

4 Policies: Academic & Institutional

Academic policies can be changed at any time by the School of Public Health. Students should review the Student Handbook for additional policies and procedures concerning their roles as students.

Enrollment of Continuing Students

A continuing student is defined as a student who enrolls in one of three consecutive semesters. Example: enrolls Summer 2005, no enrollment Fall 2005 or Spring 2006, re-enrolls Summer 2006. Continuing students do not need to reapply to the School of Public Health to take classes if they meet all of the following conditions:

1. The student has not received a degree from the health science center since last enrollment;
2. The student does not have any current holds on his or her record (i.e., immunizations or academic); and
3. The student has not attended any other academic institution during his/her absence from the health science center.

Students who do not meet these requirements must give a written explanation of the facts surrounding the situation to the School of Public Health Office of Student and Academic Services for consideration. Students who are unsure if they meet all of the above conditions for re-enrollment should contact the School of Public Health Office of Student and Academic Services at sph@hsc.unt.edu or 817-735-2401 before the registration period.

Re-admission of Former Students

Students who previously have been admitted to the School of Public Health but have not enrolled during the last three consecutive semesters (i.e., Fall, Spring, Summer) must follow these re-admission procedures:

1. File an admission application by the deadline for admission as established in the Academic Calendar.
2. Submit transcripts from all colleges attended (if any) since leaving the health science center showing eligibility to re-enroll at each institution.
3. Former students who have not enrolled elsewhere since leaving the health science center and are in good academic standing are required only to submit an admissions application and the application fee.
4. All completed applications are reviewed by the department chair for which the student is re-applying. Admissions decisions will be communicated to the student by the Office of Student and Academic Services.

Non-Degree Admission of Students

Admission to the School of Public Health as a non-degree seeking student may be granted subject to the following provisions:

1. The applicant must meet all of the general admission requirements described in Chapter 2 and must meet all application deadlines.
2. The student in this status is required to receive credit in all courses taken and must maintain a minimum grade of B in each course attempted.
3. A student in non-degree status has been accepted to take courses at the School of Public

Health with no intent on seeking full admission status. Additionally, there is no assurance that work completed under this status will be applicable toward degree requirements should he or she subsequently be admitted to a degree program at the health science center.

4. A maximum of 12 SCH are allowed while in this status.
5. Non-degree seeking students are not eligible for financial aid.

Use of Transfer Credit

A student who holds a bachelor's degree may apply up to 12 SCH of appropriate graduate work completed elsewhere toward a master of public health degree if the coursework has not been used toward the completion of another degree. A maximum of 12 SCH of graduate work beyond a master's degree may be accepted and credited toward a doctor of public health degree if the coursework has not been used toward the completion of a master's or doctoral degree. All transfer credits are subject to the approval of the department chair. Requests for waiving a core course with transfer credit must be approved by the appropriate department chair and instructor associated with the course. The request must be accompanied with documentation showing that the previous coursework is comparable to the requirements of the core course. Only those courses with a grade of B or higher from an accredited institution will be transferred. These courses must have been completed within six years of the date of first acceptance for the M.P.H. program and seven years for the Dr.P.H. program. Any course work from a prior degree may not be transferred toward the M.P.H. or Dr.P.H. degree. It is the student's responsibility to make sure that official transcripts of courses completed elsewhere are furnished to the School of Public Health Office of Student and Academic Services.

Change of Department/Concentration Area

Students who wish to change departments or their area of concentration must submit a new application, statement of professional goals and resume to the Office of Student and Academic Services. There is a \$25 processing fee. The student's new application and academic file will be forwarded to the chair/faculty of the new department/concentration for review and an admissions decision will be sent to the Office of Student and Academic Services.

The Office of Student and Academic Services will then notify the student of the admissions decision. If the student is admitted to the new concentration, the outgoing department will be notified by the School of Public Health Office of Student and Academic Services.

Academic Misconduct

Cheating and plagiarism are types of academic misconduct for which penalties are described and assessed under the health science center's Code of Student Conduct and Discipline. Students in the School of Public Health who are found in violation of this policy will be suspended for the remainder of the current semester plus one full semester.

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the health science center.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. All sources (i.e., internet web pages) must be cited appropriately.

Specific penalties can be assigned by a faculty member for certain cases of academic misconduct (including cheating and plagiarism). These penalties include: giving a failing grade for the test or assignment; reducing or changing the grade for the test, assignment, or course; requiring additional academic work not required of other students; and assigning a failing grade in the course. Other specific penalties can be recommended by a faculty member to the appropriate administrative/academic authority, including denial of the degree, expulsion from the health science center or revocation of a degree already granted.

All students are responsible for making themselves aware of the definitions and implications of academic misconduct. For further information on academic misconduct, penalties and appeal procedures, the student should refer to the Student Handbook available through the Office of Student Affairs.

Appeal Processes

Specific policies and procedures have been established for students seeking to appeal an admissions decision, a grade in a course, or an extension of time to complete a degree. The policies are outlined below:

1. Appeals concerning admission to the school should be addressed to the chair of the department for which the student is seeking admissions.
2. Advice concerning how to pursue appeals on any other matter can be sought from the School of Public Health Office of Student and Academic Services.
3. The policy and procedures for requesting an extension of time to complete a degree are available through the School of Public Health Office of Student and Academic Services. A petition for an extension of time must be made to the Executive Director of Student Services and Academic Affairs.

Grade Appeal Policy and Procedures

1. Any student who believes that a grade has been inequitably awarded should first contact the instructor who awarded the grade in order to discuss and attempt to resolve the issue. Any instructor no longer associated with the health science center at the time of the appeal will be represented in these proceedings by the department chair over the concentration in question. The student who is unable to resolve the differences with the instructor has 30 days following the first class day of the succeeding semester to file a written appeal with the appropriate department chair. If the instructor is the department chair, the appeal should be submitted to the dean, who will act as a substitute for the department chair in the following action.
2. The department chair may follow any of the four procedures below or a combination of them:
 - The department chair may confer with the instructor.
 - The department chair may request that the instructor submit a written reply to the student's complaint.
 - The department chair may conduct a meeting of the two parties.
 - The department chair may refer the case directly to the dean, as outlined below. In following any of the first three procedures noted above, the department chair should make a judgment on the merits of the case and determine a specific action in regard to the disputed grade. Either the student or the instructor may appeal the decision of the department chair to the dean who will in turn establish an ad hoc committee to review the case. This appeal must be submitted in writing within two working days of the notice of decision from the department chair.

3. The ad hoc committee shall be constituted as follows and shall perform the following duties:
 - The ad hoc committee will consist of three School of Public Health faculty members. One faculty member will be selected by the student and the other by the instructor. If either party involved in the dispute declines to choose a member of the committee, the dean will select that member. The third faculty member of the committee, who will serve as chair, will be chosen by agreement of the student and the instructor. If they cannot agree upon a third member, the member will be chosen by the dean.
 - This ad hoc committee should require written statements from each participant in the dispute. Judgments may be rendered upon the basis of these statements, upon other evidence submitted in support of the statements, and upon the facts outlined in an oral hearing, if such a hearing is deemed necessary.
 - The committee must make a recommendation for disposition of the case within 30 days of its appointment.
 - All records in the case will be filed with the School of Public Health Office of Student Services and Academic Affairs.
4. If the appeal is based solely upon alleged violations of established procedures, either party to the dispute has 5 working days following the rendering of the ad hoc committee's decision to appeal that decision to the dean. Substantive matters, up to and including the refusal of the instructor to act in accordance with the ad hoc committee's recommendation or the student's refusal to accept the decision, may not be appealed to the dean.
5. The dean, after a review of the submitted written materials (and oral hearings if necessary), will make (within 15 days) a ruling about procedural questions.

Application for the Completion of the Degree

It is the responsibility of the student to keep track of their progress toward the degree and to file an Intent to Graduate form in the School of Public Health Office of Student and Academic Services. Consult the Academic Calendar for the appropriate dates. The applicant's grade point average on all work attempted must be at least 3.0 to be considered for candidacy.

Because of the time required to receive transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere will not graduate at the end of the semester or summer session in which the work is completed, but will receive their degrees at the close of a subsequent semester. This delay is needed to receive and evaluate transcripts.

Information concerning graduation fees is furnished upon request by the School of Public Health Office of Student and Academic Services and is contained in Chapter 5 of this document. Students anticipating graduation should consult the Academic Calendar for important dates regarding payment of fees and other graduation requirements.

Auditing

With the written permission of the instructor, an individual fully eligible to enroll in the School of Public Health may sit in a class as an auditor without receiving credit. The auditor's name will not be entered on the class roll, and the instructor will not accept any papers, tests or examinations.

Attendance as an auditor may not be used as the basis of a claim for credit in the course. Students who are enrolled for credit may audit classes without payment of additional fees; others may be subject to pay an auditor's fee (\$152).

A person 65 years of age or older may enroll as an auditor and observer without credit and without payment of an audit fee if space is available and if approved by the instructor. Such

enrollment entitles the person to library privileges, but not the use of laboratory equipment, supplies, or health/hospital benefits.

For additional questions, students should contact the Office of Student and Academic Services.

Class Attendance

Regular and punctual class attendance is expected. Although, in general, students are graded on intellectual effort and performance, absences may lower the student's grade where class participation is deemed essential by the faculty member. In those classes where participation is considered as part of the grade, the instructor should give written notice of the requirement at the beginning of the semester. An instructor may request the Registrar to drop a student from a course for lack of participation or one unexcused absence.

If the instructor-initiated drop action falls within the time that the student is eligible to drop with instructor consent, a W will be assigned. If the drop falls after this period, a W or WF will be assigned as appropriate.

Concentrations and similar academic units have authority to establish a concentration-wide or course-wide policy so long as the policy is in accord with the above stipulations.

Commencement Exercises

The UNT Health Science Center commencement exercises are held the third Saturday in May each year. Diplomas may be obtained from the Registrar's Office at the conclusion of any semester in which all graduation requirements have been met and verified.

Concurrent Enrollment at Another Institution

Students must secure written permission from the advisor and department chair before registering for any course or courses at another institution while registered for any courses at the health science center. Failure to secure the required permission for concurrent enrollment prior to registration at the second institution may cause the health science center to refuse degree credit for the work taken elsewhere.

Adding Courses

Students may add courses on-line. In order to be eligible for adding courses, students must have registered for coursework during the regular or late registration time period. If they have difficulties doing so, students should contact the School of Public Health Office of Student and Academic Services at sph@hsc.unt.edu. All requests must be made in writing. Consult the Academic Calendar for dates during which adds are allowed.

Dropping Courses

Students who wish to drop a course may do so on-line through the 12th/4th class day (see Academic Calendar for specific dates). After the 12th/4th class day, students who wish to drop a course must complete the Instructor Approval to Drop form which can be obtained from the Registrar's Office. The instructor or advisor may withhold consent for students to drop for any reason providing the instructor has informed students in writing at the beginning of the semester. If the drop results in non-enrollment, refer to the following section on "Withdrawal from the Health Science Center."

The grade of W is recorded for any course dropped with the instructor's consent before the end of the fourth week of classes (summer term, end of the second week). After that time the

student must have a passing grade in order for the instructor to assign a grade of W for a dropped course; otherwise, the grade WF is recorded.

Instructors may drop students with grades of WF from courses for non-participation at any time after the fourth week of classes (summer term, after the second week). See “Class Attendance” above.

Drop procedures must be completed by 5 p.m. on the deadline dates specified in the Academic Calendar. After these dates, a student may not drop a course for any reason.

Withdrawal from the Health Science Center

A student may withdraw from the health science center at any time. To receive a W, the student must complete the withdrawal prior to the deadline specified in the Academic Calendar by making a request in the Registrar's Office. A student who withdraws by the appropriate deadline will receive a grade of W for each course in which they were enrolled. After the deadline, a withdrawn student receives a grade of W only for those courses in which there were passing grades at the time of withdrawal; otherwise the grade WF is recorded.

Official dates and deadlines for withdrawing are specified in the Academic Calendar.

Course Offerings

Individual courses are subject to change or withdrawal at any time and may not be offered each semester of every year. Any course may be cancelled from current offerings if the number of registrants is too small to justify conducting the course.

Enrollment Certification

Enrollment verification and loan deferments are completed in the Registrar's Office based upon the student's having registered and paid tuition and fees according to the criteria listed under “full-time enrollment” below.

International students may also request the International Student Service Office (UNTHSC Financial Aid) to issue letters of enrollment for the use of foreign governments, embassies, scholarship agencies and banks. See the School of Public Health Office of Student and Academic Services for details.

Full-time Enrollment

A student must enroll for nine semester hours for each long semester to be considered full-time. Enrollment in a total of six semester hours is considered full-time for the summer.

A student who has completed all but the dissertation, thesis, professional report or capstone requirement for the degree will be considered full-time if enrolled in three semester credit hours.

Students are responsible for meeting enrollment requirements for federal or state financial aid purposes.

Grading System

The School of Public Health uses the letters A, B, C, D, F, P, NP, I, PR, W, WF and Z in the grading system.

- A Excellent work; four grade points for each semester hour (90-100).
- B Good work; three grade points for each semester hour (80-89).
- C Poor work; two grade points for each semester hour (70-79).
- D Unacceptable work; one grade point for each semester hour (60-69).

- F** Failure; given when a student: 1) has failed the course while still officially enrolled at the end of the semester; 2) is failing in a course and misses the final examination without satisfactory explanation; or 3) stops attending class without completing an official drop or withdrawal (59 and below).
- P** Passed; a credit grade on pass/no pass option in selected individual problems and research courses.
- NP** Not passed; a failing grade on the pass/no pass option.
- I** Incomplete; a nonpunitive grade given only during the last one-fourth of a semester and only if a student is: 1) passing the course; 2) has a justifiable reason why the work cannot be completed on schedule; and 3) arranges with the instructor to finish the course at a later date by completing specific requirements which the instructor must list on the grade sheet. For information on removal of I, see “Removal of I” below.
- PR** Assigned at the close of each semester in which the student is enrolled in dissertation, thesis, or professional report hours. No credit hours are shown when the grade of PR is assigned. When the work has been completed and submitted to the major professor and department chair, appropriate grades and credit hours will be shown on the students’ record for the required number of credits.
- W** Drop or withdrawal without penalty. Given when a student drops a course or withdraws from the school according to the dates in the Academic Calendar. See regulations for dropping and withdrawing.
- WF** Drop or withdrawal with failing grade. May be assigned if a drop or withdrawal is not completed by the dates listed in the Academic Calendar. See regulations for dropping and withdrawing.
- Z** Used to indicate that a grade was not properly received and/or recorded for a course. Courses assigned D, F, I, NP, PR, W, WF, or Z are not counted toward the degree but are presented on transcripts as courses attempted.
- A complete record of all previously used grades and grading systems is detailed on the official transcript.

Grade Point Average

The overall grade point average (GPA) is used to determine academic standing and eligibility for graduation. All GPA calculations are subject to post-audit and correction by the Registrar’s Office.

The number of semester hours attempted for calculation of the GPA includes all courses with grades of A, B, C, D, F, and WF unless replaced by a later grade. Courses with grades of I, NP, P, PR, W, or Z are not counted as courses attempted for the purpose of calculating a GPA.

Quality of Work Required

Students must make satisfactory progress toward completion of degree requirements.

Unsatisfactory progress toward a degree is defined as:

- obtaining a grade of D, F, or NP in any course attempted;
- obtaining a grade of C in two or more courses at any point during the degree program;
- having a cumulative GPA below 3.0;
- withdrawal from multiple courses;
- withdrawal from the same course on multiple occasions;
- carrying multiple incompletes; or
- not maintaining continuous enrollment in thesis, professional report, dissertation or other course with this requirement.

Probation and Dismissal

A student who fails to make satisfactory progress toward a degree will be placed on Academic Probation. Unsatisfactory progress is defined in the section above. Therefore, upon receiving two C's, one D, or one F, a student will be placed on Academic Probation for the duration of their degree program. Work completed elsewhere while on probation at the health science center may not be counted for credit at the health science center. Once on Academic Probation, a student who receives a C, D, F, NP, I, or WF will be Dismissed from the program. Upon Dismissal, the student is not permitted to return to a degree program at the UNT Health Science Center School of Public Health. Appeals to a Dismissal must be made to the Dean of the School of Public Health.

Repeating Courses

Students must obtain a passing grade (A, B, C, or P) for each core or required course. If a passing grade is not made in a core or required course, the student must repeat it and obtain a passing grade before credit will be given toward completion of graduation requirements. If a student does not receive a passing grade in an elective course, the student may repeat the course or, with the approval of the student's academic advisor and the appropriate department chair, the student may choose to take another elective course. If a passing grade is obtained on the new elective course, the student may count it toward graduation requirements. However, the failed course will remain on the transcript and will be calculated to determine the student's cumulative GPA. Courses taken at the UNT Health Science Center School of Public Health may not be repeated at other institutions and transferred for credit toward a degree at the UNT Health Science Center.

Grade Changes

No grade except "I" may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors.

Requests for an error correction must be initiated immediately after the close of the semester for which the grade was recorded.

A faculty member who believes that an error has been made in calculating or recording a grade may submit in person a request for a grade change to the department chair and the dean. The Registrar accepts requests for grade changes only from the dean.

Grade Reports

Grade reports for each student are available online; they include a statement of current academic status. If the grade report or the academic status is believed to be in error, the student should contact the Registrar's Office within 30 days.

At midsemester in the long sessions, instructors may provide individual written warnings to students whose coursework is unsatisfactory. These warnings are mailed from the Registrar's Office upon request of the instructor.

Pass/No Pass Grading

The School of Public Health may elect to assign pass/no pass grades in graduate-level courses in which the student is engaged in individual research and is not attending an organized class. The student should inquire at the time of registration for such courses whether a letter grade or a pass/no pass grade will be granted. Pass/no pass grades are not taken into account in computing

the student's grade point average.

Removal of I

A student must remove a grade of "I" within 60 days of the first day of the subsequent semester. A student may request an extension of the time allotted to complete the requirements for the removal of an "I." The request must be made in writing to the faculty member who assigned the "I." The faculty member and their department chair must approve the extension. Upon approval, the faculty member and the department chair must sign the original letter and forward it to the School of Public Health Office of Student and Academic Services. The original letter (may be in the form of an email) must specify the exact length of the extension (not to exceed 60 days), the reason for the extension, and a description of the work required to complete the course.

An "I" is removed by completing the stipulated work, obtaining signatures of the instructor and the dean (on a permit form available from the School of Public Health Office of Student and Academic Services), paying the \$5 fee and returning the permit form to the instructor. The instructor then files the permit form in the School of Public Health Office of Student and Academic Services, along with the grade, and the grade point average is adjusted accordingly. If a student does not complete the stipulated work within the time specified, a grade of F will be recorded. If a grade of A, B, or C is not assigned, the student will be required to register for and repeat the course for it to count toward the degree plan. The GPA is adjusted accordingly.

A student who could not complete final examinations because of illness may remove a grade of "I" without payment of the fee. The Director of Student and Academic Services is authorized to waive the fee upon certification of illness signed by the attending physician.

Open Records Policy

Pursuant to the provisions and intent of Article 6252-17a, Texas Civil Statutes, known as the Open Records Act, and the Family Educational Rights and Privacy Act of 1974 as amended, known as the Buckley Amendment, the school has established a policy relating to the accessibility of information in the custody of the University of North Texas Health Science Center.

Student records that include general information concerning the student and the student's individual relationship to the educational institution are available on request to health science center personnel who have an educational interest in the records, the student, and the student's parent or legal guardian if the student is a dependent for income tax purposes of the parent or legal guardian.

For information regarding the health science center's policy on access to records and to request accessibility to center records, contact the designated Custodian of Public Records, Office of the Vice President and General Counsel, UNT Health Science Center.

Student Conduct

The health science center's primary concern is the student. It attempts to provide for all students an environment that is conducive to academic endeavor, social growth and individual self-discipline. Enrollment at the health science center is considered implicit acceptance of the rules, regulations, and guidelines governing student behavior promulgated by the institution, and the student is responsible for this information. In addition, all students are expected to familiarize themselves with the requirements of and obey all federal, state, and local laws. Any student who violates a provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation. The health

science center reaffirms to each student the privilege of exercising the student's rights of citizenship under the Constitution of the United States. Special care is taken to assure due process and to identify the defined routes of appeal when students feel their rights have been violated. For complete policy information, consult the Student Code of Conduct in the Student Handbook.

Student Load

Special restrictions apply to the load permitted to teaching assistants. The total load of course enrollment and teaching assignment may not exceed 18 semester hours in any long semester and 9 in the summer semester. Approval of the advisor and department chair is required for loads in excess of this amount.

Summons

In the event a student's conduct of behavior is found to be in violation of a published policy or regulation, a summons may be issued. A summons is an official request that the student appear before a health science center administrator. It is always important and must have the student's immediate attention. Failure to answer a summons can result in immediate disciplinary action, including suspension.

Time Limitations

All requirements for the Master of Public Health degree must be completed within six years. All requirements for the Doctor of Public Health degree must be completed within seven years.

Time limits are strictly enforced. Students exceeding the time limit may be required to repeat out-of-date credits, and/or show other evidence of being up-to-date in their major field of study. Students anticipating that they will exceed the time limit should apply for an extension before the normal time period to complete the degree expires. Holding a full-time job is not considered in itself sufficient grounds for granting an extension.

Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the School of Public Health Office of Student and Academic Services concerning credit given to work completed before or during active military service.

Leave of Absence

A student may request a leave of absence from the School of Public Health Office of Student and Academic Services. A leave of absence must be approved by the appropriate department chair and the Director of Student and Academic Services. A leave of absence may only be granted for a maximum of one year. A leave of absence may be extended upon an annual request and review.

Degree Plan

A degree plan listing all courses must be completed by the student, approved by the student's advisor and department chair, and submitted to the School of Public Health Office of Student and Academic Services before the completion of the first semester of enrollment for all MPH and DrPH students. Please refer to the section on Use of Transfer Credit regarding transferring course work. All subsequent requests for degree plan changes must be submitted in writing by the student to their advisor and department chair for approval. All changes must be submitted to the School of Public Health Office of Student and Academic Services. A degree plan must follow the guidelines stated in the catalog for the Academic Year in which it is filed.

Institutional Policies

Respect for Diversity

The Nondiscrimination/Equal Employment Opportunity and Affirmative Action Policy affirms the requirement for every member of the UNT Health Science Center community to comply with existing federal and state equal opportunity laws and regulations.

The UNT Health Science Center is committed to the philosophy of a multicultural environment. The institution prohibits harassment based on race, gender, disability, age, national origin, religion, veteran status or lifestyle.

The health science center has long been an open, tolerant and democratic institution, proud of its commitment to personal and academic excellence, but unpretentious in the atmosphere of its campus in its willingness to accept all members of the health science center community on their value as human beings.

The increasing diversity of the UNT Health Science Center community is one of the institution's greatest strengths. Differences of race, religion, age, gender, culture, physical ability, language, nationality and lifestyle make it a microcosm of the nation as a whole, reflecting the values of our pluralistic society.

As an educational institution, the UNT Health Science Center is committed to advancing the ideas of human worth and dignity by teaching respect for human beliefs and values and encouraging open discussions. Hatred or prejudice and harassment of any kind are inconsistent with the center's educational purpose.

The UNT Health Science Center is strongly committed to the ethical principle that every member of the community enjoys certain human constitutional rights, including the right to free speech. As a community of scholars, the health science center also is dedicated to maintaining a learning environment that is nurturing, fosters respect, and encourages growth among cultures and individuals represented here. Individuals who work, study, live and teach within this community are expected to refrain from behaviors that threaten the freedom and respect every individual deserves.

Sexual Harassment

A primary objective of the UNT 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.

Harassment of students on the basis of gender is a violation of Section 106.31 of Title IX of the Education Amendments of 1972. Harassment of health science center employees on the basis of gender 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 constitutes sexual harassment.

It is the policy of the health science center to maintain a workplace and a learning environment free of sexual harassment and intimidation. Behavior or conduct that interferes with this goal is not condoned or tolerated.

Americans with Disabilities Act

The UNT Health Science Center does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs

and activities.

The UNT Health Science Center provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For assistance, contact the Equal Employment Opportunity Office at the health science center.

Official Means of Communication for Students

Email is the primary means of communication for all School of Public Health students; therefore, students are expected to read their health science center email regularly. All new students are assigned a GroupWise account at new student orientation. The GroupWise email account will be the official means of communication with students regarding all academic information.

Health Insurance

Proof of insurance must be verified prior to enrollment to the University of North Texas Health Science Center. Insurance policies must remain in effect the entire year to assure uninterrupted benefits through the student health service. Students may obtain insurance from a carrier of their choice or purchase the student health insurance plan available to health science center students.

During orientation, students will be required to sign an insurance verification form, in which the student attests to having health insurance coverage and is aware that if he/she does not have health insurance then he/she will be in violation of the Student Code of Conduct and subject to dismissal from the health science center.

Applications and insurance information for the student health plan may be obtained from the Division of Student Affairs or by calling 817-735-2505.

Physical Examinations

Medical history and physical examinations are required of all medical and physician assistant students. The Health Science Center Medical History, Physical Examination, and Immunization forms can be mailed to students or are available online at <http://www.hsc.unt.edu/education/studenthealth/forms.htm>. The student may have the physical exam done by his/her physician or at the health science center's student health clinic. Please note: the UNT Health Science Center Physical Examination Form must be completed by the physician administering the physical exam. To schedule an appointment at the Student Health Clinic, call 817-735-2228, identify yourself as an entering student and ask for an appointment in student health. The clinic is located on the second floor of the Patient Care Center (see map).

Immunizations

All entering students are required by state law and/or the UNT Health Science Center to have documented immunity or immunization to the following diseases prior to registration.

Students will be responsible for the cost of all immunizations. Tuberculosis skin testing will be done at no charge. Completion of vaccination or written proof of vaccination or immunity must be provided at the time of each enrollment. The following are vaccinations that are required for attendance at the health science center:

- MMR (measles, mumps and rubella) - 2 doses. Must complete the series or provide written proof of vaccination or immunity (titers that indicate immunity of all three).
- Hepatitis B series – 3 doses (initial, 1 month, and 6 months). Must complete series or

provide written proof of immunity (hepatitis B antibody titer >10). It is important to keep these vaccinations on schedule.

- Td (adult tetanus/diphtheria). Written proof of vaccination within the past 10 years.
- Varicella - 2 doses (initial and 4-8 weeks later) unless given before the age of twelve. Must complete series or provide written proof of immunity (varicella titer). Childhood history of chickenpox is sufficient if written proof is submitted by provider or parent of School of Public Health students. History of disease is not sufficient.
- PPD (skin test for pulmonary tuberculosis). TB skin testing will be done upon admission for all students and annually for medical and physician assistant students. If you have had a positive PPD or have been treated in the past for a positive PPD or active TB disease, provide written proof of PPD test results, chest x-ray and treatment received (if any). BCG vaccine does not eliminate the need for skin testing or follow-up treatment. There is no charge for PPD testing. Follow-up for positive skin tests will be directed by Student/Employee Health and will be the financial responsibility of the student.
- Other vaccinations that are not required for admission may also be obtained at Student/Employee Health Services. Recommended, but not required, are the Hepatitis A vaccine (2 doses), influenza (offered annually at no cost), pneumococcal, and meningitis (students living in dorms).

To ensure a smooth registration process, students are strongly encouraged to complete arrangements for health insurance and immunizations as soon as possible by returning completed documentation to the health science center during the first semester of enrollment. Students without an insurance verification form on file, physical examination and proof of immunizations will not be allowed to register for classes during subsequent semesters. There are no exceptions.

Student Travel Policy

It is the policy of the university to promote safety and to encourage students to engage in safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging students to use good judgment, the university has adopted this policy and authorized the university Office of Facility Management to approve rules designed to encourage safe behavior on the part of students presently enrolled at the university.

This policy applies to all students enrolled in the university who travel to an activity or event that is organized and sponsored by the university when:

1. the activity or event is located more than 25 miles from the campus from which travel originates; and
2. the travel is:
 - a. required by a student organization properly registered at the university; or
 - b. funded by and requires use of a vehicle owned or leased by the university.

For purposes of this policy, an activity or event is organized and sponsored by the university when it has been planned, funded and properly approved by the appropriate university official.

Students traveling to and from university organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the university Office of Facility Management. At a minimum, these rules must include provisions concerning:

1. Use of Seat Belts and Other Safety Devices. Seat belts and other safety devices must be

- used at all times. Students are encouraged to act responsibly and to use sound judgment when traveling.
2. **Passenger Capacity.** Travel in vans with a capacity to hold 15 passengers must be approved by the university Office of Facility Management. Passenger capacity in 15-passenger vans is strictly restricted to no more than ten (10) individuals, including the driver.
 3. **Required Qualifications and Training.** All students who operate vehicles owned or leased by the university must be over eighteen (18) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history. Additionally, these students must satisfy other qualifications and training requirements established by the university Office of Facility Management.
 4. **Fatigue and Time of Travel.** Students traveling to and from activities or events covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or department head.
 5. **Privately Owned Vehicles.** Students who use a privately owned vehicle or any vehicle other than those owned or leased by the university when traveling to and from events and activities covered under this policy must follow the safe travel rules approved by the Office of Facility Management and applicable state law.
 6. **Air and Other Modes of Commercial Transportation.** Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.
 7. **International Travel.** Students must comply with university policies and procedures for scheduling for credit international clinical and educational experiences. Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations. Students can find information about international travel at the university Study Abroad Center.
 8. **Alcohol, Illegal Drugs and Weapons Prohibited.** All students traveling to and from events or activities covered under this policy are prohibited from consuming or possessing alcohol or illegal drugs and transporting weapons in vehicles owned or leased by the university.
 9. **Travel Authorization.** Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel by the appropriate university official before the date of the event or activity. When the university provides transportation, students traveling to events must return in the university provided vehicles unless authorized to do otherwise by the appropriate university official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the university.
 10. **Other Policies.** Students must comply with all other applicable university policies, including but not limited to, Policy 18.00, Institutional General Policy Manual.

Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules approved by the Office of Facility Management. Departments that permit students to drive any vehicle owned or leased by the university are responsible for ensuring the

student meets the driving requirements established by the Office of Facility Management. Departments must report violations of this policy and safe travel rules to the Office of Facility Management.

University employees who authorize students to drive vehicles rented for any university-related business or activities are responsible for ensuring the student meets driving requirements established by state law and the Office of Facility Management. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and the staff personnel manual.

Individual students who violate this policy and the safe travel rules approved by the university Office of Facility Management are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, to include suspension and loss of funding.

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 new student orientation. 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.