

## The Graduate Council

The graduate council establishes all university policies governing graduate programs, approves new programs, and approves all substantive changes in existing programs. The membership of the graduate council includes elected faculty members who represent each of the eight districts of the faculty senate, plus four at-large members. Elected faculty members serve staggered, three-year terms on the council and represent the interests of the graduate faculty of the university. Two student members, elected by the graduate student council, represent the interests of graduate students and are elected yearly for a one-year term. Ex-officio members include the graduate dean (who serves as chair), the associate graduate deans, the provost, the university librarian, and each of the deans of the schools and colleges with graduate programs. The graduate dean, associate dean, and graduate school staff implement the policies determined by the graduate council.

### Ex-Officio Members

- Michael Monticino, PhD**, Dean of the Toulouse School of Graduate Studies
- Joseph R. Oppong, PhD**, Associate Dean of the Toulouse School of Graduate Studies
- Wendy K. Wilkins, PhD**, Provost and Associate Vice President for Academic Affairs
- Warren W. Burggren, PhD**, Dean of the College of Arts and Sciences
- O. Finley Graves, PhD**, Dean of the College of Business
- Jerry Thomas, EdD**, Dean of the College of Education
- Costas Tsatsoulis, PhD**, Dean of the College of Engineering
- Herman L. Totten, PhD**, Dean of the College of Information
- Mitch Land, PhD**, Interim Dean of the Frank W. and Sue Mayborn School of Journalism
- Judith C. Forney, PhD**, Dean of the School of Merchandising and Hospitality Management
- James Scott, DMA**, Dean of the College of Music
- Thomas L. Evenson, PhD**, Dean of the College of Public Affairs and Community Service
- Robert Milnes, PhD**, Dean of the College of Visual Arts and Design
- Martin R. Halbert, PhD**, Dean of Libraries

### Elected Members

- Robert Pirtle, PhD**, Professor of Biological Sciences
- Jennifer Way, PhD**, Associate Professor of Art Education and Art History
- Richard Rogers, PhD**, Professor of Psychology
- Victor Prybutok, PhD**, Regents Professor of Information Technology and Decision Sciences

**James F. Quinn, PhD**, Professor of Rehabilitation, Social Work and Addictions, and of Criminal Justice

**Eric M. Nestler, PhD**, Professor of Music

**Patricia Cukor-Avila, PhD**, Professor of Linguistics and Technical Communication

**Armin R. Mikler, PhD**, Associate Professor of Computer Science and Engineering

**Rebecca J. Glover, PhD**, Associate Professor of Educational Psychology

**Neal Brand, PhD**, Professor of Mathematics

**John Keith Johnson, MM**, Regents Professor of Music

**Tammy Kinley, PhD**, Associate Professor of Merchandising and Hospitality Management

## Academic Policies

The general policies of the Toulouse School of Graduate Studies are determined by the Graduate Council and administered by the office of the graduate dean.

Standards, fees and other requirements may be modified at any time by the Graduate Council.

### Student Standards of Academic Integrity

A strong university is built upon the academic integrity of its members. As an intellectual enterprise, it is dependent upon trust, honesty, and the exchange of ideas in a manner that gives full credit and context to the sources of those ideas. UNT's policy on the Student Standards of Academic Integrity is designed to uphold these principles of academic integrity. It protects the rights of all participants in the educational process and validates the legitimacy of degrees awarded by the university.

The policy covers categories of academic dishonesty such as cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. It includes descriptions of infractions, penalties and procedures. In the investigation and resolution of all allegations of student academic dishonesty, the university's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The full policy (18.1.16) is available online at [policy.unt.edu](http://policy.unt.edu), where it can be located by searching for either title or number.

### Appeal Processes

Students who believe they have not been fairly treated in any aspect of their graduate program have the right of appeal. Grade appeals should be initiated through the instructor. Appeals concerning extension of time to complete a degree should be initiated through the student's major department. Appeals concerning admission to the Toulouse School of Graduate Studies are initiated through the office of

the graduate dean. Appeals concerning admission to a particular degree program should be initiated through the student's major department. Appeals regarding specific requirements to complete a degree should be initiated through the student's major department. All other appeals should be initiated through the office of the graduate dean.

The following process applies to grade appeals. Admission decision and time extension appeals will be handled in a different manner. Information about these processes should be sought from either the student's department or the office of the graduate dean.

### Grade Appeal Process

1. Any graduate student who believes a grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. Any instructor no longer associated with UNT at the time of the appeal will be represented in these proceedings by the chair of the department in question. In schools and colleges not organized into departments, the dean, or his designated representative, will act as chair. A student not in residence the term/semester following the awarding of the grade or a student who is unable to resolve the differences with the instructor has 30 days following the first class day of the succeeding term/semester to file a written appeal with the chair of the instructor's department, or of the equivalent administrative unit.

2. The chair may follow any of the four procedures below, or a combination of them.

- a. The chair may confer with the instructor.
- b. The chair may request that the instructor submit a written reply to the student's complaint.
- c. The chair may conduct a meeting of the two parties.
- d. The chair may refer the case directly to the appropriate departmental committee, as outlined below.

In following either procedure a, b or c above, the chair should make a judgment on the merits of the case and recommend a specific action in regard to the disputed grade. Either the student or the instructor may appeal the recommendations of the chair.

3. The appropriate departmental committee to hear cases sent directly to it by the chair or appealed to it by either the student or the instructor shall be constituted as follows and shall perform the following duties.

- a. It shall be an *ad hoc* committee consisting of three faculty members. Two of the members will be chosen from the department in which the grade is being questioned, one by the student and the other

by the instructor. If either party to the dispute declines to choose a member of the committee, the department chair will select that member. The third faculty member of the committee, who shall serve as chair, will be chosen either from within or without the department by agreement of the student and the instructor. If they cannot agree upon a third member, the member shall be chosen by the chair of the department, with the provision that the student and the instructor may agree to stipulate that the third member of the committee be chosen from a related department rather than from the department in question.

b. 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 basis of an oral hearing, if such a hearing seems necessary.

c. The committee must make a recommendation for disposition of the case within 30 days of its appointment.

d. All records in the case will be filed with the chair of the department in which the grade was originally awarded.

4. Either party to the dispute has 15 days following the rendering of the *ad hoc* committee recommendation to appeal that recommendation to the dean of the graduate school, if the appeal is based solely upon alleged violations of established procedures. 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 verdict, may not be appealed to the graduate dean.

5. The dean of the graduate school shall, after a review of the submitted written materials (and oral hearings if desired), make within 15 days a ruling about procedural questions. The ruling may be appealed by either the student or the instructor to the Appeals Committee of the graduate school.

a. The Appeals Committee will have 30 days from the date of its appointment to complete its work.

b. The Appeals Committee shall operate within the guidelines set out for departmental *ad hoc* committees in 3b above.

c. All rulings made by the Appeals Committee regarding procedural questions shall be final.

d. All documents related to the case shall be returned to the chair of the originating department for departmental files.

## General Policies

### University Diversity Statement

The University of North Texas has a history of seeking to preserve an atmosphere of openness and tolerance. It is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who strives to achieve his or her personal best. UNT possesses and values an increasing diversity among the individuals who make up its community. This is one of UNT's greatest strengths.

Individuals within the UNT community are unified by a primary purpose: learning. With that primary purpose in mind, UNT works to advance ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict and encouraging examination of values.

Harassment based on individual differences is inconsistent with UNT's mission and educational goals. Every member of the UNT community enjoys certain human and constitutional rights, including the right to free speech. At the same time, individuals who work, study, live and teach within this community are expected to refrain from behavior that threatens the freedom, safety and respect deserved by every community member in good standing.

Every member of the UNT community must comply with federal and state equal opportunity laws and regulations. Such compliance is not only a given standard, but also is, in fact, a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here.

Students, faculty or staff who have concerns or questions should contact the appropriate office. Students should call the Dean of Students office at 940-565-2648. Faculty and staff should call the Division of Institutional Equity and Diversity at 940-565-2711. TTY access: 940-369-8652 or 800-735-2989.

### Americans with Disabilities Act

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act in its admissions, accessibility, treatment and employment of individuals in its programs and activities.

The university 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 information, call the Office of Disability Accommodation 940-565-4323, TDD access: 940-565-2958; or the Office of Equal Opportunity at 940-565-2737; or call Institutional

Equity and Diversity 940-565-2711. TDD access is available through Relay Texas: 800-735-2989 or 940-369-8652.

### Changes of Address

It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the university. Students who change their mailing address must notify the Registrar's Office by calling 940-565-2111 or update their address at *my.unt.edu*.

### Identification Card Regulations

The identification card is distributed during registration after all fees have been paid. The card entitles the bearer to student admission to athletic events, University Program Council entertainment, Fine Arts Series programs, dances, movies, general access computer laboratories and the Student Health and Wellness Center. It provides identification at the libraries for checking out materials and at Recreational Sports and the Student Health and Wellness Center for use of these facilities. The ID card also serves as the meal card for those students with meal plans. As the student's official university identification, it must be presented to any UNT official upon request. Each enrolled UNT student with a valid ID card is eligible to receive one complimentary catalog per year beginning July 1.

Lost ID cards may be replaced for a \$10 charge in the ID Systems Office of Student Accounting and University Cashiering Services located in the Eagle Student Services Center, first floor. Misplaced ID cards that have been turned in are held in the ID Systems Office located in Stovall Hall. Students are asked to retain their ID cards, even though they may not be enrolled. The cards are reactivated upon subsequent enrollment.

Fraudulent use of the 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 \$200 (Class C Misdemeanor).

### Liability for Personal Loss

The university is not responsible for and does not assume any liability for loss of or damage to personal property, including damage to vehicles. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions on campus, including possessions in dormitories and vehicles.

### Motor Vehicle Regulations

Persons who operate motor vehicles and bicycles on the UNT campus must comply with the Texas Transportation Code and published university regulations regarding vehicle and bicycle use, parking,

display of decals and penalties for violation. The regulations are available online at [www.unt.edu/transit/parking\\_regs.html](http://www.unt.edu/transit/parking_regs.html).

## Severe Weather Dismissals

Weather conditions may temporarily disrupt university operations. The university policy regarding severe weather disruption pertains to all university classes in Denton and throughout the Dallas–Fort Worth area unless exceptions are noted specifically in news media and web site announcements.

Courses taught online via Web CT are unaffected by severe weather closings unless instructors inform students otherwise. Those students should continue course work as regularly scheduled.

The Presidents of UNT, the UNT Health Science Center–Fort Worth and UNT Dallas, and the Director of the Universities Center at Dallas will issue appropriate policy guidance for those institutions. The current policy may be found in the online schedule of classes at [www.unt.edu/registrar](http://www.unt.edu/registrar).

Closings due to severe weather are posted on the UNT web site ([www.unt.edu](http://www.unt.edu)), are released to the Dallas–Fort Worth news media, and are sent to registered students, faculty and staff via Eagle Alert system when appropriate.

## Student Handbook

Policies and regulations governing students are explained or recorded in full in the *Student Handbook*, available on the university's web site ([avpsd.unt.edu](http://avpsd.unt.edu)). The handbook also deals with other applicable state, local and university policies, student services and programs. The student is responsible for knowing and abiding by these policies.

## Notice of Complaint

The university may issue an official request or notice of complaint to a student to appear before a university administrator when a student's conduct or behavior is reasonably believed to be in violation of a published university policy or rule. A student who receives a notice of complaint should always consider it important and respond immediately. Failure to answer a notice of complaint can result in disciplinary action up to and including administrative withdrawal from the university.

## Transportation Services

The Denton County Transportation Authority operates the UNT Shuttle through an agreement with UNT. The UNT Shuttle serves the main campus, Discovery Park campus and the Eagle Point campus as well as off-campus student-oriented housing. Additionally, students can access the Denton local bus service and the Commuter Express (which provides service to Lewisville and Dallas) fare free by presenting a valid UNT ID.

Late night transportation is provided by the e-ride service and provides transportation to and from all three Denton campuses.

Alternative transportation options, including car sharing, bicycling and ridesharing, are supported by Transportation Services as well.

For information regarding hours of operation, route schedules and alternative transportation options, visit the web site at [www.unt.edu/transit](http://www.unt.edu/transit).

## Other Policies in Print

Additional policies and guidelines pertaining to particular subjects or for specific publics are listed in other publications, such as the *ABCs of Residence Hall Living*, available in the Housing and Residence Life office; *Parking Regulations*, available from Parking Services in the Sullivant Public Safety Center and the UNT Bookstore in the University Union; *The Financial Connection*, available in Student Financial Aid and Scholarships. International students should consult the International Admissions and Advising Center for information regarding policies and procedures required by federal regulation agencies.

Tuition and fees information is available online at [www.unt.edu/tuition](http://www.unt.edu/tuition).

Other policies may be found in the “Code of Student Conduct.” The code is available on the UNT web site as part of the *Student Handbook* (may be found at [avpsd.unt.edu](http://avpsd.unt.edu)).

All university policies are subject to change throughout the year.

## University of North Texas Drug-Free Schools and Communities Act

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, the University of North Texas is required to establish a drug and alcohol prevention program for its students and employees. UNT is also required to provide this information to students, faculty, and staff upon entry and annually. Following is a description of UNT's program. A biennial review of this program is done to determine its effectiveness, to implement changes to the program if they are needed and to ensure that the university's disciplinary sanctions described are consistently enforced.

## Standards of Conduct

University of North Texas regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by University students and their guests and for employees on University-owned or controlled property and at University-sponsored or supervised activities.

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### University Discipline

Violation of these university regulations can result in disciplinary action up to and including expulsion for students and discharge for employees.

### Legal Sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

### Health Risks

Specific serious health risks are associated with the use of alcohol and illicit drugs. Some of the major risks are listed below. For more information contact the Wellness Resource Service and Substance Abuse Resource Center at 1800 W. Chestnut, Chestnut Hall, Suite 301, or by calling 940-565-2787.

- **Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)** – addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage to a developing fetus, heart and liver damage and death.
- **Marijuana** – impairs short-term memory, thinking, and physical coordination. Can cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration, and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system.
- **Cocaine** – addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- **Nicotine** – tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Compromises the immune system.
- **Inhalants** – inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.
- **Prescription drug abuse** – adverse reactions, dependency, withdrawal, and overdose.

### Resources

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from the University and community agencies, students may contact the Meadows Center for Health Resources and the Substance Abuse Resource Center, 1800 W. Chestnut, Chestnut Hall, Suite 301, 940-565-2787. Faculty and staff members may contact the Employee Assistance Program at 800-343-3822 or Human Resources at 940-565-4817.