneous (needlestick, laceration, or bite), per mucosal (ocular or mucous membrane of eyes or mouth), contact with an open wound, or non-intact (e.g., chapped, abraded, weeping, dermatitic) skin contact with blood or other infectious materials that are potentially infectious for the transmission of blood borne pathogens such as hepatitis B and C and HIV.

Some of the methods for preventing exposure include:

Use Standard Precautions when handling blood/body fluid (includes the use of gloves, gowns, eye protection as appropriate for the situation)

Use engineering controls (placing sharps into sharps containers, red bags for infectious waste, etc.)

Use work practice controls (never recap needles, use of protective equipment, hand-washing, etc.)

Maintain knowledge of transmission of communicable diseases

Proper disposal of infectious wastes

Hepatitis B vaccinations

Keep cover on centrifuges or other equipment that may cause body fluid spills

Perform procedures in a way that does not cause splashing or splattering of body fluids

Do not eat, drink, or handle contact lenses in a contaminated environment

Students who experience an exposure should receive immediate medical follow-up by Student Health Services or may be followed by the facility in which the exposure occurred. All exposure should be reported to the Student Health Services as soon as possible even if they occur in another facility. This will facilitate appropriate follow-up.

Following an exposure the student should:

Report the incident to their supervisor immediately.

Clean the wound with disinfectant (betadine, alcohol). In case of ocular or other mucous membrane exposure, flush area with copious amounts of clear water (fifteen minutes is the recommended length of time to flush).

Request written consent from patient for source testing.

Report to Student Health, or to the Employee Health Department if you are in another facility, for testing, counseling, and follow-up. Expediency is important and directly affects prophylactic treatment.

Complete accident report (can be found on Safety website).

The type and frequency of post-exposure testing and determination of post-exposure prophylaxis can be found on the student website. Test results shall remain confidential. Records will be kept in the Student Health office. Students who are negative upon initial (baseline testing) and subsequently convert to positive may then pursue claims for compensation or benefits through the Office of Student Affairs. Testing of students shall be performed in accordance with applicable regulations and only after informed consent to test has been obtained.

For more information see *Management of Occupational Exposures* located on the Student Health Website (<http://students.hsc.unt.edu/>).

### **Management of Occupational Exposure to *Mycobacterium tuberculosis***

Policies and procedures for management of occupational exposure to *Mycobacterium tuberculosis* (TB) and management of patients with active TB can be found in the *TB Exposure Control Plan* located on the Health Science Center website. The plan applies to all departments in which exposure to pulmonary laryngeal tuberculosis may occur. It is intended to prevent the transmission of TB from infected individuals to susceptible hosts. All students and employees must adhere to this plan.

When working with a patient/client who has active TB or symptoms that suggest active TB, a TB respiratory (N95 mask) must be worn. For more information, contact the Student Health Clinic.

### **Post-exposure follow-up**

Students who experience unprotected exposure to active TB should complete an Accident Report form and the following will be done by Student Health.

Baseline skin testing

Monitoring of the student for development of symptoms of TB

Follow-up skin testing 12 weeks after exposure

Treatment of infection or active disease as a result of the exposure



## SUBSTANCE ABUSE POLICIES

### Alcohol and Drug Testing

#### A. Purpose

It is the policy of the Health Science Center to promote a safe, healthy and productive learning and working environment free from the influences of drugs and alcohol. As a medical institution, the Health Science Center is responsible for the management of public health and well-being. The institution must set an example to ensure the safety, health, and welfare of its employees, students, and the citizens which it serves by taking the appropriate steps for maintaining a drug-free workplace as mandated by the state and federal governments. This policy supplements all other institutional policies regarding drug and alcohol use and related topics by establishing guidelines for drug and alcohol testing.

The Health Science Center drug and alcohol testing program is for the purpose of ensuring a healthy and safe medical workplace, and will not be used for the purpose of criminal prosecution. However, this policy does not preclude criminal action by means of other institutional policies and/or state/federal law. This Alcohol and Drug Testing Policy is in addition to, and not in lieu of, other institutional policies which address related matters.

#### B. General Policy

To ensure compliance with institutional policies regarding drug and alcohol use, the Health Science Center may require students to submit to drug and/or alcohol testing based upon reasonable suspicion; or, the unauthorized use or possession of alcohol on campus; or, the use of or possession of illicit drugs at any time. Reasonable suspicion may be based upon, but not limited to, the following criteria:

1. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol.
2. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse.
3. Arrest or conviction for a drug or alcohol related offense on or off the job; identification of an employee or student as the focus of a criminal investigation into illicit drug use, possession or trafficking.
4. Information provided by credible sources.
5. Information which is independently corroborated.
6. Evidence that an employee or student has tampered with a previous drug or alcohol test.
7. Possession of drug paraphernalia.

Reporting persons must contact the Associate Vice President for Student Affairs. When feasible, the Health Science Center's legal counsel will be contacted by this individual to confirm whether a given circumstance is sufficient to conduct a test. Reporting persons shall document the exact reasons why they suspect that a certain employee or student has violated the Health Science Center drug and/or alcohol policy to include: the symptoms exhibited by the employee/student; the actions of the administrator, faculty, employee, or student; if at all possible, corroborating statements from other administrators, faculty, employees, or students; and other evidence which tends to establish a reasonable suspicion of illicit drug or unauthorized alcohol use. In the statement, conclusions such as "he looks stoned" or "she was drunk" should be avoided. Instead, reporting persons should make every effort to document the specific facts about an employee's/student's behavior which could lead a reasonable person to the conclusion that the employee/student was using or in possession of illicit drugs or unauthorized alcohol. The emphasis should be placed on how the behavior of the employee/student is affecting his/her performance.

Until the results of a test are received, an individual may be suspended if the continued participation of that individual presents a real and present danger to personal safety or property or threatens the health and safety of the individual, patients/clients or peers.

#### C. Test Procedures

When reasonable suspicion exists and a determination to test has been made, the student shall be transported to the designated site for collection of a urine specimen and/or a blood sample to test for drugs or alcohol. The student may request that a blood sample be collected in addition to a urine sample for a directed analysis.

An individual who is required to undergo a drug/alcohol test shall complete a pretest notification and release form. All alcohol and drug tests will be conducted at Health Science Center expense.

Procedures for recollecting urine specimens shall comply with those outlined in the Federal Register, April 11, 1988, and shall allow individual privacy without violation of a strict chain of custody. Each specimen shall be analyzed in accordance with the Forensic Urine Testing program of the College of American Pathologist (CAP) for testing of:

- |                        |                                 |
|------------------------|---------------------------------|
| 1. marijuana           | 6. barbiturates                 |
| 2. cocaine             | 7. benzodiazepines              |
| 3. opiates             | 8. methadone                    |
| 4. phencyclidine (PCP) | 9. propoxyphene                 |
| 5. amphetamines        | 10. or other illicit substances |

A chain of custody for each specimen to be tested will be established and maintained from the time of specimen collection through the testing of the specimen and any possible retest appeal as specified in the contract with the testing laboratory.

#### D. Reporting and Reviewing of Drug Test Results

The designated laboratory will report all test results in an expeditious manner (special handling may be requested for a student on rotations, due to the time constraints of rotations). Any test

results with less than a predetermined level will be negative and no further testing will be performed, per the guidelines of the Department of Health and Human Services.

Only specimens confirmed positive by gas chromatography/mass spectrometry will be reported positive for a specific drug, drug metabolite or alcohol. Any positive test result will be reviewed by a Medical Review Officer, before it is reported to the Health Science Center.

Prior to making a final decision to confirm a positive test result, the Medical Review Officer may give the individual an opportunity to discuss the test result. If it is determined that there is a legitimate medical explanation for the positive test result, a conclusion will be reported that the result is consistent with legal drug use and no further action will be taken under this policy.

All final test results must be reported to the Associate Vice President for Student Affairs by telephone (after obtaining positive identification), followed by a written report sent via confidential mail. The tested individual will be notified of the official test results in a face-to-face meeting or by telephone (after obtaining positive identification) by an appropriate Health Science Center official. Test results will not be transmitted to the student via the mail or via facsimile.

#### E. Appeal and Retesting

Positive test results may be appealed by submitting a written request to the Associate Vice President for Student Affairs within three (3) days after being informed of the positive test result.

The appellant has the right to have a second test performed at a certified laboratory of his/her choice. The specimen transfer between the laboratories will follow standard protocol. The Medical Review Officer shall interpret the alternate laboratory's test results. All expenses of such retests will be the responsibility of the appellant.

#### F. Disciplinary/Actions

Any student who fails an alcohol or drug test will be subject to disciplinary policy, i.e., the Discipline and Discharge Policy as described in the Student Code of Conduct and Discipline. The Medical Review Officer shall inform the Associate Vice President for Student Affairs of any test results confirmed as positive. The administrator will determine and implement the appropriate action. This action may include termination or expulsion. An individual's participation in and successful completion of an approved drug or alcohol counseling program coupled with his/her consent to random testing may be considered in the disciplinary process, but does not ensure that termination or expulsion will not occur.

#### G. Refusal to Consent to Testing

Any student who refuses to consent to an alcohol or drug test or fails to provide an adequate specimen will be subject to discipline, up to and including expulsion. The appropriate disciplinary policies will apply in such circumstances.

#### H. Confidentiality

All information related to the alcohol and drug testing of individuals will be held in strict confidence consistent with the provisions of applicable law. Student records will be retained in

the Office of Student Affairs. Information regarding physicians may be released in accordance with the medical practices act and medical peer review. Individuals who breach said confidentiality shall be subject to discipline, up to and including termination or expulsion, and potential legal liability.

### **Substance Abuse Self-Identification**

The Health Science Center does not condone the abuse of alcohol or illegal drugs. Its administrative policies, in accordance with Texas state law, provide the penalty of suspension or dismissal of any student who abuses alcohol or uses illegal drugs on property owned or affiliated with the Health Science Center. However, the Health Science Center recognizes that students may develop substance abuse problems that can be treated successfully before critical incidents occur (e.g., arrests, usage on campus property, or intoxication in the classroom or health professions setting).

The Health Science Center encourages students who have developed substance abuse problems to voluntarily identify themselves and to seek immediate treatment. To further this goal, it shall be the policy of the institution that:

- A. A student who voluntarily self-identifies as an abuser will be permitted to continue his/her current course of study without suspension, provided:
  1. This self-identification occurs PRIOR to any incident that is grounds for suspension or dismissal under institutional policy
  2. The student immediately enters an institution-approved treatment program for the disorder
  3. The student's conduct and academic performance remain consistent with the demands of the curriculum and profession; disputes concerning the student's competence to continue his/her current course of study or the validity of the self-identification shall be heard by the Senior Vice President for Academic Affairs.
- B. A student who voluntarily self-identifies as an abuser, and who, by his/her own admission, by the testimony of approved abuse counselors, or by determination of any institutional authority, is no longer capable of acceptable academic and professional conduct, will be required to take a medical leave of absence from the Health Science Center. The student may request reinstatement at the conclusion of approved treatment through the Leave of Absence policy. Nothing in this paragraph will preclude the administration from suspending, dismissing or taking other appropriate action against the student for unacceptable academic performance or lack of professional conduct.
- C. The President of the Health Science Center will designate one or more members of the faculty with experience in substance abuse and/or counseling to act as the primary point of contact for students desiring more information. This person or persons will direct students toward:
  1. Short-term counseling, other than supervised, institutional-approved therapy, or
  2. Self-identification to the Associate Vice President for Student Affairs in order to

enter treatment as described in (1) above.

- D. The designated contact person will monitor the student's compliance with the treatment program and will report regularly to the Associate Vice President for Student Affairs.
- E. All proceedings under this policy will be subject to complete confidentiality. The designated contact person will inform the Divisional Dean and Associate Vice President for Student Affairs only if necessary. If a formal treatment program is required, only the Associate Vice President for Student Affairs, the Divisional Dean, the appropriate committee, the Senior Vice President for Academic Affairs, and the President of the Health Science Center will be informed. However, as with any other medical leave of absence, the leave will be indicated on official Health Science Center transcripts.

### **Substance Abuse Sanctions**

- A. For illegal possession or use of any illegal drug or controlled substance on campus \*, the minimum penalty shall be suspension of the remainder of the semester in which the offense occurred. The student may return following the suspension provided:
  - 1. The student can furnish certification from a certified institution-approved therapist or rehabilitation program that said student has successfully completed a course of treatment/therapy and is prepared to continue the student's training, and
  - 2. Space is available in the class, and
  - 3. The delay does not place the student over the degree-program limit for graduation.
- B. For selling, manufacturing or illegally distributing any illegal drugs or controlled substances on campus \*, the penalty shall be permanent dismissal with no opportunity for reinstatement.

*\*The term "campus" shall refer to any building, facility, ground, or other property owned, leased, used, controlled by, or affiliated with the Health Science Center, as well as any designated academic site not otherwise defined above.*

### **SEXUAL HARASSMENT**

- I. Policy
  - A. A basic objective of the Health Science Center is to provide an environment in which faculty, staff, and students may pursue their careers and studies with a maximum of productivity and enjoyment. Behavioral conduct, which interferes with this goal, is not to be condoned or tolerated.
  - B. It is the policy of the Health Science Center to maintain a work place and a learning environment free of sexual harassment and intimidation. Harassment of students on the basis of sex is a violation of Section 106.31 of Title IX of the Education Amendment of 1972. Harassment of employees on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Texas Commission on Human Rights Act. Sexual advances, requests for sexual

favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's participation in an institutional sponsored education program or activity, or in return for a grade or other consideration.
  2. Submission to or rejection of such conduct by an individual is used as the basis for an academic decision affecting such individual.
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- C. Any student who in good faith pursues a grievance may do so without the fear of reprisal, stigma or threats.
- D. In conducting an investigation, the right to confidentiality of the complainant and of the accused, will be respected to the extent possible and within policy guidelines.

Any sexual harassment incidents should be reported immediately to the Office of Student Affairs or the Equal Employment Opportunity Office.

### **Sexual Assaults on Campus**

The Health Science Center condemns rape, acquaintance rape and other forms of sexual assault. Sexual violence on campus interferes with the primary mission of any institution. It is difficult for employees and students to work and learn in an environment where they do not feel safe.

As part of an effort to enlighten the Health Science Center community about this violent crime, sexual assault awareness information is provided to students, faculty, and staff through a variety of effective educational programs. These programs include information on stranger and acquaintance rape, how and where it happens, the role of alcohol and drugs in sexual assaults, how to reduce the risk of becoming a rape victim, and other informative material.

**If you are assaulted on campus, it is vital that you report the incident to campus police. If you are assaulted off campus, report the incident to your local police or call campus police for assistance in notifying the proper agency.**

Faculty, staff or students committing crimes are subject to discipline under Texas criminal laws as well as under Health Science Center policy.

#### **When an offense occurs:**

- Call Campus Police immediately (ext. 2600).
- Do not shower, bathe or destroy any of the clothing worn at the time of the assault.
- Do not disturb anything in the area where the assault occurred.

- It is important to preserve all physical evidence.

**What to expect from Campus Police:**

- An officer will come to further ensure the victim’s safety, to ascertain if first aid or emergency medical treatment is needed, and to gather the facts surrounding the offense.
- Victims are encouraged to get a medical exam, both for their own well being and to document and collect physical evidence. In the event of a sexual assault, a rape exam may help preserve critical evidence. Victims should be examined as soon as possible to prevent the deterioration of evidence, to check for physical trauma and injury, to test for venereal disease and to determine the risk of pregnancy.

**What to expect from the Health Science Center:**

- Counseling, mental health or student services for victims of assault are offered through the Office of Student Affairs.
- A victim’s academic schedule may be accommodated within reason, if requested.
- The student disciplinary procedures outlined in the Student Code of Conduct and Discipline will be followed in cases involving allegations of sex offenses. Both the accuser and accused will be entitled to the same opportunities to have others present at disciplinary proceedings. In addition, both the accuser and accused will be notified of the Health Science Center’s final determination, including any sanctions imposed against the accused. The sanctions that may be imposed in cases involving sex offenses are the same as those for other Student Code of Conduct and Discipline infractions.

**BULLETIN BOARDS/POSTING POLICY**

1. It is the policy of UNT Health Science Center that no notices, ads, or memos may be affixed to walls, doors, or windows.
2. Five locked “In the News” bulletin boards are under the jurisdiction of the Office of Marketing and Communications. Two other locked boards are under the jurisdiction of Human Resource Services. These boards serve as official instruments to display official health science center policies and posting which are required by law.
3. The free-standing easel bulletin boards in hallways are provided for information that is institution-wide in nature. They may be used by student organizations and departments and for announcements of activities that are open to all students or employees.
4. Free bulletin boards are provided for the use of all students and employees in various locations on campus. These may be used to advertise items for sale or for any activity. All announcements must be in good taste. The health science center does reserve the right to remove information from these bulletin boards if it is not considered to be beneficial to the health science center, its students or employees.

5. Bulletin boards are provided for student classes and organizations. Notices of interest to the particular class can be posted on these bulletin boards. They are under the jurisdiction of the Student Affairs Office and the Graduate School.
6. Some departments, offices and clinics have control over the postings on bulletin boards located in their areas.

### **FREE SPEECH AREA GUIDELINES**

1. The on-campus free speech area at the University of North Texas Health Science Center at Fort Worth has been designated as the paved non-vehicular area between Medical Education Building 2 and the south entrance to the Gibson D. Lewis Health Science Library.
2. Any person or group desiring to exercise its right of free speech on the health science center campus must use the designated on-campus free speech area described above.
3. Activities that may be conducted in the on-campus free speech area include public speeches, peaceful demonstrations and literature distribution.
4. Any person or group desiring to use the on-campus free speech area must provide in writing to the president of the health science center of his designee the name of the person or group representative and the purpose of the event to be conducted in the on-campus free speech area.
5. The on-campus free speech area will be available for use 9 a.m. to 4 p.m., Monday through Friday on a first come, first-served basis. Use of the on-campus free speech area is limited to two hours per day by an individual or group.
6. Use of sound amplification equipment or devices in the on-campus free speech area is prohibited.
7. Activity prohibited in the on-campus free speech area includes, but is not limited to, the following: use of abusive, indecent, profane or vulgar language; action that abuses or threatens a person; any action that makes unreasonable noise or could be disruptive of the conduct of the health science center's mission; any action that tends to incite an immediate breach of the peace; violation of any criminal or civil law; violation of any person's civil rights.
8. Any violation of this policy will result in a representative of the health science center termination the use of the on-campus free speech by the offending individual or group.
9. Sidewalks adjoining public streets are public areas whose use is governed by city, county, state and federal ordinances, regulations or laws.



## **CONSENSUAL RELATIONSHIPS POLICY**

Consensual relationships between faculty or staff members in positions of authority and students are strongly discouraged. A complete copy of this policy may be obtained from the Office of Human Resources.

### **Consensual Relationships that Result in Sexual Harassment:**

Faculty members exercise authority over their students. Persons in management/supervisory positions exercise authority over students through the giving of praise or criticism, performance evaluations or grades, recommendations for further studies or future employment, or conferral of other benefits. Although consensual, these relationships contribute to diminishing a student's freedom of choice.

Please report any incidents of this type to the Office of Student Affairs.

## **CHILDREN ON HEALTH SCIENCE CENTER PROPERTY\***

The Health Science Center strives to maintain a safe and pleasant environment. In line with this obligation, the following policy is hereby affirmed:

Children can be a disruptive factor and can potentially harm themselves and others when allowed to remain on the premises, whether supervised or not. The Health Science Center cannot and will not assume responsibility and/or liability regarding this matter. Students must, therefore, make outside arrangements for the care of their children.

(\*For the complete policy please refer to Policy 9.0 in the Human Resources Policy and Procedure Book located in each department.)

## **FIRE DRILLS**

Students should become familiar with the features of each building. Knowing the location of building exits, stairwell locations, and locations of fire alarm pull stations could save lives. In the event an alarm sounds, proceed immediately to the nearest stairwell or building exit. Exit the building and move well away from the building and wait for further instructions.

Fire drills are conducted on a scheduled basis for all buildings. Students on rotation/internship should become familiar with site-specific fire plans.

Additional information on fire safety and other emergency procedures can be found in the institutional safety manual.

## **STUDENT DRESS CODE**

Students will be expected to dress in an appropriate manner, convey a professional appearance or image, and are encouraged to be neat and clean. Except for clinical labs involving direct patient contact, casual clothing is acceptable. Casual clothing does not include cutoff shorts or shirts, bathing attire, or boxer shorts.. In the lab environment, students should take care to avoid sandals that may expose skin to spills or hard-soled shoes that may slip easily on tile and wet surfaces. Also, appropriate protective gear such as lab coats, gloves, eye goggles, earplugs, etc. must be worn as needed. During clinical/internship experiences, students must adhere to attire consistent with that as described for clinical/ internship students.

In the clinical or health professions setting, students should dress in a fashion such that their patients/clients accept them as health care providers. Students not meeting department standards of dress and appearance may be denied access to patients/clients and may thereby jeopardize their grade and satisfactory completion of the rotation or elective. Clinical attire shall consist of a clean white clinic coat for all students. In addition, appropriate attire for the clinical or health professions setting includes a shirt, tie, and slacks for male students, and a blouse with slacks or skirt, or a dress for female students. Clinical/internship dress may be altered as deemed appropriate by a clinical department, attending physician, or health professions setting.

Students are often afforded the opportunity of attending and/or presenting their research at local, regional and national meetings of professional societies. On such occasions, students are expected to dress appropriately for these conferences, as their appearance and conduct directly reflect upon the University of North Texas Health Science Center at Fort Worth.

## **CONDUCT IN THE CLASSROOM**

It is unlawful for any person to disrupt classes or other institutional activities and to prevent, or attempt to prevent others from attending classes or other institutional activities. Any conduct on campus deemed unlawful should be reported immediately to the Campus Police.

# **STUDENT CODE OF CONDUCT AND DISCIPLINE**

## **I. PURPOSE OF THE CODE**

The primary concern of the University of North Texas Health Science Center (Health Science Center) is the student. The Health Science Center attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines have been established to govern student behavior. The student's relationship with the Health Science Center has been formulated into a student code of conduct and discipline. Enrollment at the Health Science Center is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. This code and other policies are subject to change with reasonable notice. The student is responsible for obtaining and becoming familiar with all published rules and guidelines. This information is available on the UNT Health Science Center intranet web site.

## **II. AUTHORITY FOR DISCIPLINE**

As both the responsibility and the authority for discipline at the UNT Health Science Center ultimately rests with the Board of Regents, the President, acting on their behalf, has delegated authority to administer a fair and just disciplinary program to the Office of Student Affairs. Therefore, the Associate Vice President for Student Affairs and certain committees under the direction of the Office of Student Affairs have the authority to enforce all approved policies and to administer disciplinary procedures related to these policies.

## **III. STUDENT RESPONSIBILITY**

Students retain the responsibilities of citizenship upon enrollment at the UNT Health Science Center. The Health Science Center expects that each student will conduct him/herself in a manner compatible with the Health Science Center's function as an educational institution. Regardless of place of residence, each student must observe all federal, state and applicable local laws both on and off campus. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding action taken by civil authorities on account of the violation.

All students of the Health Science Center are subject to principles involving ethical and honorable conduct. To this end, each student shall abide by the provisions of this code and shall be cognizant of the ethical conduct as promulgated in section V.A. below. Each student has an affirmative duty to report suspected violations of section V.A. of this code. Any student who has knowledge (other than unsubstantiated rumor) or is a witness to any violation or possible violation, and who knowingly fails to report such act, is in violation of this section of the Code and subject to disciplinary sanctions. Any student who is found to intentionally or maliciously report another student without good faith belief that the student violated the Code shall be subject to disciplinary sanctions as set forth herein.

#### IV. NATURE OF THE CODE

The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures. The standard of review in all hearings is by preponderance or greater weight of the credible evidence. The procedures contained herein may be modified by the UNT Health Science Center at any time in order to effectuate justice.

#### V. CATEGORIES OF MISCONDUCT

Misconduct for which students are subject to discipline falls into the following categories:

A. **Acts of Dishonesty**, including but not limited to:

1. **Academic Dishonesty**, including but not limited to:

- a. appearance of copying or use of any other unauthorized assistance in taking quizzes, tests, or examinations,
- b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments,
- c. the acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the Health Science Center, or
- d. any other act designed to give a student an unfair advantage.

The term "plagiarism" includes, but is not limited to:

- a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and
- b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

2. **Furnishing false or misleading information** to any Health Science Center office, official, faculty or staff member or student acting in an official capacity, or giving false or misleading testimony or other falsified evidence at any campus disciplinary proceeding.
3. **Forgery, alteration, falsification** or misuse of any Health Science Center or other document, record, or instrument of identification in any way related to the student's education at the Health Science Center.
4. **Tampering with the election** of any Health Science Center recognized student organization.
5. **Attempted or actual theft** of Health Science Center property or damage to property of the Health Science Center, other than accidental.

6. **Attempted or actual theft** of personal property of a member of Health Science Center community or of a campus visitor.
  7. **Theft, unauthorized access or other abuse of computer systems or computer time** relating to the Health Science Center.
  8. **Unauthorized possession, duplication or use of keys** to any Health Science Center premises or unauthorized entry to or use of Health Science Center premises.
  9. **Conspiring, planning or attempting** any of the above acts.
  10. **Failure to report violations** of this section of the Code.
- B. **Conduct which adversely affects the Health Science Center community**, including but not limited to:
1. **Obstruction or disruption** of teaching, research, administration, disciplinary procedures or other Health Science Center activities, including public service functions or other authorized activities on or off Health Science Center premises includes interrupting, hindering or preventing classroom instruction or other official educational activities from occurring intentionally through noise, acts of incivility, or other means.
  2. **Physical Abuse, verbal abuse, threats, intimidation, harassment, coercion**; and/or other conduct, which threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision, although fighting words and statements, which reasonably threaten or endanger the health and safety of any person are not protected speech. Each allegation of a violation under this provision shall be reviewed in consideration of these factors.
  3. **Use or possession on campus of ammunition, firearms**, explosives, or other objects that are dangerous or flammable or that could cause damage by fire or explosion to persons or property. Firearms are prohibited in or on any portion of buildings, grounds or parking lots except as allowed under Article 4413(29ee), Revised Statutes.
  4. **Hazing** as defined by Section 51.936 and 37.151-157, Texas Education Code, such as engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity to occur in association with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in a student organization or having firsthand knowledge of the planning of hazing or of its occurrence and failing to

report it to school authorities.

5. **Disruptive activities** as defined by Section 37.123 and 51.935 of the Texas Education Code, such as intentionally obstructing, restraining, preventing or attempting to prevent passage of individuals on campus or into/out of campus buildings by force, by violence or by the threat of same; seizing control of a building/portion of a building to interfere with an administrative, educational, research or other authorized activity; preventing participation in or the holding of a lawful assembly or attempting to prevent same by force/violence, by threat or by causing reasonable fear of force/violence; or disrupting an assembly in progress by one or more such means.
  6. **Illegal use, possession, sale, manufacture, distribution or effective control** of chemical precursors, controlled substances, controlled substance analogues, dangerous or illegal drugs; misuse, possession or effective control with intent to misuse a legal drug or other substance which when not used in accordance with legal intent could cause harm to the user; possession of drug paraphernalia; or being a party to any of the above, whether on or off campus.
  7. **Use of, possession or distribution of alcoholic beverages**, except as expressly permitted by law and Health Science Center regulations, or public intoxication.
  8. **Conduct that is disorderly or obscene**; breach of peace; or aiding, abetting or procuring another person to breach the peace on Health Science Center premises or functions sponsored by or participated in by the Health Science Center.
  9. **Violation of Health Science Center policies or regulations** which have been published and are readily available to the students, including but not limited to those which govern academic matters, alcohol use, financial matters, student life, and the maintenance of the health, safety, and welfare of the Health Science Center community.
  10. **An act which constitutes a violation of federal, state, civil or criminal laws** or city ordinances, regardless of whether the act occurred on or off campus and regardless of whether the individual is ultimately convicted of the act.
  11. **Conspiring, planning or attempting** to achieve any of the above acts.
- C. **Misconduct relating to official obligations** between the student and the Health Science Center or its officials, including but not limited to the following:
1. **Issuance of a check** without sufficient funds.

2. **Failure to fulfill** financial obligations to the Health Science Center.
3. **Failure to fulfill** other legally binding obligation(s) to the Health Science Center.
4. **Failure to comply** with reasonable directions of or failure to heed an official summons of Health Science Center officials, faculty or staff members acting in the performance of their duties.
5. **Failure to comply** with sanction(s) imposed under the Student Code of Conduct or sanctions otherwise imposed by the Health Science Center.
6. **Conspiring, planning or attempting to achieve** any of the above acts.

## VI. MISCONDUCT PENALTIES

Should adjudication determine a violation of policy, the UNT Health Science Center may impose one or more of the following misconduct penalties upon individuals, groups, or organizations. All sanctions become effective as of the date the offense. Students are afforded the opportunity to appeal as part of the disciplinary process. Penalties for violation of institutional policies or rules and regulations may be administered, regardless of whether the actions of the student are also civil or criminal violations. Students are advised that cumulative offenses will be cause for more serious consequences, including but not limited to suspension or expulsion. Whenever disciplinary actions lead to the student leaving the Health Science Center, grades will be assigned in accordance with the Health Science Center grade policy and the academic calendar.

- A. **Admonition:** A verbal or written warning. Admonitions will not become a part of the student's permanent educational record in the Office of student Affairs, but will remain part of the student's official behavioral record until the student graduates or leaves the UNT Health Science Center.
- B. **Loss of privileges or imposition of certain tasks,** such as prohibiting pledging, membership or leadership in student organizations; denying an organization use of Health Science Center space or denying the right to register as a student organization, or denying the privileges accorded to registered groups; prohibiting or limiting participation in events on the social calendar; withholding of official transcript or degree; blocking from enrollment for a specified period of time; recommendation of failing, reduction, or changing a grade in a test, course assignment, course or other academic work; denying of computer-related privileges; making restitution, whether monetary or by specific duties; attending counseling sessions; performing additional academic work not required of other students in a specific course; complying with a behavioral contract; paying of special fees, fines or service charges; or other appropriate penalties.
- C. **Probation:** A specified period of time during which the student's conduct will be under the closest scrutiny, with more serious penalties to arise from any further misconduct. The duration of probation is determined by the seriousness of the

circumstances of the case. The two types of probation are:

1. **Conduct Probation** - a sanction that remains in the student's behavioral record in the Office of Student Affairs until the student graduates from or leaves the institution.
  2. **Disciplinary Probation** - a sanction that remains a part of the student's permanent educational record in the Office of the Registrar, after the period of probation has been fulfilled and which can occasion more severe penalties than might otherwise be given for any future incidents. Students placed on Disciplinary Probation are no longer in good conduct standing with the Health Science Center.
- D. **Suspension:** Removal from the Health Science Center for a specified period. Continued and/or flagrant violation of the probation terms or serious offense cases that warrant such action may result in suspension from the Health Science Center for a specified period. The student may be blocked from re-enrollment until he/she applies for re-admission to the Health Science Center and is cleared by appropriate officials. Suspension becomes a part of the student's permanent educational record in the Office of the Registrar. The penalty of suspension may carry an immediate administrative withdrawal from the Health Science Center. Students who are suspended may be trespassed from all Health Science Center property for the duration of the suspension.
- E. **Administrative Withdrawal:** Administrative removal of a student from a class, a course, or from the Health Science Center in instances such as unmet financial obligation(s) to the Health Science Center; health reasons which constitute a danger to self or to others, pending the outcome of competent medical evaluation and/or treatment; a threat to the safety, life or property of members of the academic community; to prevent the disruption of the educational process; for failure to respond to an official summons from a Health Science Center official; upon suspension or expulsion from the Health Science Center; whenever the student's conduct would preclude his/her meeting licensure or certification guidelines within his/her academic discipline. The withdrawn student may also be trespassed from the campus and bared from re-enrollment until such time as specific conditions have been met. This penalty may be imposed effective with the date of the violation, or as otherwise appropriate.
- F. **Expulsion:** Permanent severance from the Health Science Center carries with it a permanent trespass from being present upon all Health Science Center property.
- G. **Revocation or denial of degree:** This penalty may occur for discovered misconduct of current or prior students and must be considered by appropriate academic process.

## VII. RECORDS



Upon receipt of information regarding an alleged violation of the code, a disciplinary file will be generated in the Office of Student Affairs. At the conclusion of the disciplinary process, the file, including original complaint or evidence, summons, statements, hearing notations, conclusions and sanctions, if any, will become a part of the disciplinary records in the office. Files dealing with misconduct penalties such as disciplinary probation, suspension or expulsion, will become part of the student's permanent educational record in the Office of the Registrar and will be retained indefinitely. Disciplinary records may be introduced and given due consideration in any subsequent case in which the student may be involved.

## VIII. DISCIPLINARY PROCEDURES

- A. **Initiation of Disciplinary Action:** Disciplinary action may originate in the Office of Student Affairs or in other units of the UNT Health Science Center, which may initially deal with the alleged misconduct. Accusations should be in writing and addressed to the Associate Vice President for Student Affairs or his/her designee.

Examples of disciplinary action may include but are not limited to the following:

1. **Acts of Dishonesty** as promulgated in Section V.A. of this Code - Acts of dishonesty shall be reported to the Office of Student Affairs for appropriate disposition. In all dishonesty cases, a Student Conduct representative as duly elected or appointed by the students from the class and/or school/program of the accused student shall participate in the disciplinary process.
2. **Financial Matters** - Procedures for violations of financial obligations to the Health Science Center, including issuance of a check without sufficient funds, are provided for under State law. Such violations will ordinarily be addressed first by the department in which the funds are owed, which may initiate action and assign penalties such as late fees, service charges, fines, loss of money-related privileges, etc. Upon failure of the student to meet financial obligations within time limits set by State statutes, the appropriate department administration may recommend the student's withdrawal from the Health Science Center. Financial withdrawal is not a disciplinary measure but may require nullification of the institutional/student relationship, in the event of unpaid financial obligations. If the student believes that procedures for violations of financial obligations have been applied prejudicially or in an arbitrary or capricious manner or where penalties are the result of an alleged error on the part of the Health Science Center, he/she may have the matter reviewed as outlined in the Student Grievance Policy. Whenever unpaid financial obligations have led to withdrawal and when these obligations have remained unpaid more than five (5) days from the date of withdrawal, students must pay the debt, meet all administrative procedures related to financial matters, and request consideration for reinstatement/re-enrollment from the school/program.
3. **Health Matters** - Students, whose physical or mental health problems

may affect the health, safety and/or welfare of the Health Science Center community or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process, or who fail to follow the directives of the Health Science Center or other medical or psychological authority regarding these problems, may be medically withdrawn or administratively placed on medical leave of absence from the Health Science Center. Action may be initiated by the Office of Student Affairs or the Dean of the appropriate school or program. After the mental or physical health problem has been resolved and the directives of the Health Science Center or other medical/psychological authority have been complied with, the student may request re-admission to the Health Science Center through normal channels.

4. **Admissions/Re-enrollment Matters** - Prospective students and former students seeking re-admission whose applications indicate possible ineligibility of the applicant on grounds involving personal conduct or falsification of admissions documents may be referred to the Office of Student Affairs for disciplinary review. However, the Dean of the school or program for which the student is seeking enrollment will have the final decision regarding admissions and enrollment. The potential of the applicant to benefit from Health Science Center attendance, as well as the welfare and safety of the student body and of the Health Science Center community, will be carefully considered before permission to enroll or re-enroll will be granted. When evidence indicates the applicant has participated in acts disruptive to the normal operation of an educational institution; when it appears that an applicant or a current/former student has falsified the application or other admissions forms; when the applicant has committed an act which is in violation of one or more of the categories of misconduct stipulated in the code; when an applicant has been formally charged with the commission of a criminal act; when an applicant has been convicted of a criminal act and is on the date of application still under any sanctions imposed by the court, including but not limited to imprisonment, parole and/or probation, the school/program may deny admission or re-enrollment.

- B. **Interim or Emergency Disciplinary Action:** Pending a hearing, the President, Senior Vice President for Academic Affairs, appropriate School Dean, or Associate Vice President for Student Affairs may take such immediate interim disciplinary action as is deemed necessary against a student or group of students when, in his/her opinion, such action is necessary to protect the health, safety, life or property of members of the academic community or to prevent the disruption of the educational process. In cases where contact with the student can be reasonably obtained, the Office of Student Affairs shall contact the student, provide information regarding the nature of the charges and provide the student with an opportunity to respond.

- C. **Office of Student Affairs Disciplinary Procedures**

The following disciplinary procedures will be used in all cases referred to the Office of Student Affairs:

1. When a complaint or report alleging misconduct is received by the Office of Student Affairs, The Chief Student Affairs Officer or his/her designee will conduct an initial investigation to determine whether an infraction against the Code of Conduct may have occurred. He/she may request a written statement of the charges from the accuser. In cases involving Section V.A. of the code, a Student Conduct representative from the class and/or school/program of the accused student shall participate in the investigation of the alleged misconduct and will be present each time the accused student is interviewed. If the investigation reveals that the code has been violated or appears to have been violated; the student shall be summoned. Students are expected to respond to the summons in a timely manner. Failure to report after two summons notices may result in disciplinary action as provided in this code.
2. Upon meeting with the student the Associate Vice President for Student Affairs or designee will explain the charges against him/her and the disciplinary procedure; will inform the student of names of witnesses and will summarize their testimony. The student will then be given an opportunity to respond to the allegations and present pertinent information. The Student Conduct representative will be present at these proceedings in cases involving Section V.A.
3. The Associate Vice President for Student Affairs or designee and, where applicable, Student Conduct representative, shall then conduct any additional investigation which may be warranted by the information given by the student to make a determination of whether disciplinary action is necessary. If action is warranted, the Associate Vice President for Student Affairs or designee and, where applicable, Student Conduct representative, shall assign appropriate misconduct penalties as outlined in this code. The Associate Vice President for Student Affairs will then explain the code violations with which the student is charged; the misconduct penalties that will apply; and will provide the student with a copy of the code and procedure for appeal.

The student can either accept the penalties or can request a hearing of the case before a Committee on Student Conduct. If the student chooses to request a Committee on Student Conduct hearing, he/she must follow the procedures for review by the Committee on Student Conduct. Failure of the student to follow the specified procedures to institute the committee's review within five (5) working days from the date disciplinary action was initiated by the Associate Vice President for Student Affairs shall constitute a waiver of all rights for further review of the matter. However, the Associate Vice President for Student Affairs has the authority to extend the time limits for any request for review by a Committee on Student Conduct when it is in the best interest of the student or the Health Science Center to do so. Notwithstanding the above, in cases of violations of section V.A. of the Code, a unanimous decision must be reached among the review group (Associate Vice President for Student Affairs,

Student Conduct Representative, and the student) in order for the student to be allowed to accept the determination and sanction. In cases of disagreement by the student or Student Conduct Representative with the discipline imposed by the Associate Vice President for Student Affairs, the student or Student Conduct Representative may request a hearing of the case before a Committee on Student Conduct. Failure of the student or Student Conduct Representative to follow the specified procedures to institute the committee's review within five (5) working days from the date disciplinary action was initiated by the Associate Vice President for Student Affairs shall constitute a waiver of the Student Conduct Representative right for further review of the matter.

**D. Procedure for Review by a Committee of Student Conduct**

The purpose of a Committee on Student Conduct is to ensure that fairness is observed in the administration of student discipline. Whenever misconduct penalties have been assigned under the code, the student, or the Student Conduct Representative in the case of a Section V.A. violation, may appeal the case to the Associate Vice President for Student Affairs for just cause. The Associate Vice President for Student Affairs will then coordinate the formation of a Committee on Student Conduct. The student and/or the Student Conduct Representative must, within five (5) working days from the date disciplinary action was levied against him/her by the Associate Vice President for Student Affairs, complete and submit to the Office of Student Affairs a written request for review. The request must set forth specifically the following:

1. Name, address to which appeal information should be mailed and student telephone number.
2. Description, date(s) and place(s) of alleged act(s)
3. Date and by whom discipline was levied
4. Disciplinary penalty assigned and circumstances which he/she feels merit review
5. Purpose of the hearing request, i.e. reduction of the sanction severity or change in the case decision
6. Signature and date

**E. Composition and Authority of a Committee on Student Conduct**

The composition of a Committee on Student Conduct shall be three faculty members, three students, and one administrative staff member (voting members). The Associate Vice President for Student Affairs **or** his/her designee, an institutional representative, and the Student Conduct representative when section V.A. is involved will sit as ex-officio members of the committee (non-voting members).

1. A Committee on Student Conduct is appointed on an as needed basis and membership may vary from one disciplinary case to the next.
2. Faculty participants are appointed on an as needed basis by the Dean of a school or program to serve on a Committee on Student Conduct. The Dean of the school or program will designate one of the faculty members to serve as the chair of the committee. In any hearing, all of the faculty serving on the committee shall be from the school or program of the

accused.

3. Student participants from each school or program will be appointed by their respective student government president. If the student government president is a party to the hearing in any way, the Associate Vice President for Student Affairs will identify a student leader to make the appointments in the place of the student government president. In any hearing, all of the students serving on the committee shall be from the school/program of the accused.
4. A single staff member will be appointed on an as needed basis by the Health Science Center president. No administrative staff member shall be selected from the Division of Student Affairs.
5. The Dean of the school or program will select a chair from the faculty representation.
6. The Chair of the Committee, with assistance from the Associate Vice President for Student Affairs, shall familiarize committee members with the code and other rules, regulations and policies of the Health Science Center. Failure of a committee member to attend training may constitute grounds to nullify the member's appointment and may result in a request that a new appointment be made.
7. For a given case, three faculty members, three students and one administrative staff member will be voting members of the committee. In addition, an institutional representative shall be appointed by the Senior Vice President for Academic Affairs to present the case on behalf of the Health Science Center.
8. A Committee on Student Conduct has the authority to summon witnesses. Refusal to obey the summons may subject the student to disciplinary action upon the recommendation of the committee.
9. A Committee on Student Conduct has the authority to review disciplinary matters which have been properly brought before the committee in accordance with the procedures stated above. Upon completion of its hearing, a Committee on Student Conduct has the authority to modify, uphold or reverse the disciplinary penalties, if appropriate, or to issue new or different penalties.
10. All members of a Committee on Student Conduct are cautioned of the confidentiality of the committee's entire function and are admonished not to discuss any case with any person, other than authorized persons.

**F. Duties of the Chair of the Committee on Student Conduct**

The chair of the committee shall, normally within ten (10) working days after appointment by the Dean of there school or program:

1. Notify the committee, the institutional representative, the Associate Vice President for Student Affairs (and Student Conduct representative when section V.A. of the code is involved) and the student of the place, date and time of the committee's meeting for review of the disciplinary action, such meeting to be arranged normally within ten (10) working days of the Associate Vice President for Student Affairs' decision, or as soon as practicable. The student shall have notice of such meeting at least three (3) working days prior to the date. Such notices shall include a brief explanation of procedure. The above procedures shall be implemented on a timely basis but may be modified by the chair, if it is in the best interest of the student or Health Science Center to do so.
2. Summon witnesses on behalf of the Committee on Student Conduct, if the chair determines it is necessary or if so requested by the student, the Associate Vice President for Student Affairs, and/or the institutional representative (or Student Conduct representative, where applicable) and where such witnesses are available.
3. Preside over the hearing before the Committee on Student Conduct and assure compliance with appropriate procedures. Hearing procedures may be modified by the Chair if in his/her judgment such deviation is necessary to effectuate justice.
4. Send a written statement to the student within a reasonable time, normally within five (5) working days after completion of the hearing, stating the decisions of the committee and disciplinary penalties, if any.

**G. Hearing Procedures of the Committee on Student Conduct**

Unless specifically requested in writing by the student that it be otherwise, the hearing shall be closed to the public. If the accused student requests an open hearing, any student witness may have his/her testimony closed to the public. A tape recording or written summary shall be made of all hearings and retained as a part of the Committee's file. Copies of the recording or a summary of the proceedings will be provided at the written request of the student, the cost to be borne by the one requesting the transcription or copies.

1. A quorum shall be present during the course of the hearing and must include at least two faculty members, one administrative staff member and two student appointees.
2. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Should the student fail to attend the Committee on Student Conduct hearing, the Committee may, at its option, proceed with the hearing.
3. The Chair will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection,

if any, shall provide a factual basis for the request that a member should not serve. The Chair will decide whether to remove the member based on the objection. In such case, the Chair will choose a replacement if a quorum is not otherwise present to hear the case.

4. The Chair will then advise the student of the Committee's procedures and his/her right to make a statement, call and question witnesses, and have an advisor, of his/her own choosing, present. The advisor can be a member of the Health Science Center's faculty, a parent, an attorney, or other individual. However, only the student may speak and ask questions on his/her own behalf. If the student has an attorney present (as their advisor), the institutional representative may also bring an attorney from the General Counsel's office for the same purpose. If the student chooses to have an attorney present, notification must be given to the Office of Student Affairs at least 2 business days prior to the scheduled hearing.
5. The administrator, faculty member or staff member initiating charges will be requested to attend the session in its totality. This individual will be allowed to testify, ask questions, and provide rebuttal. However, this person will not be allowed to attend the deliberations.
6. The Committee on Student Conduct may seek the advice of the Health Science Center's attorney at any time.
7. The Committee may, in its sole discretion, temporarily stay the hearing at any time to summon crucial witnesses, if necessary to effectuate justice.
8. The Chair shall review, in the presence of the student and the Associate Vice President for Student Affairs (and Student Conduct representative, if applicable), the allegations against the student for the matter under review.
9. The Chair shall then call upon the institutional representative (and/or Student Conduct representative, if applicable) for a formal statement and questioning by members of the committee, the Associate Vice President for Student Affairs, and the student. The institutional representative (and/or Student Conduct representative, if applicable) shall have a maximum of 20 minutes in which to complete the formal statement.
10. The Chair shall then call upon the student for a formal statement and questioning by committee members, the institutional representative, and the Associate Vice President for Student Affairs (and Student Conduct representative, if applicable). The student shall have a maximum of 20 minutes to complete the formal statement.
11. The Chair shall then proceed to ask the institutional representative (and/or Student Conduct representative, if applicable) if he/she cares to introduce witnesses, of which the student, the institutional representative, and the Associate Vice President for Student Affairs (and/or Student Conduct

representative, if applicable) as well as members of the committee, shall have the right to question. Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the Chair shall ask the student if he/she cares to introduce witnesses; and, if so, like procedure shall be followed. Normally, witnesses shall be present in the hearing only during their testimony.

12. After hearing all witnesses, the Chair shall ask for a concluding statement, first from the student and then from the institutional representative (and/or Student Conduct representative, if applicable), if they desire to make one. No further questions should be asked during the closing statements.
13. Previous disciplinary records of the student may not be used in any hearing unless a determination of policy violation has been made. If the committee finds a student in violation, the previous disciplinary record, if any, may then be introduced for consideration in assessing penalties.
14. Legal rules of evidence do not apply to hearings before the Committee on Student Conduct. The burden of proof shall be upon the institution, and the standard of review is by a preponderance or greater weight of the credible evidence.
15. Following the concluding statements, if offered, the Chair shall request that everyone other than the committee members leave the room.
16. The Committee shall deliberate and voice opinions. A ballot shall be taken to decide whether the student has violated standards of acceptable conduct as governed by this code. The Chair shall not be involved in the initial voting. A majority vote will control. In the event a majority decision cannot be reached regarding whether the student is or is not in violation of the Code of Conduct, the Chair shall vote to end a tie.
17. Upon determining whether a violation has occurred, the Committee shall either dismiss the disciplinary matter or deliberate the misconduct penalties, whichever is appropriate. If misconduct penalties are to be decided, the committee shall consider any penalties recommended by the Associate Vice President for Student Affairs (and Student Conduct representative, if applicable) and may affirm, modify, or reject such penalties. In these deliberations, but not before, the committee shall request from the Associate Vice President for Student Affairs a statement of prior disciplinary actions, if any, taken against the student. If such previous action exists, the student shall also be present while the Associate Vice President for Student Affairs gives his/her statement regarding prior disciplinary action, after which the room shall again be cleared of all but the committee. The Committee's deliberations shall continue until a majority opinion has been obtained, and the Chair shall not vote unless to break a tie vote.



18. When the Committee's deliberations are concluded, the student and their advisor, if any, shall be called back into the room and informed of the Committee's decision by the Chair.
19. The student's written request for review, the written statement of the institutional representative's position (and/or the statement of the Student Conduct representative, if applicable,) the Committee's decision, and the tape recording or written summary of the hearing, shall, upon completion of the hearing, be made a part of the student's official behavioral record in the Office of Student Affairs.
20. Once a decision has been made by the committee, the Office of Student Affairs will send official written notice of the decision to the student.

## **IX. APPEALS OF DECISIONS OF THE COMMITTEE ON STUDENT CONDUCT**

Within five working days after the decision by the Committee on Student Conduct, any of the following parties (student, Associate Vice President for Student Affairs, or the Student Conduct representative, if applicable,) may give written notice of appeal to the Dean of the respective school or program. The decision will be reviewed upon the basis of the written summary or tape recording of the hearing, documents filed and produced at the hearing, and/or any witnesses the Dean wishes to call. The Dean may request both parties to submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation must be filed by the appealing party, including written arguments when appropriate. These documents must be filed with the Dean within five working days after the notice of appeal is received by the Dean. The Dean may approve, reject, or modify the decision in question or may require that the original hearing be re-opened for the presentation of additional evidence and reconsideration of the decision. All decisions by the Dean concerning matters of student disciplinary appeal are final.

## **X. PROCEDURAL APPEAL OF THE DISCIPLINARY PROCEDURES**

Within five working days after a disciplinary decision a student receiving disciplinary sanctions may give written notice of a procedural appeal to the Senior Vice President for Academic Affairs. The Senior Vice President for Academic Affairs will conduct a procedural review of the disciplinary process as conducted for the case in question. If a procedural violation is identified, the Senior Vice President for Academic Affairs may re-open the case at the stage where the error occurred. If no violation of institutional policy relative to the disciplinary procedure is identified, the decision will be upheld and final. No additional appeals are permitted following a procedural review.

## **STUDENT GRIEVANCE POLICY**

### **Academic Issues**

A student seeking to resolve any academic problem or complaint other than for misconduct as provided by the Student Code of Conduct and Discipline, will first seek solution through the following administrative channels, entering at the appropriate level and proceeding in the order stated: Course Instructor, Course/Track Director, Program/Phase Director, Department Chair, or Associate Dean. The respective school Dean, at his/her discretion, may convene an ad hoc committee to review the case to assist in the resolution of the complaint. Recommendations from the Associate Dean or ad hoc committee will be forwarded to the respective school Dean for consideration. All decisions by the school Dean concerning academic matters are final.

### **Conduct Issues**

A student seeking to resolve any issue involving misconduct as provided for in the Student Code of Conduct and Discipline should follow the procedures outlined in Article IX of said code.

### **Other Issues**

A student seeking to resolve any problem or complaint other than for misconduct as provided by the Student Code of Conduct and Discipline or an academic issue, will normally seek resolution through the appropriate office on campus designated to address the particular student concern. Examples include: Issues involving such matters as sexual harassment, discrimination, disability, employment, or mistreatment fall under institutional policies which are handled by specific offices such as the Office of Human Resources or the Equal Employment Opportunity Office.

### **Enrollment Status During Grievance/Appeal**

Any student dismissed from the school and who has filed an official appeal of any decision, will be permitted to remain in classes, clinical clerkship rotations, and/or internships during the period of appeal until or unless one or more of the following circumstances is determined to exist by the appropriate school Dean:

1. The appeal has not been made according to officially recognized procedures for appealing a dismissal decision.
2. The presence of the student in classes, clinical rotation, or internship constitutes a disruptive influence to the educational process or to patient care activities.
3. The presence of the student potentially presents a threat or harm to the health, safety or welfare of patients, students or anyone associated with the educational process.