The Catalog of the University of Texas at Austin

The catalog of the University comprises four issues: *General Information*, the *Undergraduate Catalog*, the *Graduate Catalog*, and the *Law School Catalog*. Each issue is available from the Office of the Registrar.

The *Undergraduate Catalog* is published in August of even-numbered years; the *Graduate Catalog* is published in August of odd-numbered years; the *Law School Catalog* is published in January of even-numbered years. These issues contain regulations and degree requirements that apply to undergraduates, graduate students, and students in the School of Law. Regulations are valid only for the period given on the title page; for an explanation of the period for which degree requirements are valid, see “Graduation under a Particular Catalog” in each issue. The list of courses to be offered in the following sessions is preliminary and is superseded by the *Course Schedule*, published each semester and summer session.

*General Information*, published every August, contains current and historical information about the University and regulations that apply to all students during the academic year given on the title page. *General Information* is meant to be used along with each of the other issues; each student must be familiar with the regulations given there and with those given in the issue that covers his or her degree program.

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

Printed catalogs may be ordered by writing to The University of Texas at Austin, Office of the Registrar / Catalogs, P O Box 7216, Austin TX 78713-7216 or by calling (512) 475-7555. Catalogs are also published on the World Wide Web at http://www.utexas.edu/student/registrar/catalogs/.

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

*Cover:* The Tower, reflected in one of the Tower Garden ponds. Originally the University’s main library, the Tower now houses administrative offices. The background photograph is of limestone, which is indigenous to the Austin area and has been used in the construction of many University buildings.
The benefits of education and of useful knowledge, generally diffused through a community, are essential to the preservation of a free government.

*Sam Houston*

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

*Mirabeau B. Lamar*

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

*Lyndon B. Johnson*
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H. Scott Caven Jr., Houston
James R. Huffines, Austin

Terms scheduled to expire February 1, 2011¹
Robert B. Rowling, Dallas

¹. Each regent’s term expires when a successor has been appointed and qualified and has taken the oath of office.
## Academic Calendar, 2005–2006

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19</td>
<td>Tuesday</td>
<td>Registration fee bills for the fall semester distributed to students.</td>
</tr>
<tr>
<td>August 17</td>
<td>Wednesday</td>
<td>Payment deadline for students who registered for the fall semester by July 15. Tuition may be paid in full or in installments.</td>
</tr>
<tr>
<td>August 19</td>
<td>Friday</td>
<td>Orientation for new international students.</td>
</tr>
<tr>
<td>August 21</td>
<td>Sunday</td>
<td>Orientation begins for new undergraduate students who are twenty-five years of age and older.</td>
</tr>
<tr>
<td>August 24</td>
<td>Wednesday</td>
<td>Orientation and testing begin for new undergraduate students.</td>
</tr>
<tr>
<td>August 25–26</td>
<td>Thursday–Friday</td>
<td>Registration for the fall semester for new and readmitted students who have not yet registered; to complete registration, fees must be paid no later than 5:00 PM on August 30.</td>
</tr>
<tr>
<td>August 26</td>
<td>Friday</td>
<td>University residence halls open at 9:00 AM.</td>
</tr>
<tr>
<td>August 28</td>
<td>Sunday</td>
<td>Add/drop for the fall semester for students who registered and paid their fees by August 17.</td>
</tr>
<tr>
<td>August 29</td>
<td>Monday</td>
<td>Registration for the fall semester for continuing students who have not yet registered; to complete registration, fees must be paid no later than 5:00 PM on August 30. University Health Services benefits become available to registered students.</td>
</tr>
<tr>
<td>August 30</td>
<td>Tuesday</td>
<td>Add/drop for the fall semester for students who registered and paid their fees by August 17. Deadline for graduate students to be registered in absentia for the fall semester. Fee bills for students who registered after July 15 are due no later than 5:00 PM.</td>
</tr>
<tr>
<td>August 31</td>
<td>Wednesday</td>
<td>Classes begin. International Education Fee (IEF) Scholarship competition begins for the spring semester.</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day holiday.</td>
</tr>
<tr>
<td>September 6</td>
<td>Tuesday</td>
<td>Last day of the official add/drop period; after this date, changes in registration require the approval of the department chair and usually the student’s dean. (See General Information, chapter 4, for required approvals.) Last day undergraduate students may register and pay fees without the approval of the registrar. Last day graduate students may register and pay fees without the approval of the graduate dean. Last day law students may register and pay fees without the approval of the dean.</td>
</tr>
<tr>
<td>September 16</td>
<td>Friday</td>
<td>Twelfth class day; this is the date the official enrollment count is taken. Last day an undergraduate student may add a course except for rare and extenuating circumstances. Payment due for added courses (add bill). Last day to drop a course for a possible refund. (See General Information, chapter 4, for required approvals.) Last day a graduate student or a law student may, with the required approvals, add a course.</td>
</tr>
<tr>
<td>September 28</td>
<td>Wednesday</td>
<td>Last day to drop a course without a possible academic penalty. (See General Information, chapter 4, for required approvals.) Application deadline for study abroad programs for the spring semester.</td>
</tr>
<tr>
<td>September 30</td>
<td>Friday</td>
<td>Second tuition installment payment due for students who selected the three-payment plan. Priority date for student financial aid applications for the spring semester. Application deadline for International Education Fee (IEF) Scholarship for study abroad programs.</td>
</tr>
</tbody>
</table>
October 17  Monday  Last day to apply for a graduate degree.

October 19  Wednesday  Intrasemester reports due in the deans’ offices.

October 26  Wednesday  Last day an undergraduate student may, with the dean’s approval, withdraw from the University or drop a course except for urgent and substantiated, nonacademic reasons.

Last day a student may change registration in a course to or from the pass/fail or credit/no credit basis.

Last day to apply for a graduate or a law degree.

Last day an undergraduate student or a law student may register in absentia.

October 27–November 2  Thursday–Friday, Monday–Wednesday  Academic advising for continuing and readmitted students for the spring semester.

October 28  Friday  Final tuition installment payment due for students who selected the three-payment plan.

October 31–November 11  Monday–Saturday, Monday–Friday  Registration for the spring semester for continuing and readmitted students.

November 15  Tuesday  Registration fee bills for the spring semester distributed to students.

November 24–26  Thursday–Saturday  Thanksgiving holidays.

December 9  Friday  Last class day.

Last day to submit master’s report, recital, thesis, doctoral dissertation, or treatise to the graduate dean.

Last day a graduate student or a law student may, with the required approvals, drop a course or withdraw from the University.

December 9–11  Friday–Sunday  Fall graduation ceremonies in the colleges and schools.

December 10  Saturday  Reading day in the School of Law.

December 12–13, 18  Monday–Tuesday, Sunday  No-class days.

December 12–17, 19–23  Monday–Saturday, Monday–Friday  Fall semester final examinations in the School of Law.

December 14–17, 19–20  Wednesday–Saturday, Monday–Tuesday  Fall semester final examinations except in the School of Law.

December 21  Wednesday  University residence halls close at 9:00 AM.

December 23  Friday  Commissioning of ROTC graduates.

December 24  Saturday  Official graduation date. (No public exercises.)

Spring Semester 2006

January 4  Wednesday  Payment deadline for students who registered for the spring semester by November 11. Tuition may be paid in full or in installments.

January 6  Friday  Orientation for new international students.

January 8  Sunday  Orientation begins for new undergraduate students who are twenty-five years of age and older.

University residence halls open at 9:00 AM.

January 9  Monday  Orientation and testing begin for new undergraduate students.

January 9–10  Monday–Tuesday  Add/drop for the spring semester for students who have registered and paid their fees.

January 11  Wednesday  Registration for the spring semester for new and readmitted students who have not yet registered; to complete registration, fees must be paid no later than 5:00 PM on January 13.

January 12  Thursday  Registration for the spring semester for continuing students who have not yet registered; to complete registration, students must pay fees no later than 5:00 PM on January 13.

University Health Services benefits become available to registered students.

January 13  Friday  Add/drop for the spring semester for students who registered and paid their fees by January 4.

Registration for the spring semester for new, readmitted, and continuing students who have not yet registered; to complete registration, students must pay fees no later than 5:00 PM.

January 16  Monday  Martin Luther King Jr. Day holiday.

January 17  Tuesday  Classes begin.

International Education Fee (IEF) Scholarship competition begins for the summer session and the fall semester.

January 20  Friday  Last day of the official add/drop period; after this date, changes in registration require the approval of the department chair and usually the student’s dean. (See General Information, chapter 4, for required approvals.)

Last day undergraduate students may register and pay fees without the approval of the registrar.

Last day graduate students may register and pay fees without the approval of the dean.

Last day law students may register and pay fees without the approval of the dean.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>Wednesday</td>
<td>Twelfth class day; this is the date the official enrollment count is taken. Last day an undergraduate student may add a course except for rare and extenuating circumstances. Payment due for added courses (add bill). Last day to drop a course for a possible refund. (See <em>General Information</em>, chapter 4, for required approvals.) Last day a graduate student or a law student may, with the required approvals, add a course.</td>
</tr>
<tr>
<td>February 13</td>
<td>Monday</td>
<td>Last day to drop a course without a possible academic penalty. (See <em>General Information</em>, chapter 4, for required approvals.)</td>
</tr>
<tr>
<td>February 15</td>
<td>Wednesday</td>
<td>Priority date for student financial aid applications for the summer session.</td>
</tr>
<tr>
<td>February 17</td>
<td>Friday</td>
<td>Second tuition installment payment due for students who selected the three-payment plan.</td>
</tr>
<tr>
<td>March 1</td>
<td>Wednesday</td>
<td>Application deadline for study abroad programs for the summer session and the fall semester. Application deadline for International Education Fee (IEF) Scholarship for study abroad programs.</td>
</tr>
<tr>
<td>March 10</td>
<td>Friday</td>
<td>Intrasemester reports due in the deans' offices.</td>
</tr>
<tr>
<td>March 13–18</td>
<td>Monday–Saturday</td>
<td>Spring break.</td>
</tr>
<tr>
<td>March 23</td>
<td>Thursday</td>
<td>Last day to apply for a graduate degree.</td>
</tr>
<tr>
<td>March 24</td>
<td>Friday</td>
<td>Final tuition installment payment due for students who selected the three-payment plan.</td>
</tr>
<tr>
<td>March 27</td>
<td>Monday</td>
<td>Last day an undergraduate student may, with the dean's approval, withdraw from the University or drop a course except for urgent and substantiated, nonacademic reasons. Last day a student may change registration in a course to or from the pass/fail or credit/no credit basis. Last day to apply for an undergraduate or a law degree. Last day an undergraduate student or a law student may register in absentia.</td>
</tr>
<tr>
<td>March 31</td>
<td>Friday</td>
<td>Priority date for student financial aid applications for the fall semester.</td>
</tr>
<tr>
<td>April 12–14</td>
<td>Wednesday–Friday, Monday–Friday</td>
<td>Academic advising for continuing and readmitted students for the summer session and the fall semester.</td>
</tr>
<tr>
<td>April 17–22</td>
<td>Monday–Saturday, Monday–Friday</td>
<td>Registration for the summer session and the fall semester for continuing and readmitted students.</td>
</tr>
<tr>
<td>May 1</td>
<td>Monday</td>
<td>Last class day in the School of Law. Last day a law student may, with the required approvals, drop a course or withdraw from the University. Institute of International Education (IIE) Fulbright and other grants competition begins for the 2007–2008 academic year.</td>
</tr>
<tr>
<td>May 2</td>
<td>Tuesday</td>
<td>Reading day in the School of Law. Registration fee bills for the summer session distributed to students.</td>
</tr>
<tr>
<td>May 3–6, 8–13, 15–16</td>
<td>Wednesday–Saturday, Monday–Saturday, Monday–Tuesday</td>
<td>Spring semester final examinations in the School of Law.</td>
</tr>
<tr>
<td>May 5</td>
<td>Friday</td>
<td>Last class day except in the School of Law. Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean. Last day a graduate student may, with the required approvals, drop a course or withdraw from the University.</td>
</tr>
<tr>
<td>May 8–9, 14</td>
<td>Monday–Tuesday, Sunday</td>
<td>No-class days.</td>
</tr>
<tr>
<td>May 10–13, 15–16</td>
<td>Wednesday–Saturday, Monday–Tuesday</td>
<td>Spring semester final examinations except in the School of Law.</td>
</tr>
<tr>
<td>May 17–19</td>
<td>Wednesday–Friday</td>
<td>Registration for the summer session for students in the Summer Freshman Class program.</td>
</tr>
<tr>
<td>May 17</td>
<td>Wednesday</td>
<td>University residence halls close at 9:00 AM (except for graduating students).</td>
</tr>
<tr>
<td>May 18</td>
<td>Thursday</td>
<td>Payment deadline for students who registered for the summer session during the spring.</td>
</tr>
<tr>
<td>May 19</td>
<td>Friday</td>
<td>Commissioning of ROTC graduates.</td>
</tr>
<tr>
<td>May 19–20</td>
<td>Friday–Saturday</td>
<td>Graduation ceremonies in the colleges and schools.</td>
</tr>
<tr>
<td>May 20</td>
<td>Saturday</td>
<td>Commencement (official graduation date).</td>
</tr>
<tr>
<td>May 21</td>
<td>Sunday</td>
<td>University residence halls close at 9:00 AM for graduating students.</td>
</tr>
</tbody>
</table>
Summer Session 2006

May 23–25 Tuesday–Thursday  Add/drop for the summer session for students who have registered and paid their fees.

May 27 Saturday  Summer residence halls open at 9:00 AM.

May 29 Monday  Memorial Day holiday.

May 30 Tuesday  Orientation and testing begin for new undergraduate students. University Health Services benefits become available to registered students.

May 30–31 Tuesday–Wednesday  Registration for the summer session; to complete registration, students must pay fees no later than 5:00 PM on May 31. Students who register on May 30–31 will register for all courses to be taken during the summer session.

June 1 Thursday  First-term, nine-week, and whole-session classes begin.

June 2 Friday  Last day of the official add/drop period for first-term, nine-week, and whole-session courses; after this date, changes in registration require the approval of the department chair and usually the student’s dean. (See General Information, chapter 4, for required approvals.)

June 6 Tuesday  Fourth class day for first-term, nine-week, and whole-session courses; this is the date the official enrollment count is taken. Last day an undergraduate student may add a first-term, nine-week, or whole-session course except for rare and extenuating circumstances. Payment due for added courses (add bill). Last day to drop a first-term, nine-week, or whole-session course for a possible refund. (See General Information, chapter 4, for required approvals.) Last day a graduate student or a law student may, with the required approvals, add a first-term, nine-week, or whole-session course.

June 6–9 Tuesday–Friday  Orientation for students in the Summer Freshman Class program.

June 8 Thursday  Last day to apply for a graduate degree. Registration for the fall semester begins for new summer session students who have paid their fees for summer, and for continuing and readmitted students who have not yet registered for fall.

June 12 Monday  Classes begin for the Summer Freshman Class program.

June 14 Wednesday  Last day to drop a first-term, nine-week, or whole-session course without a possible academic penalty. (See General Information, chapter 4, for required approvals.)

June 21 Wednesday  Last day a student may change registration in a first-term, nine-week, or whole-session course to or from the pass/fail or credit/no credit basis.

June 28 Wednesday  Last class day for first-term two-hour law courses. Last day to drop a first-term two-hour law course, with required approvals.

June 29 Thursday  Reading day for first-term two-hour law courses.

June 30 Friday  Final examinations for first-term two-hour law courses.

July 4 Tuesday  Independence Day holiday.

July 6 Thursday  Last class day for first-term courses, including three-hour law courses. Last day to drop a first-term course. (See General Information, chapter 4, for required approvals.)

July 7–8 Friday–Saturday  Final examinations for first-term courses, including three-hour law courses. No classes for nine-week and whole-session courses.

July 7 Friday  Registration for students enrolling for second term only; to complete registration, students must pay fees no later than 5:00 PM.

July 10 Monday  Classes begin for second-term courses.

July 11 Tuesday  Last day of the official add/drop period for the second term; after this date, changes in registration require the approval of the department chair and usually the student’s dean. (See General Information, chapter 4, for required approvals.)

July 13 Thursday  Fourth class day for second-term courses; this is the date the official enrollment count is taken. Last day an undergraduate student may add a second-term course except for rare and extenuating circumstances. Payment due for added courses (add bill). Last day to drop a second-term course for a possible refund. (See General Information, chapter 4, for required approvals.) Last day a graduate student or a law student may, with the required approvals, add a second-term course.

July 14 Friday  Last day to apply for an undergraduate or a law degree. Last day an undergraduate student or a law student may register in absentia. Last day during the summer session for new summer session students and continuing and readmitted students to register for the fall semester.
<table>
<thead>
<tr>
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<th>Day</th>
<th>Events</th>
</tr>
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<tbody>
<tr>
<td>July 21</td>
<td>Friday</td>
<td>Last day to drop a second-term course without a possible academic penalty. (See General Information, chapter 4, for required approvals.)</td>
</tr>
<tr>
<td>July 25</td>
<td>Tuesday</td>
<td>Last class day for nine-week courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop a nine-week course. (See General Information, chapter 4, for required approvals.)</td>
</tr>
<tr>
<td>July 26</td>
<td>Wednesday</td>
<td>Reading day for nine-week law courses.</td>
</tr>
<tr>
<td>July 26–27</td>
<td>Wednesday–Thursday</td>
<td>Final examinations for nine-week courses other than law courses.</td>
</tr>
<tr>
<td>July 27–28</td>
<td>Thursday–Friday</td>
<td>Final examinations for nine-week law courses.</td>
</tr>
<tr>
<td>July 28</td>
<td>Friday</td>
<td>Last day a student may change registration in a second-term course to or from the pass/fail or credit/no credit basis.</td>
</tr>
<tr>
<td>August 4</td>
<td>Friday</td>
<td>Last class day for second-term two-hour law courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop a second-term two-hour law course, with required approvals.</td>
</tr>
<tr>
<td>August 7</td>
<td>Monday</td>
<td>Final examinations for second-term two-hour law courses.</td>
</tr>
<tr>
<td>August 11</td>
<td>Friday</td>
<td>Last class day for second-term and whole-session courses, including three- and four-hour law courses and Summer Freshman Class courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop a second-term or whole-session course. (See General Information, chapter 4, for required approvals.)</td>
</tr>
<tr>
<td>August 12, 14</td>
<td>Saturday, Monday</td>
<td>Final examinations for second-term and whole-session courses, including three- and four-hour law courses and Summer Freshman Class courses.</td>
</tr>
<tr>
<td>August 14</td>
<td>Monday</td>
<td>Official graduation date. (No public exercises.)</td>
</tr>
<tr>
<td>August 15</td>
<td>Tuesday</td>
<td>Summer residence halls close at 9:00 AM.</td>
</tr>
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1. The University

STATEMENT ON EQUAL EDUCATIONAL OPPORTUNITY

The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.

TITLE IX/ADA/504 COORDINATORS

Federal law prohibits discrimination on the basis of gender (Title IX of the Education Amendments of 1972) and disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990). The University has designated the following persons as Coordinators to monitor compliance with these statutes and to resolve complaints of discrimination based on gender or disability.

DISABILITY (SECTION 504/ADA)

For students and employees: Linda Millstone, Deputy to the Vice President for Employee and Campus Services and Director of Equal Opportunity Services, NOA 4.302 (101 East 27th Street), (512) 471-1849

GENDER (TITLE IX)

For students: Teresa Brett, Associate Vice President for Student Affairs and Dean of Students, SSB 4.104 (100-B West Dean Keeton Street), (512) 471-1201

For employees: Linda Millstone, Deputy to the Vice President for Employee and Campus Services and Director of Equal Opportunity Services, NOA 4.302 (101 East 27th Street), (512) 471-1849

ACCREDITATION

The University of Texas at Austin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur GA 30033-4097, telephone number (404) 679-4500) to award bachelor’s, master’s, and doctoral degrees.

AFFILIATIONS

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

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

HONOR CODE

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

ORGANIZATION OF THE UNIVERSITY’S ACADEMIC UNITS

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

SCHOOL OF ARCHITECTURE

RED McCOMBS SCHOOL OF BUSINESS
Department of Accounting
Department of Finance
Department of Management
Department of Information, Risk, and Operations Management
Department of Marketing

COLLEGE OF COMMUNICATION
Department of Advertising
Department of Communication Sciences and Disorders
Department of Communication Studies
School of Journalism
Department of Radio-Television-Film

COLLEGE OF EDUCATION
Department of Curriculum and Instruction
Department of Educational Administration
Department of Educational Psychology
Department of Kinesiology and Health Education
Department of Special Education

COLLEGE OF ENGINEERING
Department of Aerospace Engineering and Engineering Mechanics
Department of Biomedical Engineering

Department of Chemical Engineering
Department of Civil, Architectural, and Environmental Engineering
Department of Electrical and Computer Engineering
Department of Mechanical Engineering
Department of Petroleum and Geosystems Engineering

COLLEGE OF FINE ARTS
Department of Art and Art History
School of Music
Department of Theatre and Dance

GRADUATE SCHOOL

SCHOOL OF INFORMATION

JOHN A. AND KATHERINE G. JACKSON SCHOOL OF GEOSCIENCES
Department of Geological Sciences

SCHOOL OF LAW

COLLEGE OF LIBERAL ARTS
Center for African and African American Studies
Department of Air Force Science
Department of American Studies
Department of Anthropology
Center for Asian American Studies
Department of Asian Studies

1. Final approval is pending to establish the Jackson School as a campus-level unit rather than a part of the College of Natural Sciences.
HISTORICAL SKETCH

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

Attempts to establish a University of Texas were made by the Congress of the Republic and then by the state legislature in 1837, 1839, 1858, and 1866, but the times were unpropitious and the idea failed to become a reality. The Constitution of 1876 again called for the organization and maintenance of “a university of the first class to be located by a vote of the people of this state, and styled ‘The University of Texas,’ for the promotion of literature, and the arts and sciences, including an agricultural and mechanical department.” This constitution also established an endowment of one million acres of land in west Texas, which was increased in 1883 to two million acres. In 1881, the legislature again called for the organization and location of the University and for the appointment of a Board of Regents to
be entrusted with its establishment and government. Among the provisions of the act were the limitation of the matriculation fee to $30, the admission of men and women on equal terms without charge for tuition, and the injunction that no religious qualifications should be required for admission to any office or privilege connected with the University and that no sectarian instruction should be given therein.

By popular election in September 1881, the Main University was located at Austin and the Medical Branch, at Galveston. The academic and law departments were organized, and on September 15, 1883, the University was formally opened in the incomplete west wing of the old Main Building. Over the next century, work in other fields was added to that offered by the academic and law departments. The College of Engineering was added in 1894; in 1906, the School of Education; in 1909, the Division of Extension; in 1910, the Graduate School; in 1922, the School of Business Administration; in 1924, the College of Physical Activities; in 1938, the College of Fine Arts; in 1948, the Graduate School of Library Science; in 1950, the Graduate School of Social Work; in 1951, the School of Architecture; in 1965, the School of Communication; in 1970, the Lyndon B. Johnson School of Public Affairs; and in 1976, the School of Nursing. The current organization of the University is described in the previous section.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Waggener, MA, LLD, <em>ad interim</em></td>
<td>1895–1896</td>
</tr>
<tr>
<td>George Tayloe Winston, MA, LLD</td>
<td>1896–1899</td>
</tr>
<tr>
<td>William Lambdin Prather, BL, LLD</td>
<td>1899–1905</td>
</tr>
<tr>
<td>David Franklin Houston, MA, LLD</td>
<td>1905–1908</td>
</tr>
<tr>
<td>Sidney Edward Mezes, PhD, LLD</td>
<td>1908–1914</td>
</tr>
<tr>
<td>William James Battle, PhD, DCL, LLD, <em>ad interim</em></td>
<td>1914–1916</td>
</tr>
<tr>
<td>Robert Ernest Vinson, DD, LLD</td>
<td>1916–1923</td>
</tr>
<tr>
<td>William Seneca Sutton, MA, LLD, <em>ad interim</em></td>
<td>1923–1924</td>
</tr>
<tr>
<td>Walter Marshall William Splawn, PhD, LLD</td>
<td>1924–1927</td>
</tr>
<tr>
<td>Harry Yandell Benedict, PhD, LLD</td>
<td>1927–1937</td>
</tr>
<tr>
<td>John William Calhoun, MA, LLD, <em>ad interim</em></td>
<td>1937–1939</td>
</tr>
<tr>
<td>Homer Price Rainey, PhD, LLD</td>
<td>1939–1944</td>
</tr>
<tr>
<td>Theophilus Shickel Painter, PhD, DSc, LLD, MNAS, <em>Acting President</em></td>
<td>1944–1946</td>
</tr>
<tr>
<td>Theophilus Shickel Painter, PhD, DSc, LLD, MNAS</td>
<td>1946–1952</td>
</tr>
<tr>
<td>James Clay Dolley, PhD, <em>Acting President</em></td>
<td>1952</td>
</tr>
<tr>
<td>Logan Wilson, PhD, LLD</td>
<td>1953–1960</td>
</tr>
<tr>
<td>Harry Huntt Ransom, PhD, LLtD, LLD, LHD</td>
<td>1960–1961</td>
</tr>
<tr>
<td>Harry Huntt Ransom, PhD, LLtD, LLD, LHD, <em>Acting President</em></td>
<td>1961</td>
</tr>
<tr>
<td>Joseph Royall Smiley, PhD</td>
<td>1961–1963</td>
</tr>
</tbody>
</table>

2. From 1963 until 1967 there was no office of president.
GOVERNMENT

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

SUPPORT

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

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

BUILDINGS AND GROUNDS

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

Major buildings and other facilities are listed on the following pages.
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<tbody>
<tr>
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</tr>
<tr>
<td>Development Office Building</td>
</tr>
<tr>
<td>Dorothy L. Gebauer Building</td>
</tr>
<tr>
<td>E. P. Schoch Building</td>
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<tr>
<td>E. William Doty Fine Arts Building</td>
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<tr>
<td>Engineering Teaching Center II</td>
</tr>
<tr>
<td>Engineering-Science Building</td>
</tr>
<tr>
<td>Ernest Cockrell Jr. Hall</td>
</tr>
<tr>
<td>Experimental Science Building</td>
</tr>
<tr>
<td>F. Loren Winship Drama Building</td>
</tr>
<tr>
<td>Garrison Hall</td>
</tr>
<tr>
<td>Geography Building</td>
</tr>
<tr>
<td>George I. Sánchez Building</td>
</tr>
<tr>
<td>Goldsmith Hall</td>
</tr>
<tr>
<td>Graduate and International Admissions Center</td>
</tr>
<tr>
<td>Graduate School of Business Building</td>
</tr>
<tr>
<td>Harry Ransom Center</td>
</tr>
<tr>
<td>Hogg Memorial Auditorium</td>
</tr>
<tr>
<td>Homer Rainey Hall</td>
</tr>
<tr>
<td>J. T. Patterson Laboratories Building</td>
</tr>
<tr>
<td>Building/Center</td>
</tr>
<tr>
<td>----------------</td>
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<tr>
<td>Jesse H. Jones Communication Center</td>
</tr>
<tr>
<td>Jesse H. Jones Hall</td>
</tr>
<tr>
<td>Joe C. Thompson Conference Center</td>
</tr>
<tr>
<td>John A. and Katherine G. Jackson Geological Sciences Building</td>
</tr>
<tr>
<td>John B. Connally Center for the Administration of Justice</td>
</tr>
<tr>
<td>John W. Hargis Hall</td>
</tr>
<tr>
<td>Laboratory Theatre Building</td>
</tr>
<tr>
<td>Lake Austin Centre</td>
</tr>
<tr>
<td>Littlefield Home and Littlefield Carriage House</td>
</tr>
<tr>
<td>Louise and James Robert Moffett Molecular Biology Building</td>
</tr>
<tr>
<td>Main Building (Tower)</td>
</tr>
<tr>
<td>Mary E. Gearing Hall</td>
</tr>
<tr>
<td>Mezes Hall</td>
</tr>
<tr>
<td>Music Building East and Music Building Recital Hall</td>
</tr>
<tr>
<td>Neural and Molecular Sciences Building</td>
</tr>
<tr>
<td>North Office Building A</td>
</tr>
<tr>
<td>Nursing School</td>
</tr>
<tr>
<td>Parlin Hall</td>
</tr>
<tr>
<td>Perry-Castañeda Library</td>
</tr>
</tbody>
</table>
Peter T. Flawn Academic Center  Formerly the Undergraduate Library and Academic Center; renamed in 1985 for University president emeritus

Pharmacy Building  Houses the College of Pharmacy

Robert A. Welch Hall  Formerly the Chemistry Building; renamed in 1974 for Houston philanthropist; houses the Department of Chemistry and Biochemistry

Robert Lee Moore Hall  Formerly the Physics-Mathematics-Astronomy Building; renamed in 1974 for professor of mathematics; houses the Departments of Astronomy, Mathematics, and Physics

Russell A. Steindam Hall  Formerly the ROTC Building; renamed for ROTC graduate post-humously awarded the Medal of Honor in 1971; houses the Departments of Air Force Science, Military Science, and Naval Science

Sarah M. and Charles E. Seay Building  Named for alumni benefactors; houses the Department of Psychology and provides facilities for research in human development and family sciences

School of Social Work Building  Formerly University Junior High School

Sid Richardson Hall  Named for Texas philanthropist; houses the Lyndon B. Johnson School of Public Affairs, the Center for American History, and the Teresa Lozano Long Institute of Latin American Studies

Student Services Building  Houses University Health Services, Counseling and Mental Health Center, Office of the Dean of Students, ID Center, Office of the Ombudsperson, Legal Services for Students, Student Financial Services, Student Government, and the Senate of College Councils

Sutton Hall  Named for William S. Sutton, former dean and professor of education; houses part of the School of Architecture

T. U. Taylor Hall  Formerly the Engineering Building; renamed in 1958 for former dean of the College of Engineering; houses the Department of Computer Sciences

T. S. Painter Hall  Formerly the Physics Building; renamed in 1974 for former University president Theophilus Shickel Painter; houses parts of the School of Biological Sciences and the Departments of Human Ecology and Physics

Texas Memorial Museum

Townes Hall  Named for Judge John Charles Townes; houses part of the School of Law

University Teaching Center

W. R. Woolrich Laboratories  Formerly the Engineering Laboratories Building; renamed in 1977 for former dean of the College of Engineering; houses the Department of Aerospace Engineering and Engineering Mechanics

Waggener Hall  Named for the University's first president, Leslie Waggener; houses the Departments of Classics and Philosophy

Walter Webb Hall  Named in 1975 for former professor of history; houses the Center for Women's and Gender Studies, the Office of Public Affairs, and the Campus Club
West Mall Office Building  Houses part of the School of Architecture, the Center for Mexican American Studies, the Department of Middle Eastern Studies, and the University Station Post Office

Will C. Hogg Building  Formerly the Geology Building; renamed for distinguished alumnus and benefactor; houses the Department of Asian Studies, the Plan II Honors Program, and the Office of the Dean of the College of Natural Sciences

Wooldridge Hall  Named for civic leader Alexander Penn Wooldridge, who was instrumental in the campaign to locate the University in Austin; houses the International Office

For student activities

Anna Hiss Gymnasium  Formerly Women’s Gymnasium; renamed in 1974 for former director of Physical Training for Women

Clark Field  Named for Judge James Benjamin Clark, first proctor of the University

Darrell K Royal-Texas Memorial Stadium  Formerly Texas Memorial Stadium; renamed in 1997 to honor former head football coach and athletics director

Denton A. Cooley Pavilion  Basketball practice and training facility completed in 2003; named for University alumnus and heart transplant pioneer

Disch-Falk Field  Named for former baseball coaches Billy Disch and Bibb Falk

Frank C. Erwin Jr. Special Events Center  Formerly the Special Events Center; renamed in 1981 for former chairman of the Board of Regents

Frank Denius Practice Field  Named for alumnus and benefactor Franklin Wofford Denius

Gregory Gymnasium  Named for former United States attorney general Thomas Watt Gregory; houses part of the Division of Recreational Sports

Lee and Joe Jamail Texas Swimming Center  Named for alumni benefactors

Mike A. Myers Track and Soccer Stadium  Named for alumnus benefactor

Moncrief-Neuhaus Athletic Center  Named for alumni benefactors Vernon F. Neuhaus and W. A. “Tex” Moncrief; called the Neuhaus-Royal Athletic Center until the 1997 renaming of Memorial Stadium

Penick-Allison Tennis Center  Named for Daniel Allen Penick, former professor of classics and tennis coach, and Wilmer Allison, alumnus and former tennis coach

Recreational Sports Center

Red and Charline McCombs Field  Named for alumnus and benefactor Red McCombs and his wife

Texas Union Building  Houses dining areas, entertainment venues, meeting rooms for student organizations, reading rooms, banquet rooms, the Informal Classes program, and the Union Underground

Whitaker Field  Named for Berry M. Whitaker, former director of intramurals; located at 51st and Guadalupe streets
2. Admission

A comprehensive college education depends on a robust exchange of ideas, exposure to differing cultures, preparing for the challenges of an increasingly diverse workforce, and acquiring competencies required of future leaders. The University handles a very large number of applications and must select from among this highly qualified pool only the number of students it can accommodate. In addition to an assessment of the academic strength of an applicant’s record, admission decisions result from an individualized, holistic review of each applicant, taking into consideration the many ways the academically qualified individual might contribute to, and benefit from, the rich, diverse, and challenging educational environment of the University.

The procedures and criteria for admission given in this chapter are effective as of the date of publication but are subject to change by action of the Texas Legislature or the Board of Regents.

UNDERGRADUATE ADMISSION

The Office of Admissions is responsible for the admission and readmission of undergraduate students to the University. Application procedures for freshman, transfer, former, international, and transient students are outlined below.

Prospective students are encouraged to apply early for the enrollment period in which they are interested. Although no preference is given for early application, beginning the process early allows ample time for applicants to assure that their applications are complete by the deadline.

Because there are more qualified applicants than can be instructed by the faculty or accommodated in the facilities, it is often necessary to admit a limited number of applicants from among those who are qualified. Information about additional admission requirements for some undergraduate programs is given on pages 25–28.

An applicant who has undertaken coursework at another collegiate institution (including freshman, transfer, reentry, and international applicants) may not disregard any part of his or her academic record. Such coursework must be reported on the appropriate section of the State of Texas Common Application. Applicants who fail to report all college coursework or who otherwise falsify any part of their application or the documents required to complete the application process are subject to disciplinary action. Disciplinary action will include a one-year ban on enrollment and a permanent
statement on the student’s record about the failure or falsification. Action may include expulsion and loss of credit for work taken subsequently at the University, as well as appropriate action by the dean of students.

In compliance with the Federal Student Right-to-Know Act, information about graduation rates and crime statistics is available from the Office of Admissions.

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

**Application deadlines.** All application materials must be received in the Office of Admissions by the following deadlines.

<table>
<thead>
<tr>
<th></th>
<th>Summer Session</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students: freshmen,</td>
<td>February 1</td>
<td>February 1</td>
<td>October 1</td>
</tr>
<tr>
<td>international</td>
<td>March 1</td>
<td>March 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Transfer students</td>
<td>May 1</td>
<td>July 1</td>
<td>December 1</td>
</tr>
<tr>
<td>Former students</td>
<td>May 1</td>
<td>not applicable</td>
<td>not applicable</td>
</tr>
<tr>
<td>Transient students</td>
<td>May 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

To request an exemption from the application processing fee, an applicant must submit a copy of one of the following:

1. A financial award letter
2. An approved test fee waiver from the ACT, SAT, GRE, or GMAT
3. The applicant’s parent’s or guardian’s income tax returns for the past two years or the applicant’s own returns, if he or she was not claimed as a dependent by another taxpayer
4. A financial aid transcript from an institution the applicant previously attended
5. Documentation from a high school counselor showing financial need. For example, the counselor might submit a statement that indicates the applicant’s free-lunch status.

**Enrollment deposit.** Any applicant admitted to the University as an undergraduate for the summer or fall must pay an enrollment deposit of $200 to indicate that he or she accepts the offer of admission. The deposit is applied to the payment of fees when the student enrolls. Students who demonstrate financial need may qualify for assistance to cover the amount of the deposit.

**FRESHMAN ADMISSION**

The Office of Admissions offers a variety of services and resources to assist prospective students with the freshman application process. Freshman applicants are encouraged to use all available resources, especially the resources of the University’s four admissions centers, where admissions counselors provide detailed information about and assistance with the admission process. Centers are located in Austin on the University campus.
in John Hargis Hall, in Dallas, in Houston, and in San Antonio. Admissions counselors travel throughout the state, visiting high schools and participating in events designed to encourage prospective students to continue their education after high school.

Prospective students may also communicate with admission counselors through Be a Longhorn, http://bealonghorn.utexas.edu/. The site offers a counselor finder; event registration; secure access to personal information like application status and admission decisions; and details about admission, academics, financial aid, housing, and more.

**HIGH SCHOOL PREPARATION**

High school students who intend to apply to the University should take a college preparatory curriculum. Entering freshmen must have at least 15½ units of high school work (grades 9–12), as described in the following table. At least 14 of these units must be in areas A through E. The number in the “Units” column is the minimum number of units the student must take in that area. One year's work in a subject is counted as one unit. A semester's work is counted as a half unit.

Students may enter the University under the provisions of Texas Education Code §51.803 without meeting the high school unit requirements, but they must remove any unit deficiencies before they graduate from the University.

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Language arts</td>
<td>4</td>
</tr>
</tbody>
</table>
| **Required**: Four units of English, one of which may be writing, world literature, speech, or journalism. English for speakers of other languages may not be used to fulfill the language arts requirement but may be counted as an elective in area F.  
**Strongly recommended**: At least one unit of English should include the development of writing skills. |
| B. Foreign language   | 2     |
| **Required**: Two units in a single language; three units are recommended. American Sign Language may be used to fulfill the foreign language requirement. |
| C. Mathematics        | 3     |
| **Required**: Three units at the level of Algebra I or higher: algebra, plane geometry, trigonometry, analytic geometry, elementary analysis, probability and statistics, solid geometry, calculus with analytic geometry, number theory. Informal geometry and prealgebra are below-achievement-level courses and may not be counted toward the mathematics requirement; they may be counted as electives in area F.  
**Strongly recommended**: Prospective students interested in studying architecture, business, natural sciences, engineering, or other technical fields are advised to prepare by taking math every year of high school. The additional unit may be counted as an elective in area F. |
D. Science

Required: Two units of physical science, biology, chemistry, physics, physiology and anatomy, geology, meteorology, marine science, astronomy.

Strongly recommended: Prospective students interested in studying architecture, business, natural sciences, engineering, or other technical fields are advised to prepare by taking science, including chemistry and physics, every year of high school. The additional unit may be counted as an elective in area E.

E. Social studies

Required: Three units of anthropology, area studies, ethnic studies, economics, geography, government (civics), philosophy, social science, psychology, sociology, Texas history (advanced), United States history, world history, work/study programs.

F. Electives

Required: One and one-half units, including (1) any units beyond the minimum required in areas A through E; (2) any units in area G; (3) vocational and other subjects, except drill subjects (such as driver training and military training) and physical education.

G. Fine arts

Strongly recommended: One-half unit of theatre arts, art, music, dance.

Admission deficiencies. Admission is not granted to applicants who have not completed the required units listed above unless they are qualified for admission on the basis of graduation in the top 10 percent of their high school class. Students may enter the University under the provisions of Texas Education Code §51.803—the top 10 percent law—without meeting the high school unit requirements, but they must remove any unit deficiencies before they graduate. Students whose high school curriculum does not include the courses necessary to complete the unit requirements may apply to the director of admissions for an exception. To graduate from the University, students who are admitted by exception must remove any unit deficiencies as described in the next paragraph.

A deficiency in foreign language must be removed by earning credit for foreign language or classical language courses numbered 506 and 507 (or the equivalent) or by earning a passing score on the appropriate placement examination. A deficiency in mathematics must be removed by earning credit for Mathematics 301 (College Algebra) or 303D (Applicable Mathematics) or an equivalent transfer course. For all other subjects, one semester of college credit is required to remove a deficiency of one year or less of high school credit. Courses taken to remove a deficiency do not count toward the student’s degree.


**FRESHMAN APPLICATION PROCEDURES**

To be considered for admission as a freshman, the applicant must submit

1. A completed State of Texas Common Application for Freshman Admission, including at least two required essays
2. An official high school transcript showing rank and class size and coursework through at least the junior year, or a transcript and a statement that the school does not rank its students
3. An official test score report (SAT Reasoning Test or ACT), sent directly from the testing agency (see “Admission Tests” below)
4. An application fee or request for fee exemption, described in the section “Application processing fee,” page 12

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

Applications may be completed online at the Texas Common Application Web site, https://www.applytexas.org/. Printed application forms are available at most Texas high schools.

**ADMISSION TESTS**

All applicants for admission as freshmen in the summer of 2006 or later must submit scores on either the SAT Reasoning Test, including the student-written essay, or both the ACT Assessment and the ACT Writing Test. Official scores must be sent directly from the testing agency; a photocopy of test results and results listed on a high school transcript are not acceptable. Because official scores must arrive in the Office of Admissions by the deadline, applicants should take the tests no later than December of their senior year.

Applicants seeking admission to the College of Engineering as freshmen must submit scores on the SAT Subject Test in Mathematics Level 1 or Level 2. Scores must be received by the Office of Admissions by the application deadline. Most applicants to other fields are not required to take SAT Subject Tests for admission purposes, but they may be required or may prefer to take such tests for placement purposes. Most applicants must take the SAT Subject Test in Writing and the SAT Subject Test in Mathematics Level 1 or Level 2 before they register, to determine their placement in rhetoric and composition and mathematics courses.

Information and registration materials are usually available from the student's high school counselor. Information about SAT tests is available at http://www.collegeboard.com/. Information about the ACT is available at http://www.act.org/. Online test registration is available at these sites.

**FRESHMAN APPLICATION REVIEW PROCESS**

Freshman admission decisions are dependent on the applicant’s academic strength and an individualized, holistic review of all submitted applications. As required by state law, class rank is a deciding factor for some applicants.

*Texas high school graduates ranked in the top 10 percent of their class.* In accordance with Texas Education Code §51.803, students are admissible to the University as first-time freshmen if they (1) graduated in
the top 10 percent of their class from an accredited Texas high school and
(2) submit all required credentials by the appropriate deadline. Applicants
must have graduated from high school during one of the two school years
preceding the academic year for which they seek admission and must not
have attended an institution of higher education in the interim.
Admission under the top 10 percent law does not guarantee admission to
the applicant's requested major or entry semester.
Applicants who are admitted because they are in the top 10 percent of their
high school class may be required to complete additional preparatory work
before they enroll; they are required to remove any deficiencies in units of
high school coursework before they graduate from the University.
Texas high school graduates not ranked in the top 10 percent of their
class, homeschooled students, and all graduates of out-of-state high
schools. To be considered for freshman admission, applicants who are not
eligible for consideration under the provisions of Texas Education Code
§51.803 must normally have graduated from high school and have com-
pleted the unit requirements prescribed on pages 13–14.
Applications received by the deadline are evaluated individually. No specific
class rank, test score, or other qualification by itself—other than automatic
admission based on Texas Education Code §51.803—ensures admission.
Admission decisions are based on an assessment of the following:

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

As a state-assisted institution, the University reserves a majority of its
spaces for Texas residents. Consequently, the admission of nonresidents is
highly competitive.
Enrollment pressures at the University may not permit admission of all
who qualify for certain academic programs. When this occurs, the Office
of Admissions will, within applicable law, admit those students who are
judged to be most able to contribute to and benefit from the University’s
rich, diverse, and academically challenging environment. Additional
admission requirements for some undergraduate programs are described on
The director of admissions may admit to the University recipients of bona
fide scholarships designated by the president.
Before applying for admission, homeschooled students should review the information available on Be a Longhorn (http://bealonghorn.utexas.edu/), including details about the information that should be submitted with the student’s application.

Under Texas law, graduates of unaccredited high schools may seek admission to the University.

**Students who did not graduate from high school.** Texas residents who did not graduate from high school and are at least twenty-one years old may seek admission through special consideration. In addition to all application material, the student must provide a copy of GED results. It is important for the student to provide as much information as possible in support of the application. Some important indicators of the student’s academic competitiveness are SAT Reasoning Test and SAT Subject Test scores, Advanced Placement courses, and grades in college-level courses the student took while in high school.

**ADMISSION DECISIONS**

When making admission decisions, admissions representatives initially consider individual applicants for their first-choice major for the requested semester. Applicants not admitted to their first-choice major are then considered for their second-choice major. Applicants who do not qualify for admission to either their first- or their second-choice major because of space limitations are then considered for admission as undeclared majors in the College of Liberal Arts for the requested semester.

**Admission to the Summer Freshman Class.** Because space is limited during the fall semester, some fall applicants may be admitted to the Summer Freshman Class. Summer Freshman Class students are regularly-admitted freshmen who begin their studies in a ten-week summer program for incoming freshmen. All students admitted to the Summer Freshman Class are admitted to the College of Natural Sciences or the College of Liberal Arts.

**The Coordinated Admission Program.** A Texas resident who meets the University’s high school course requirements and completes an application for admission by the required deadline, but is not offered regular admission for the summer or fall, is eligible to participate in the Coordinated Admission Program (CAP). (Nonresidents are not eligible to participate in CAP.) CAP students spend their freshman year in residence at a University of Texas System component institution other than UT Austin. Students who are offered participation choose from a list of institutions open to them when they complete the CAP agreement.

To receive guaranteed admission to UT Austin following CAP participation, a CAP student must meet the following requirements:

1. Complete at least thirty hours of approved coursework with a grade point average of at least 3.20 in residence during the fall and spring semesters at the UT System component institution at which the student enrolls
2. Complete at least one mathematics course from the list of approved courses as part of the required thirty hours
3. Complete requirements 1 and 2 by June 1 of the year in which the student participates in CAP
Although applicants offered CAP participation do not need to apply to the UT System component institution, they must meet the admission requirements of the institution they choose to attend.

Students who meet the CAP requirements are guaranteed admission to the University of Texas at Austin as regular students in the fall semester of the following year. Students are guaranteed admission into either the College of Liberal Arts or the College of Natural Sciences. CAP participants may request admission to restricted programs or to majors in other colleges or schools, but they are guaranteed admission only to liberal arts or natural sciences. (Because many freshman admission decisions for the fall have been made by the time CAP participants complete their first-year requirements, some programs may not accept applications from CAP students.) Students who request admission to another program do not jeopardize their admission to liberal arts or natural sciences.

CAP participants who do not complete the program requirements may seek admission to the University for a subsequent semester by applying for transfer admission. Such applicants are evaluated as part of the competitive transfer applicant pool; CAP participation is not considered when the transfer admission decision is made.

TRANSFER ADMISSION

The Office of Admissions offers a variety of services and resources to assist prospective students with the transfer application process. Transfer applicants are encouraged to use all available resources, especially one-on-one consultation with transfer admissions counselors, either by phone or in person in the main admissions office on the University campus. Counselors are available to meet with prospective students on a walk-in basis during regular office hours; no appointment is necessary. Prospective transfer students may request printed information about the process and ask questions about their individual situations when speaking with a counselor.

Prospective students may also communicate with admissions counselors through Be a Longhorn, http://bealonghorn.utexas.edu/. The site offers the latest details about applying for transfer admission, as well as service by e-mail; secure access to personal information like application status and admission decisions; and details about admissions, academics, financial aid, housing, and more.

ELIGIBILITY TO APPLY

To be eligible for transfer admission consideration, an applicant must have
1. Graduated from high school or earned a GED
2. Completed at least twenty-four semester hours of transferable credit; thirty hours are recommended for applicants to the McCombs School of Business

Transfer applicants may apply for admission while working to complete the last of their required twenty-four semester hours of transferable coursework. In such cases, all items required to make the transfer application complete, including official transcripts of already completed coursework, must arrive in the Office of Admissions by the deadline. The applicant must
then submit official transcripts showing completed coursework for the current semester as soon as the semester is completed. The Office of Admissions evaluates such applications only after documentation showing all of the required twenty-four semester hours of coursework has arrived.

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

**WHO SHOULD APPLY AS A TRANSFER STUDENT**

Students who are enrolled or have been enrolled at another institution of higher education are considered prospective transfer students and should complete the State of Texas Common Application for Transfer Admission. In particular, the following students should apply for transfer admission:

1. United States citizens and persons holding resident alien visas who have graduated from high school, have attempted college coursework, and wish to apply for admission as degree-seeking undergraduates
2. Students who participated in the UT Austin Coordinated Admission Program at a UT System component institution but did not complete the program requirements
3. Students who have previously taken only correspondence or extension courses at UT Austin
4. Students who have taken only summer courses under transient status at UT Austin
5. Holders of undergraduate degrees who wish to take additional undergraduate coursework at the University without seeking an additional degree. Nondegree seekers should select the nondegree option when completing the Texas Common Application for Transfer Admission.

The following applicants are not considered prospective transfer students and should not apply for transfer admission. Admission requirements and procedures for these applicants are given later in this chapter.

1. Former students who have attended the University as regularly admitted students and have had their enrollment interrupted for at least one long-session semester
2. International students
3. Applicants to the Law School
4. Applicants to the Graduate School

**TRANSFER APPLICATION PROCEDURES**

To be considered for transfer admission, the applicant must submit the following items by the deadline given on page 12.

1. A completed State of Texas Common Application for Transfer Admission, including the required essay(s) and statement of purpose.
2. Separate, official transcripts (not duplicated or faxed copies) from each college attended, including any at which the applicant enrolled while in high school. Summer and fall applicants must submit official transcripts of all coursework undertaken through the previous fall; spring applicants must submit official transcripts of all work undertaken through the previous summer.
3. An official high school transcript. The high school transcript is not used to make an admission decision, but it is used to verify completion of the units in foreign language and mathematics that are requirements of many University degrees. Although the high school transcript is not required for admission, applicants are strongly encouraged to submit it with other admissions credentials by the deadline.

4. The nonrefundable application fee or request for an exemption, described in the section “Application processing fee” on page 12.

5. Permanent resident alien applicants must submit a photocopy of both sides of their green card.

6. TOEFL or IELTS scores: In addition to meeting the requirements above, transfer applicants (both United States citizens and permanent residents) who have undertaken a significant amount of their college coursework in a country that is not an English-only-speaking country must show proficiency in English by presenting a score on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

   A transfer applicant who meets any of the following conditions is usually exempted from this requirement:
   a. Earned three years of United States high school English credit, excluding ESL courses.
   b. Resided in the United States for ten years or more.
   c. Earned a bachelor’s degree at a United States institution of higher education.
   d. Attended a United States institution of higher education immediately prior to enrollment at UT Austin.
   e. Graduated from a United States high school.

   During the application review process, applicants who appear to have an English deficiency will be notified and given specific instructions about the ways they can satisfy the deficiency. Although applicants are not required to satisfy this deficiency by the application deadline, their admission decision will not be rendered until the deficiency is satisfied.

Application materials must be received by the Office of Admissions by the deadline for transfer students given on page 12. Official transcripts and test score reports submitted to the Office of Admissions will not be duplicated or returned to the student. Faxes of transcripts and applications are not accepted.

TRANSFER APPLICATION REVIEW PROCESS

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

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

1. Substantial coursework from a challenging academic institution
2. Required courses for specific areas of study
3. Evidence of a positive academic trend
The following items form the basis for evaluating an applicant’s record of achievement and accomplishment:

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

Enrollment pressures at the University may not permit admission of all who qualify for certain academic programs. When this occurs, the Office of Admissions will, within applicable law, admit those students who are judged to be most able to contribute to and benefit from the University’s rich, diverse, and academically challenging environment. Additional admissions requirements for some undergraduate programs are described on pages 25–28.

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

The admission grade point average is computed on all transferable college coursework the student has undertaken, whether passed, failed, or repeated. The grade point average is computed on a four-point scale: a grade of A counts as four points a semester hour; a B, as three; a C, as two; a D, as one; and an F, as none. Grades awarded on the plus/minus basis are computed according to the fundamental letter grade; for example, grades of B+ or B− are computed as grades of B.

The grade point average is derived by dividing the total number of grade points the student has earned by the total number of semester hours he or she has undertaken. Credit hours and grade points earned on the quarter system carry two-thirds the numerical value of those earned on the semester system.

A normally transferable course in which the student earned a grade of D or F is included in the admission grade point average, but it is neither counted in the total number of transferred hours nor applicable toward degree requirements. All grades and hours for a repeated course are included in the admission grade point average, but transfer credit for the course may be counted in the total number of transferable hours only once.
Transfer and evaluation of credit. Applicants for transfer admission must submit official transcripts of all coursework taken at all other institutions for evaluation by the Office of Admissions. This evaluation determines whether the coursework could in any circumstance qualify for transfer credit at the University but does not constitute approval of the credit for use toward a degree; such approval is solely within the jurisdiction of a student’s academic dean.

Policies governing the evaluation of transfer credit include the following:

1. Transfer credit is generally awarded for academic course credit earned from regionally accredited institutions, or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period. In rare circumstances, course credit earned at other institutions may also be accepted in transfer.

2. Workforce (vocational) courses, developmental and remedial courses, and courses classified as below freshman level by the institution at which the student took them are not transferable and will not count toward a degree.

3. Junior and community college courses transfer as lower-division (freshman or sophomore) credit. Undergraduate courses from senior colleges transfer at the same level, lower- or upper-division, as they were taken. Graduate-level coursework is not transferable as undergraduate credit.

4. No limit is placed on the total amount of course credit accepted in transfer from either junior- or senior-level institutions. However, use of transfer credit toward a degree may be limited by the student’s academic dean.

5. Credit earned by examination at another institution is treated as transfer credit only if the sending institution records the credit on the student’s transcript with regular catalog course numbers and with a grade of at least C, the symbol CR, or a similar designation representing credit earned without letter grade.

6. All academic courses except developmental courses, whether passed, failed, or repeated, including those in which the student earned a grade of D, are used to compute the applicant’s grade point average for admission purposes. However, a course in which the student earned a grade of D is not transferable and will not count toward a degree.

7. Grades earned at other institutions are not averaged with grades earned at the University of Texas at Austin to determine the student’s internal University grade point average.

8. Transfer credit evaluations.

   a. University course numbers may be modified in transfer credit evaluations to reflect more or less credit than is normally provided by the course at the University. For example, Mathematics 301, a three-semester-hour course, is rendered as Mathematics 401 when the student completed a four-semester-hour course at another institution. Course numbers may also be modified to accommodate sequences not normally offered at the University. For example, Mathematics 301 may be rendered as Mathematics 601A and 601B when comparable content is taken as two three-semester-hour courses at another institution; the “A” and “B” suffixes each denote half of the complete course Mathematics 601.
b. Course numbers not in the current Undergraduate Catalog may be used in awarding transfer credit. For example, Computer Sciences 301 and Mathematics 304E are no longer taught at the University but are routinely assigned in transfer evaluations because their equivalents are still commonly taught at other institutions and because they may be used to satisfy degree requirements.

c. Courses at other institutions often have no direct University equivalents but may be accepted in transfer. If such a course is in a discipline offered at the University, credit is awarded without a specific course number. General elective credit may be awarded when no equivalent discipline exists at the University; use of elective credit toward a degree may be limited by the student’s academic dean.

d. In some disciplines, transfer credit is not assigned specific University course numbers. Instead, undesignated credit is assigned and the student’s academic dean determines the specific credit to be allowed for degree purposes on a substitution basis.

e. Transferred credit in music performance may not be counted toward a degree in music until the student has completed additional music performance coursework at the University.

9. If the University refuses to accept lower-division credit earned at another Texas public institution of higher education, the student and the sending institution will be given written notice that transfer credit was refused. If nontransfer of credit is disputed, the University will attempt to resolve the matter with the student and the sending institution according to applicable rules and guidelines of the Texas Higher Education Coordinating Board. If the dispute is not resolved to the student’s or the sending institution’s satisfaction within forty-five days of the initial notification, the University will notify the Coordinating Board of the refusal of the transfer credit and the reasons for refusal. The Coordinating Board will resolve the dispute and notify the parties of its findings.

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

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

Undergraduate students who are pursuing degrees at other colleges and universities and wish to continue their studies at the University during the summer only may be admitted to some undergraduate programs as transient students. A transient student who then wishes to be admitted to the University on a regular basis must apply for admission as a transfer student. A transient student may not register in the Graduate School but may take graduate courses if qualified. If the student is subsequently admitted to the University as a regular student, credit earned as a transient student may be used to meet undergraduate degree requirements but may not be used to fulfill the requirements for a graduate degree.

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

**FRESH START**

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

Additional information about the fresh start option is available from the Office of Admissions and on Be a Longhorn, http://bealonghorn.utexas.edu/.

**ENROLLMENT AS A NONDEGREE STUDENT**

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

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

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

**Exchange students.** A student who is admitted to the University through a reciprocal exchange program is also classified as a nondegree student. An exchange student may not register for more than two long-session semesters and one summer session. The transferability of academic credit to the student's home institution is determined by the home institution.
An exchange student may later apply for admission to the University as a degree-seeking student, but only after completion of the exchange period. If the student is admitted as a degree-seeker, credit that he or she earned as an exchange student may be counted toward a University degree only on a limited basis and only with the approval of the student’s dean.

ADDITIONAL REQUIREMENTS AND RESTRICTIONS FOR SOME FRESHMAN AND TRANSFER APPLICANTS

Texas’ Top 10 Percent law ensures automatic admission to the University for eligible students. Generally, applicants who are eligible for automatic admission are admitted to the major of their choice. However, certain academic programs have more competitive admission standards and are under enrollment management policies to prevent overcrowding. If, in one year, 80 percent of the freshman spaces in a given program are filled with top-10-percent applicants, then the University limits top-10-percent admission to that program the following year. In such a case, freshman applicants in the top 10 percent of their high school class are admitted to the affected program, in order of class rank, until 75 percent of the available spaces are filled. The remaining top-10-percent applicants compete with all other applicants to that program for the remaining 25 percent of the spaces.

As of summer 2005, the following academic programs are functioning under the restrictions described above: all programs in the McCombs School of Business, all programs in the College of Communication, the biomedical engineering and architectural engineering programs in the College of Engineering, and all programs in the School of Nursing.

Some academic programs enforce additional application and admission requirements on incoming undergraduates. These requirements are described below. With appropriate approval, other academic programs may impose similar restrictions when necessary. Be a Longhorn (http://bealonghorn.utexas.edu/) includes a complete list of academic programs that have implemented such restrictions and details about special requirements for individual academic programs.

SCHOOL OF ARCHITECTURE

Admission to the School of Architecture is based on standards similar to but higher than those for admission to the University. Newly admitted students must begin their studies in a fall semester.

All undergraduate applicants to the School of Architecture must choose a specific topic for one of the two essays required as part of the admission application. In addition, all transfer applicants are required to submit a portfolio of their work. Details about the essay and guidelines for creating the portfolio are given on Be a Longhorn, http://bealonghorn.utexas.edu/.

MCCOMBS SCHOOL OF BUSINESS

Admission to the McCombs School of Business is based on standards similar to but higher than those for admission to the University. Newly admitted students must begin their studies in a fall semester.

Applicants for transfer admission to the McCombs School must have completed specific “business indicator” courses. Information about this requirement is available on Be a Longhorn, http://bealonghorn.utexas.edu/.
COLLEGE OF COMMUNICATION

Admission to the College of Communication is based on standards similar to but higher than those for admission to the University. Newly admitted students must begin their studies in a fall semester.

Journalism. To major in journalism, a student must have the approval of the Journalism Undergraduate Selection Committee. The student may not take upper-division courses unless he or she has been admitted to the program. Students who plan to enter the journalism program should apply to the University as prejournalism majors.

COLLEGE OF EDUCATION

The College of Education restricts admission to the athletic training and sport management majors for the Bachelor of Science in Kinesiology. An applicant who plans to enter one of these programs should apply for admission to the University as a pre–athletic training or pre–sport management student. He or she may apply for admission to the major after completing a series of prerequisite courses. Admission to the major is based on the student's performance, completion of the required coursework, and evidence of commitment to the field.

COLLEGE OF ENGINEERING

Applicants seeking admission to the College of Engineering as freshmen or transfer students must meet the college's math readiness requirement. Most freshman applicants meet the requirement by submitting scores on the SAT Subject Test in Mathematics Level 1 or Level 2 to the Office of Admissions by the application deadline; other options for meeting the requirement are explained on Be a Longhorn (http://bealonghorn.utexas.edu/). Transfer applicants must submit proof that they are taking or have completed a course that is equivalent to Mathematics 408C, Differential and Integral Calculus. The Automated Transfer Equivalency system, http://www.utexas.edu/student/admissions/ate/, lets applicants find equivalent courses at most other Texas colleges. Applicants who have completed the equivalent of Mathematics 408C by the deadline receive priority consideration. Furthermore, applicants with other credentials in math and science also receive priority consideration.

COLLEGE OF FINE ARTS

Newly admitted students in all majors in the College of Fine Arts except music must begin their studies in a fall semester.

Department of Art and Art History. To major in the Department of Art and Art History, a student must have the approval of the Department of Art and Art History Admissions Committee. Information about admission requirements, procedures, and deadlines is available from the undergraduate advising office in the department.

Students who plan to major in design should apply for admission to the University as studio art majors. After they have completed freshman studies in studio art, students must obtain the approval of the Design Admissions Committee to begin the required sequence of courses in design on the sophomore level.
Freshman applicants to the Department of Art and Art History must choose a specific topic for one of the two required essays. Details about the art and art history essay are given on Be a Longhorn, http://bealonghorn.utexas.edu/.

Transfer students who wish to major in studio art, visual art studies, or nondegree-seeking art must submit a slide portfolio of their work in order to be considered for admission.

**School of Music.** To major in music, a student must meet University admission requirements and must pass an audition conducted by the School of Music. A student who does not pass the audition may not major in music, even though he or she is admitted to the University. At the discretion of the school, a student who fails an audition may audition a second time.

**Department of Theatre and Dance.** Admission to programs in the Department of Theatre and Dance requires the approval of the Theatre and Dance Admission Committee. Information about requirements, procedures, and deadlines is available from the office of undergraduate studies in the department.

**COLLEGE OF LIBERAL ARTS**

**Plan II Honors Program.** Plan II admits new freshmen in fall semesters only. Admission is extremely competitive and requires additional application materials.

Plan II freshman admission decisions are based on the applicant's high school curriculum and performance, test scores, essays, and extracurricular activities, and on information submitted in the Plan II Teacher Recommendation and Personal Statement. Prospective applicants to Plan II should visit Be a Longhorn (http://bealonghorn.utexas.edu/) for details about applying.

Plan II admits a limited number of transfer students. Applicants with sixty hours of transferable coursework or more are not considered for admission. External transfer students from other colleges and universities compete in the same applicant pool with internal transfer students from other University degree programs.

**COLLEGE OF NATURAL SCIENCES**

**Computer sciences.** All students entering the Department of Computer Sciences are admitted as pre–computer sciences majors. After completing certain courses with a required grade point average, students may apply for admission to the computer sciences degree program. This program may be highly competitive, and selection is based on a student's overall academic performance, as well as performance in specific courses determined by the department.

**SCHOOL OF NURSING**

Admission to the School of Nursing is based on standards similar to but higher than those for admission to the University.

Admission to the professional sequence in nursing is highly competitive. Applications are accepted only from students who are enrolled in their last semester of required prerequisite coursework. Admission is offered only to the most qualified applicants.
The student applying to the professional sequence must submit a non-refundable processing fee of $50 with the application. More information about admission to the professional sequence is given in chapter 11 of the Undergraduate Catalog.

COLLEGE OF PHARMACY
A student who wishes to pursue the Doctor of Pharmacy (PharmD) degree must first complete a related curriculum in the College of Natural Sciences. The student’s application to the professional curriculum offered by the College of Pharmacy is considered on the basis of overall academic performance. The student must submit a nonrefundable processing fee of $75 with the PharmD application. More information about admission to the professional curriculum is given in chapter 12 of the Undergraduate Catalog.

SCHOOL OF SOCIAL WORK
A student who wishes to pursue a degree in social work must complete a pre-social work curriculum that includes supervised volunteer service with clients in a human services organization. The student’s application to the professional curriculum is considered on the basis of his or her academic performance and commitment to and suitability for generalist social work practice.

ADMISSION TO UPPER-DIVISION WORK
In addition to the requirements outlined above, some academic programs have established minimum standards for admission to upper-division or professional sequence courses. The student should consult the Undergraduate Catalog and departmental advisers about eligibility to register for upper-division coursework.

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

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

READMISSION OF FORMER STUDENTS
Former University students who were not enrolled the previous long-session semester and students who completed the requirements for a degree from the University in the previous semester or summer session must apply for readmission. Application materials must be submitted by the deadline for former students given on page 12. To be eligible to reenroll, a former student who has subsequently attended another college must submit an official transcript from each college showing a grade point average of at
least 2.50 on a 4.00 scale for all transferable coursework he or she has undertaken since leaving the University. This requirement does not apply to work taken during a summer session that falls between consecutive spring and fall semesters in which the student is enrolled at the University. A former graduate student who was in good standing when he or she left the University is not required to submit official transcripts unless they are requested by the student’s graduate program.

All graduate students are expected to enroll and pay tuition and fees by the twelfth class day of the fall semester and the spring semester of each academic year until they graduate. A student who does not do so must apply for readmission in order to return to the University. He or she must submit an Application for Readmission to the Graduate and International Admissions Center by the deadline for former students given on page 12 and must pay the general application fee of $60. The fee is waived if the student has received an official leave of absence. The student must also obtain the approval of the graduate adviser in the program in which he or she was last enrolled. To change to a different major, the student must submit an Application to Another Graduate Major to the Graduate and International Admissions Center; additional information is given in the section “Application to Another Graduate Major (Change of Major)” in the Graduate Catalog.

A student who leaves the University on scholastic probation will be on scholastic probation when readmitted, even if he or she has attended another institution in the interim. In accordance with section 51.9242 of the Texas Education Code, a student who withdraws from the University in order to perform active military service will be readmitted for any semester or summer session that begins within a year after the student’s release from active service. The student is not required to apply for readmission or pay an application fee, but he or she must be eligible to register for classes the semester or summer session for which readmission is requested. This policy applies to students who withdraw for service with the United States armed forces or the Texas National Guard; however, it does not apply to students who withdraw solely to perform one or more training exercises as members of the Texas National Guard. Former students who wish to enter the School of Law, the Graduate School, or the graduate program of the Red McCombs School of Business for the first time must meet the requirements and deadlines given in the appropriate section of this chapter. Additional information about graduate and law programs is given in their respective catalogs.

**HIGH SCHOOL PARALLEL ENROLLMENT PROGRAM**

Austin-area high school students who are Texas residents, have demonstrated superior academic achievement in a subject area, and have completed high school calculus, may be considered for admission to the High School Parallel Enrollment Program (HSPEP). Mathematics, foreign language, and computer sciences courses are available in the current program. Students who have completed the tenth grade, have a high school grade point average of at least 3.50 or the equivalent, and have exhausted the course offerings in their subject area, may be considered for admission.
in either the fall or the spring semester. Students must submit the HSPEP Application, available from the Office of Admissions. SAT or ACT scores, a statement of goals, and teacher recommendations are required and are considered in determining admission to the program. A student must pass all parts of the Texas Higher Education Assessment (THEA) before registering for coursework offered through HSPEP. Application deadlines are the same as those for regular admission. Concurrent attendance at an accredited high school with the intent to graduate from that school is required. Participants in the HSPEP pay regular tuition and fees and have a regular University record.

To remain in the program, the student must earn grades of at least C in all courses. Students are not subject to the normal scholastic probation and dismissal rules while in the program, but credit and grades earned are counted in any future determination of hours undertaken, passed, or failed and in the computation of the student's University grade point average.

A participant in the HSPEP who wishes to enter the University following high school graduation must apply for admission in the usual way and meet the required deadlines. Additional information is available from the coordinator of the High School Parallel Enrollment Program at the Freshman Admissions Center, (512) 475-7440.

GRADUATE ADMISSION

A summary of the general requirements, application fees, deadlines, and procedures for graduate admission follows. Prospective students should refer to the *Graduate Catalog* for further information.

**Requirements.** General requirements for admission to the Graduate School are

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

International students whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Applicants should consult the graduate adviser for the program of interest to learn which test the program requires.
Applicants may apply simultaneously to more than one graduate program. All complete applications are forwarded to the Graduate Studies Committee(s) to which they are directed. Admission decisions are based on a careful review of all aspects of the applicant’s file. Scores on standardized tests such as the GRE are not the sole criterion for making an admission decision or ending consideration of the application. Each applicant’s test scores are compared with those of other applicants of similar socioeconomic status. Information about admission criteria for each graduate program is available from the graduate adviser.

When there are more qualified applicants than can adequately be instructed by the faculty or accommodated in the facilities, the Graduate Studies Committee for the proposed area may deny admission to students who have met the prescribed requirements. All admissions must be approved by the graduate dean.

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

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

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

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

Applicants to dual or combined programs with the School of Law must also take the Law School Admission Test (LSAT), administered by the Law School Admission Council. Information about the LSAT is published by the council at http://lsac.org/.

Graduate School Select Admission Program. The Graduate School Select Admission Program allows graduate programs to recommend academically outstanding University undergraduates for admission to seek a graduate degree.

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

1. Graduates of foreign institutions may be required to have a minimum score on an English-language-proficiency test such as the TOEFL or the IELTS.
Additional information is available in the Office of Graduate Studies, from the graduate adviser of the nominating graduate program, and at http://www.utexas.edu/ogs/info/select.html.

**Conditional admission.** Almost all of the students who are admitted to the Graduate School have qualifications equal to or better than the minimum standards outlined above. However, a Graduate Studies Committee may recommend, with the consent of the graduate dean, that a student be admitted to the Graduate School with conditions. The Graduate Studies Committee may require the student to maintain a certain grade point average or to take a certain number of semester hours of coursework. A conditionally admitted student may also be required to remedy deficiencies in undergraduate preparation by taking upper-division or graduate courses. The graduate adviser notifies the student of these conditions at the time of admission. A student who does not fulfill the conditions within the specified time may be barred from subsequent registration in the Graduate School. If the student changes his or her major before the conditions have been fulfilled, the conditions remain in effect unless the graduate adviser for the new program, on behalf of the Graduate Studies Committee, petitions the graduate dean and receives approval for them to be changed.

**Admission as a nondegree student.** A person who would like to take graduate coursework without becoming a candidate for an advanced degree may apply for admission to a graduate program as a nondegree student. The applicant must submit an application and transcripts of all college coursework to the Graduate and International Admissions Center; Graduate Record Examinations scores are not required. Admission must be recommended by the Graduate Studies Committee for the program and approved by the graduate dean. Enrollment as a nondegree student is limited to one year. Nondegree students are not eligible to be teaching assistants, assistant instructors, graduate research assistants, academic assistants, or assistants (graduate).

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

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

An exchange student who wishes to take a graduate course must obtain the approval of the instructor and of the graduate adviser for the program that offers the course, must meet all course prerequisites, and must meet any other requirements affecting nondegree students. An exchange student may later apply for admission to the University as a degree-seeking graduate student. To do so, he or she must submit the usual test scores, application fee, and other required material by the graduate program’s deadline.
Exchange students admitted as graduate nondegree students. If the graduate nondegree exchange student is later admitted to the Graduate School as a degree seeker, the Graduate Studies Committee may ask for the graduate dean’s approval to include on the student’s master’s degree Program of Work up to six hours of graduate coursework that he or she completed as a graduate nondegree exchange student. All requirements related to courses that may be counted toward graduate degrees apply, including rules concerning courses counted toward another degree.

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

Recommended application dates for graduate study. Each graduate program sets its own application deadline. February 1 is often the deadline for the summer session and the fall semester, but some programs set different dates. Few graduate programs admit new students for the spring semester; those that do have deadlines no later than October 1. It is the applicant’s responsibility to meet the deadline set by the graduate program. A list of program deadlines is published by the Graduate and International Admissions Center at http://www.utexas.edu/student/giac/.

Financial aid deadlines. The usual deadline for an applicant seeking financial aid to submit all materials is February 1 for summer or fall admission or October 1 for spring admission. Individual graduate programs may have earlier or later deadlines. Financial aid decisions are made soon after these program deadlines, and applicants whose materials have not been received may not be given full consideration. Applicants should contact the program of interest to them for current deadlines.

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

Fellowships. University fellowships, which are administered through the Graduate School, are awarded to both new and continuing graduate students in most academic areas. Students must be nominated by their graduate advisers for any fellowship administered by the Graduate School. Additional information on University fellowships is given at http://www.utexas.edu/ogs/otherfellowships/.

University fellowships for entering graduate students are awarded on the basis of scholastic excellence and adequate preparation for graduate study in the student’s chosen field, as shown by his or her academic record and letters of recommendation. University fellowships for continuing students are awarded on the basis of the student’s record since entering the Graduate School, including performance in relevant coursework and research or creative activity, letters of recommendation from University faculty members, and the endorsement of the graduate adviser; financial need is also considered. There are additional specific qualifications for many of the competitive fellowships awarded by the University and by graduate programs.
Generally, fellowships require no service from the recipient. Some fellowships provide for payment of tuition and required fees in addition to the stipend.

**Application processing fee.** All applicants to the Graduate School must submit a nonrefundable application processing fee along with their credentials. Applicants may apply simultaneously to more than one graduate program with no additional fee. When more than one fee is applicable, only the higher one must be paid. An applicant may be eligible for a waiver of the fee on the basis of documented financial need.

*U.S. citizens, permanent residents, and University undergraduates.* The fee for applicants to the Graduate School is $50. The fee for applicants to the Master of Business Administration (MBA) program is $125. The fee for applicants to the Master in Professional Accounting (MPA) program, including students in the Professional Program in Accounting (PPA), is $80.

*International applicants.* The fee for applicants who present academic credentials from any country other than the United States is $75. The fee for applicants to the MBA program is $125. The fee for applicants to the MPA program and the PPA is $100.

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

An enrollment deposit is assessed in the following graduate programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>MPA</td>
<td>$600.00</td>
</tr>
<tr>
<td>Business administration</td>
<td>MBA, Option I</td>
<td>600.00</td>
</tr>
<tr>
<td>Radio-television-film</td>
<td>MA, MFA, PhD</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**LAW SCHOOL ADMISSION**

To be considered for admission to the School of Law, each applicant (1) must have earned a baccalaureate degree from an accredited college or university, or have no more than six semester hours remaining for completion of the degree; (2) must have a minimum undergraduate grade point average of at least 2.20, as calculated by the Law School Admission Council; (3) must take the Law School Admission Test (LSAT); (4) must follow all instructions in *The University of Texas School of Law Application and Bulletin*; and (5) must submit all mandatory attachments described in the application. An applicant who meets the minimum requirements is not assured of admission, because the number of qualified applicants each year normally exceeds the number of new students the school may admit.
The law school provides full-file review to all complete applications. No admission decision is based on numerical criteria alone. In addition to the LSAT score and undergraduate grade point average, the Admissions Committee reviews each application in its entirety. Among the criteria considered are the following:

Rigor of the undergraduate course of study as reflected by the applicant's college transcripts
Graduate study
Demonstrated commitment to public service
Work experience
Leadership experience
Extracurricular or community activities
History of overcoming economic or other disadvantage
Race and ethnicity
Personal experiences with discrimination
Overcoming disability

Disadvantaged socioeconomic background
Geographic diversity (particularly underrepresented regions of Texas)
Diversity of experience and background
Maturity
Ability to communicate, exceptional writing skills
Foreign language proficiency
Honors and awards
Service in the Armed Forces
Publications
Any other personal characteristics or experiences that would contribute to the diversity and overall enrichment of the Law School

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

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

APPLICATION PROCEDURES

Applicants must take the Law School Admission Test (LSAT), which is administered by the Law School Admission Council (LSAC). The LSAT is given four times a year at designated colleges and universities in the United States and at several international test centers. Registration materials and complete information about the LSAT are available at http://lsac.org/ and from the Law School Admission Council, P O Box 2001, 662 Penn Street, Newtown PA 18940-0981, (215) 968-1001.

Applicants must submit completed credentials to the law school by the deadlines given below. Information and forms are available at http://www.utexas.edu/law/depts/admissions/ and from The University of Texas School of Law, Admissions Office, 727 East Dean Keeton Street, Austin TX 78705-3224, (512) 232-1200.
Finally, applicants must register with the Law School Data Assembly Service (LSDAS). LSDAS receives applicants’ transcripts, computes their grade point averages, and transmits the information to the law school. Additional information is available from LSAC at the URL, address, and phone number above.

Application processing fee. A nonrefundable application processing fee of $70 is required of each applicant and must be submitted with the required credentials. A foreign-educated applicant should contact LSDAS to determine whether that agency accepts transcripts from the universities the student has attended. If not, the applicant must submit the foreign transcripts directly to the law school, along with an additional $75 fee to cover the cost of evaluating them.

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

Early decision admission. Applicants for early decision admission in fall 2006 must submit a complete application to the School of Law, postmarked by November 1, 2005. They must take the LSAT no later than the October test administration and should register with LSDAS by October 10. Applicants who fulfill the requirements for an early decision will be notified of their admission status by the end of January, 2006. Early admission is not binding.

Regular decision admission. Applicants for regular decision admission in fall 2006 must submit a complete application to the law school, postmarked by February 1, 2006. They must take the LSAT no later than the December test administration and should register with LSDAS by January 10.

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

Additional information about admission to the law school as a new student, a transfer student, or a visiting student is given in the Law School Catalog and in The University of Texas School of Law Application and Bulletin.
3. Registration, Fees, and Deposits

REGISTRATION

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

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

Academic advising. Academic advising is available to all students before registration. In many degree programs, students must be advised before they may register. Advising requirements and locations are given in the Course Schedule. However, the University recognizes that academic advising is more than course selection. A description of the broader goals of the advising process is given on page 67.

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

Continuing and readmitted students may register during each semester and summer session for the following term. Registration periods for the fall semester and the summer session usually begin in April; those for the spring semester, in late October or early November.

Detailed information about registration is given in the Course Schedule.
**Paying fees as a part of registration.** A student is not registered or entitled to attend classes, participate in class-related activities, or use University facilities and services until his or her registration fees are paid in full or in accordance with an approved installment plan. A student who has an overdue debt to the University may not register until the debt is paid.

**Late registration.** Students are expected to register at their earliest opportunity. A student who registers late is assessed a charge to defray the cost of the extra services necessary to effect the late registration. Late registration periods are identified in the *Course Schedule* each semester and summer session. Students may register after the fourth class day in a fall or spring semester or the second class day in a summer term only with the approval of the department chair, the student’s dean, and the registrar. Registration after these dates is approved only in unusual circumstances.

**Texas Success Initiative.** Undergraduate students who have not fulfilled requirements of the Texas Success Initiative (TSI) may be subject to enrollment restrictions or may be barred from registration. TSI is described on pages 68–69.

**Concurrent enrollment at the University and another collegiate institution.** Prior written approval of a student’s academic dean is required to assure that a course taken at another institution while the student is concurrently registered at the University will count toward the student’s degree. Concurrent enrollment policies of the colleges and schools are given in the *Undergraduate Catalog*. Information about fees for students enrolled at two institutions is given on pages 50–51.

**Continuous registration of graduate students.** All graduate students are expected to enroll and pay tuition and fees by the twelfth class day of the fall semester and the spring semester of each academic year until graduation. If the student has been admitted to candidacy for the doctoral degree, registration in the dissertation course or the equivalent or in affiliated studies is required. The only alternative to continuous registration is a leave of absence, discussed below. If a student who is not on approved leave fails to register by the twelfth class day, he or she may not return to the University without applying for readmission. The student must apply for readmission both to the University and to the graduate program and must pay the general application fee. The application is reviewed by the Graduate Studies Committee, which may choose to readmit the student or to deny readmission.

**Leave of absence.** Graduate students may apply for a leave of absence of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate adviser. If the student has been admitted to candidacy, the application must be approved in advance by the graduate adviser and the graduate dean; it will be approved by the graduate dean only in rare and unusual circumstances.

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

A student on leave may not use any University facilities; nor is he or she entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.
In absentia registration. A candidate for a degree who has completed the requirements for graduation and needs to register only for the purpose of having a degree conferred, may register in absentia. In absentia registration is not permitted for any other purpose. The fee for in absentia registration is $25.

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

Graduate students. Graduate students must be registered for the semester in which they graduate and must apply for graduation by the deadline published in the academic calendar. There are no exceptions to this policy for fall semester and spring semester graduation; a student who fails to complete all degree requirements or misses the deadline for acceptance of the thesis, report, recital, dissertation, or treatise must register and pay tuition and fees the following semester or summer session in order to receive the degree.

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

Transfer from one division to another within the University. Students in any undergraduate college or school of the University who are not on scholastic dismissal may transfer to any other college or school within the University only under the general procedures and conditions described below.

1. To transfer, students must obtain the appropriate form at the office of the dean of the new college or school. Transfer procedures must be completed by the end of the eighth class day in the fall or spring or the fourth class day in the summer for the transfer to be effective in the current term.

2. Students who transfer to a new college or school retain the same University probationary status, if any, that was in effect at the time of the transfer.

3. Students who have completed forty-five or fewer semester hours of college credit and are not on dismissal are eligible to transfer between colleges and schools within the University regardless of their University grade point average, provided they satisfy all conditions and procedures that apply to students who enter the same college or school, and any program thereof, when first admitted to the University.
4. Students who have completed more than forty-five semester hours of college credit must present a University grade point average of at least 2.00 to qualify for transfer between colleges and schools within the University. Generally, students with more than forty-five semester hours of credit and a grade point average less than 2.00 may not transfer to another division within the University and must enroll in courses approved by their college or school. All colleges are authorized to allow such students to register for courses required for the students’ potential new majors, provided the normal prerequisites are met.

5. Transfer students from other institutions of higher education are eligible to transfer between colleges and schools within the University after completing their first long-session semester or summer session at the University regardless of the number of semester hours accumulated, provided they satisfy all conditions and procedures that apply to students entering the same college or school, and any program thereof, when first admitted to the University.

6. Students who are dismissed under University-wide regulations from one college or school of the University are ineligible to transfer to another unit of the University.

7. Students who are readmitted to the University after not enrolling for one or more long-session semesters are readmitted to the college or school in which they were last enrolled. They may then transfer to another college or school provided they meet the general conditions for transfer and any special admission requirements that have been established for the college or school to which they wish to transfer.

8. Graduate students not previously admitted to the University as undergraduates may transfer from the Graduate School to an undergraduate college or school under the general conditions for transfer noted in items 1 and 2 only if they (a) satisfy any pertinent admission requirements for that undergraduate college or school, and (b) have the additional approval of the director of admissions.

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

A University student who wishes to audit a course should obtain a Class Auditor Permit from the Office of the Registrar and secure the consent of the course instructor and his or her dean. A nonstudent must obtain the Class Auditor Permit and the consent of the instructor. An audit fee of $20 a course is assessed nonstudents under the age of sixty-five.

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

Policies governing the payment or refund of tuition, fees, and other charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. Tuition and fees are subject to change by legislative or regental action and become effective on the date enacted. For clarification of any matter relating to payment or refund of charges, a student should contact the office or administrative unit that originated the charge or refund.

Financial responsibility. Students are expected to meet financial obligations to the University when they are due. Registration fees are due on the date given in the academic calendar, and students are not entitled to attend classes until their fees have been paid in full or in accordance with an approved installment plan. Other charges are due within ten days after the bill is issued by the University, or according to any payment instructions on the bill. If the student does not pay the amount owed by the due date, the University may bar the student from registration and may withhold official transcripts and diplomas.

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

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

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

Payment plans. Tuition and fees for the fall and spring semesters may be paid in full or according to the following three-payment plan. The student must choose the three-payment option and make the first payment by the date given in the academic calendar. A nonrefundable $8 service charge is required. If subsequent payments are not made on time, a late fee of $10 is added to the amount due.

First payment: One-half the amount of tuition and required fees, plus the full amount of optional fees and, where applicable, international student health insurance, the general property deposit, and the late registration fee. The first payment is due by the date given in the academic calendar.
Add/drop transactions may increase the total amount the student owes after the first payment has been made. In this case, payment for added classes is due by the date given in the academic calendar. The student’s registration is subject to cancellation if 50 percent of tuition and incidental fees for all courses is not paid by the twentieth class day in the fall and spring or by the fifteenth class day in the summer.

Second and third payments: Each payment equal to one-quarter of the originally billed tuition and fees, with adjustments for adds and drops. The second payment is due prior to the sixth week of classes; the third, prior to the eleventh week. Payment deadlines are given in the academic calendar.

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

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

Specific information about paying tuition and fees is available in each semester’s Course Schedule.

Admission application processing fees. A nonrefundable fee of $60 is required of undergraduate applicants for admission to the University. Applicants to the Graduate School must also pay a fee of $50, and applicants to the School of Law must pay $70. The fee for applicants to the Master of Business Administration program in the Red McCombs School of Business is $125. The fee for applicants to the Master in Professional Accounting (MPA) program, including students in the Professional Program in Accounting (PPA), is $80. An applicant who presents academic credentials from any country other than the United States when applying for admission to any program of study except the MPA program and the PPA must pay a nonrefundable fee of $75; international applicants to the MPA program and the PPA must submit a fee of $100. In cases where the applicant is subject to more than one fee simultaneously, only the higher fee is required.

Applicants to the professional curriculum in pharmacy must pay a nonrefundable application processing fee of $75; applicants to the TxPharm program must pay a nonrefundable fee of $150. Applicants to the professional sequence in nursing must pay a nonrefundable fee of $50.

FLAT RATE TUITION FOR UNDERGRADUATES

Beginning with the fall semester 2005, undergraduate students are charged “flat rate tuition.” The flat rate tuition for each college covers the student’s academic program costs, including tuition, mandatory fees and charges, and college and course incidental fees. It does not include the general property deposit, the international student health insurance program fee, the international student services fee, the international student orientation fee, or fees for extended field trips that require students to live off campus.
The flat rates are based on the average per-hour charges for tuition and fees previously paid by students in each college. Because fees previously varied, flat rate tuition varies by college. There is no restriction on the number of hours a full-time student may take when registered at the full-time rate, as long as the student complies with the quantity of work rule on pages 70–71. Students who pursue simultaneous majors in more than one college are charged the higher of the two colleges’ rates.

Flat rate tuition for each college is given in the table on page 44. After selecting classes for a future semester, the student may view his or her tuition and fee bill at http://www.utexas.edu/business/accounting/sar/.

TUITION FOR GRADUATE AND PROFESSIONAL STUDENTS

For graduate and professional students, the cost of a semester’s enrollment consists of several separate charges. Tuition, academic sustainability tuition, and required fees are listed in the tables on pages 45–47; the amounts and purposes of individual required fees are given on pages 48–50. Graduate and professional students also pay special registration fees, if applicable (pages 50–51); program and service related fees (pages 51–55); any optional fees (pages 62–64) chosen by the student; and course related fees, which are listed in the Course Schedule. A list of program and service related fees in each college is also published by Student Accounts Receivable at http://www.utexas.edu/business/accounting/sar/. After selecting classes for a future semester, the student may view his or her tuition and fee bill at the same site.

NONRESIDENT TUITION FOR RESIDENT STUDENTS

Because the University is a state-assisted institution, tuition rates are lower for Texas-resident students than for nonresidents, including both out-of-state and international students. Rules affecting residency are given in Appendix A, pages 139–149. In the following circumstances, a student who is classified as a Texas resident may be charged nonresident tuition.

Undergraduates. Section 61.0595 of the Texas Education Code, sometimes called the slacker law, allows colleges and universities to charge nonresident tuition if an undergraduate has attempted an excessive number of hours beyond the number required for his or her degree. The statute is subject to interpretation by the Texas Higher Education Coordinating Board; information is published by the board at http://www.collegefortexans.com/getting/additionalcharges.cfm.

Graduate students. A student who has earned more than ninety-nine semester hours of credit at the doctoral level is subject to the nonresident tuition rate, even if the student is a Texas resident or holds an appointment that would normally entitle the holder to pay resident tuition. This policy, sometimes called the ninety-nine-hour rule, is authorized by section 54.066 of the Texas Education Code. More information is available from the Office of Graduate Studies at (512) 471-4511 or http://www.utexas.edu/ogs/pdn/policies/99in99.html.
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Note: "Continuing nonresidents" are out-of-state and international students who were enrolled at the University in the Spring Semester of the previous year. "New nonresidents" are out-of-state and international students who were enrolled at the University for the first time.
### Tuition and Required Fees for Graduate and Professional Programs
#### Fall 2005 and Spring 2006

##### Texas Residents

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Notes for pages 45–47 are given on page 48.
### Fall 2005 and Spring 2006

Tuition and Required Fees for Graduate and Professional Programs

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### Continuing Nonresidents

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#### Notes for pages 45–47 are given on page 48.
## Tuition and Required Fees for Graduate and Professional Programs
### Fall 2005 and Spring 2006

#### New Nonresidents

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<td>$201.39</td>
<td>$1,059.39</td>
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<tr>
<td>10</td>
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<td>15</td>
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<td>$201.39</td>
<td>$1,059.39</td>
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</table>

#### MPA Students

<table>
<thead>
<tr>
<th>Semester</th>
<th>Continuing Full-Time MBA Students: Weekend and Evening MBA Students</th>
<th>New Full-Time MBA Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Costs</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Tuition</td>
<td>Tuition</td>
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<td>Fees</td>
<td>Total</td>
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<td>1</td>
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<td>$1,059.39</td>
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<td>$1,059.39</td>
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<tr>
<td>12</td>
<td>$201.39</td>
<td>$1,059.39</td>
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<tr>
<td>13</td>
<td>$201.39</td>
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<tr>
<td>14</td>
<td>$201.39</td>
<td>$1,059.39</td>
</tr>
<tr>
<td>15</td>
<td>$201.39</td>
<td>$1,059.39</td>
</tr>
</tbody>
</table>

Notes for pages 45–47 are given on page 48.
REQUIRED FEES

Every student who registers, unless registered in absentia as described on page 39, pays the following fees.

The aquatics complex fee of $0.85 a semester credit hour is to finance the construction, renovation, operation, maintenance, and improvements of the Gregory Gym Aquatic Complex.

The Barbara Jordan and César Chavez statue fee of $2.00 a semester or summer session will fund the construction of statues of Barbara Jordan and César Chavez. Any excess money will be used to establish student scholarships.

The Gregory Gymnasium renovation fee, not to exceed $1.90 per semester credit hour ($0.95 per semester credit hour for a six-week summer term), defrays the cost of financing, renovating, operating, maintaining, and improving Gregory Gymnasium.

The health services building fee of $8.00 a semester or summer session finances the replacement of the Student Health Center building. The fee for the nine-week summer term is $6.00; for a six-week term, $4.00.

The information technology fee of $12.29 a semester credit hour provides student access to systems of instructional computing and information technology services.

The international education fee of $3.00 a semester or summer session funds a financial assistance program for eligible students participating in international study programs or student exchanges. The fee for the nine-week summer term is $2.25; for a six-week term, $1.50.

2. Tuition and fee totals for summer 2006 will be published by Student Accounts Receivable at http://www.utexas.edu/business/accounting/sar/tuition_fees.html
3. These charges are assessed of all graduate students in the MPA degree program, including students in the graduate part of the five-year Professional Program in Accounting.
4. These charges are assessed of students who were enrolled in the full-time MBA program prior to the fall semester 2005 and of all students in the weekend MBA program in Austin and the MBA evening program.
5. These charges are assessed of students who enter the full-time MBA program in the fall semester 2005.
6. “Continuing nonresidents” are out-of-state and international students who were enrolled at the University in the spring semester 2004 or earlier.
7. These charges are assessed of all graduate students in the MPA degree program, including students in the graduate part of the five-year Professional Program in Accounting.
8. These charges are assessed of continuing nonresident students in the MBA programs offered in Austin—the full-time program, the weekend program, and the evening program.
9. “New nonresidents” are out-of-state and international students who enrolled at the University for the first time in the summer session 2004 or later.
10. These charges are assessed of all graduate students in the MPA degree program, including students in the graduate part of the five-year Professional Program in Accounting.
11. These charges are assessed of students who were enrolled in the full-time MBA program prior to the fall semester 2005 and of all students in the weekend MBA program in Austin and the MBA evening program.
12. These charges are assessed of students who enter the full-time MBA program in the fall semester 2005.
The library fee of $12.29 a semester credit hour defrays the cost of purchasing library materials, expanding online information resources, and improving library hours and other services for students.

The medical services fee of $64.88 a semester or summer session covers part of the cost of providing medical services at University Health Services. The fee for the nine-week summer term is $48.66; for a six-week term, $32.44.

The recreational sports fee of $20.00 a semester or summer session defrays the cost of financing, constructing, operating, maintaining, and improving recreational sports facilities and programs. The fee for the nine-week summer term is $15.00; for a six-week term, $10.00.

The registration fee of $7.00 a semester or summer session defrays the cost of touch-tone technology and Web services.

The student services fee covers all or part of the cost of (a) the Counseling and Mental Health Center; and (b) the following services: the Cactus yearbook; Student Activities and Leadership Development; Counseling, Learning, and Career Services; the Daily Texan; the Designated Driver Program; the Division of Recreational Sports; the Forensics Program; the Graduate Students’ Assembly; KVRX student radio; KVR student television; Legal Services for Students; the Marine Science Institute Graduate Students Association; the Multicultural Information Center; the ombudsperson; Retention Services; the Senate of College Councils; Services for Students with Disabilities; shuttle bus service; the Student Child Care Center; Student Government; the Student Services Fee Committee; Texas Travesty humor magazine; and the Volunteer Center.

The following amounts are charged each semester and summer session; the Counseling and Mental Health Center fee is prorated for the six- and nine-week summer terms.

<table>
<thead>
<tr>
<th>Number of semester hours taken</th>
<th>Counseling and Mental Health Center</th>
<th>Other Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10.04</td>
<td>$ 12.60</td>
<td>$ 22.64</td>
</tr>
<tr>
<td>2</td>
<td>10.04</td>
<td>25.20</td>
<td>35.24</td>
</tr>
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<td>3</td>
<td>10.04</td>
<td>37.80</td>
<td>47.84</td>
</tr>
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<td>4</td>
<td>10.04</td>
<td>50.40</td>
<td>60.44</td>
</tr>
<tr>
<td>5</td>
<td>10.04</td>
<td>63.00</td>
<td>73.04</td>
</tr>
<tr>
<td>6</td>
<td>10.04</td>
<td>75.60</td>
<td>85.64</td>
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<td>7</td>
<td>10.04</td>
<td>88.20</td>
<td>98.24</td>
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<tr>
<td>8</td>
<td>10.04</td>
<td>100.80</td>
<td>110.84</td>
</tr>
<tr>
<td>9</td>
<td>10.04</td>
<td>113.40</td>
<td>123.44</td>
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<tr>
<td>10</td>
<td>10.04</td>
<td>126.00</td>
<td>136.04</td>
</tr>
<tr>
<td>11</td>
<td>10.04</td>
<td>138.60</td>
<td>148.64</td>
</tr>
<tr>
<td>12 or more</td>
<td>10.04</td>
<td>151.20</td>
<td>161.24</td>
</tr>
</tbody>
</table>

The student services building fee of $1.10 per semester credit hour finances the construction, repair, maintenance, renovation, improvement, or replacement of a student services building. The fee is $0.83 per semester credit hour for the nine-week summer term and $0.55 per semester credit hour for a six-week summer term.
The *Texas Union fee* of $45.44 a semester or summer session entitles the student to use Union facilities and supports debt retirement of bonds used for renovation of the Union Building. The fee for the nine-week summer term is $34.08; for a six-week term, $22.72.

A *general property deposit* of $10.00 is assessed every student in the first semester of enrollment to help offset the cost of property loss or damage and nonpayment of any University billing. The deposit, less outstanding charges, is returned on request when the student leaves the University with no intention to return. Applications for refund are available in Student Accounts Receivable, Main Building 4. A general property deposit that remains without request for refund for four years from the date of the student’s last attendance at the University is forfeited to the Student Property Deposit Scholarships. A student who does not plan to reenroll at the University and wishes to assign his or her property deposit to a student organization or to the University for a specific purpose may request that the refund, issued payable to the student, be mailed to the assignee. Arrangements for the endorsement of the refund check must be made by the student and the assignee.

**SPECIAL REGISTRATION FEES**

*In absentia fee.* The fee for in absentia registration is $25.00.

*Affiliated studies registration fee.* The fee of $103.00 per semester or summer session defrays costs associated with registration, record keeping, and certification for students participating in sanctioned study abroad programs.

*Fees for joint or cooperative programs on The University of Texas System campuses.* The University of Texas at Austin has agreements with several other University of Texas System institutions that allow students to enroll in courses at the other institution. Tuition and required fees for full-time students are normally paid at the degree-granting campus and allocated by that unit to the other institution involved. Graduate students enrolled at the University may apply for admission to another University of Texas System institution through the appropriate dean’s office at that institution. Evidence of support from the University should include the approval of the graduate dean. Programs are available only where formal agreements exist between institutions.

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

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

Other required and optional fees are billed by each institution at its regularly authorized rates.
A student who registers first at the University (if the University is the institution with the lower tuition rate) and then at a second public institution must complete a Request for Concurrent Enrollment form. The form is available in the Office of the Registrar, Main Building 1.

**Late registration charge.** A student who registers late is assessed a charge to defray the cost of the extra services required to effect the late registration. Late registration periods are identified in the *Course Schedule*. The late registration charge is $25.00 through the fourth class day of a semester, $50.00 from the fifth through the twelfth class day, and $200.00 after the twelfth class day. In the summer session, the late registration charge is $25.00 through the second class day, $50.00 from the third through the fourth class day, and $200.00 after the fourth class day.

**COURSE RELATED FEES**

Students enrolled in certain courses are assessed fees as described below. The fees associated with a course, if any, are totaled and the amount published in the *Course Schedule*.

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

**Incidental fees.** Fees that reflect the actual cost of materials or services provided in conjunction with certain courses are assessed of students enrolled in those courses; there is no maximum amount.

**Laboratory fees.** For each laboratory course, a fee is charged to cover the cost of laboratory materials and supplies used by the student. The fee may not be less than $2.00 or more than $30.00 for each course in a semester or summer term.

**Supplementary fees.** Additional fees may be required for certain courses in art, architecture, drama, speech, and music where individual coaching is the usual method of instruction.

**PROGRAM AND SERVICE RELATED FEES**

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

**Advising fee.** The following amounts are assessed to defray the cost of student advising.

<table>
<thead>
<tr>
<th>Program/Department</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Architecture</td>
<td>$58.00 per semester</td>
</tr>
<tr>
<td></td>
<td>51.00 per summer session</td>
</tr>
<tr>
<td></td>
<td>38.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>25.00 per six-week term</td>
</tr>
<tr>
<td>Red McCombs School of Business</td>
<td>$435.00 per semester</td>
</tr>
<tr>
<td>MBA</td>
<td>217.50 per six-week term</td>
</tr>
<tr>
<td>MPA/PPA</td>
<td>420.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>315.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>210.00 per six-week term</td>
</tr>
<tr>
<td>College of Communication</td>
<td>$57.50 per semester</td>
</tr>
<tr>
<td></td>
<td>28.75 per six-week term</td>
</tr>
<tr>
<td>College of Education</td>
<td>$30.00 per semester</td>
</tr>
<tr>
<td></td>
<td>20.00 per summer session; not prorated per term</td>
</tr>
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</table>
Advising fee. Amounts continued from previous page.

<table>
<thead>
<tr>
<th>College</th>
<th>Fee Details</th>
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</thead>
<tbody>
<tr>
<td>College of Engineering</td>
<td>$21.00 per semester or summer session or term</td>
</tr>
<tr>
<td>College of Fine Arts</td>
<td>$121.54 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>91.15 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>60.77 per six-week term</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>$67.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>51.50 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>33.50 per six-week term</td>
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<tr>
<td>College of Pharmacy</td>
<td>$76.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>54.00 per six-week term</td>
</tr>
<tr>
<td>Lyndon B. Johnson School of Public Affairs</td>
<td>$51.50 per semester</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>$87.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>65.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>44.00 per six-week term</td>
</tr>
</tbody>
</table>

Architecture design workshop fee. A fee of $91.48 a semester is assessed all students majoring in architecture to defray costs incurred in providing services to students in the design workshop. The fee is $82.00 for the summer session, $62.00 for the nine-week term, and $41.00 for a six-week term.

Architecture equipment maintenance and/or replacement fee. A fee of $22.50 a semester is assessed students in the School of Architecture to defray the cost of maintenance and replacement of school-owned equipment used by students. The fee is $18.00 for the summer session, $14.00 for the nine-week term, and $10.00 for a six-week term.

Architecture materials lab fee. A fee of $62.00 a semester is assessed all students majoring in architecture and interior design to defray costs incurred in staffing the architecture materials lab. The fee is $62.00 for the summer session, $47.00 for the nine-week term, and $39.00 for a six-week term.

Art Design Media Center fee. A fee of $515.00 a semester is assessed all students majoring in design to defray the cost of providing and maintaining the Design Media Center.

Art studio service fee. A fee of $90.64 a semester or $45.32 a summer session or term is assessed of all graduate students majoring in studio art and certain nondegree students. The fee is to defray the cost of maintaining equipment and facilities in the Department of Art and Art History.

Art Wood Shop services fee. A fee of $33.99 a semester or $16.99 a summer session or term is assessed all graduate students majoring in studio art and certain nondegree students to defray the cost of supplies and services for the Wood Shop.

Duplicate fee receipt. A charge of $1.00 is assessed for a duplicate fee receipt. The charge must be paid to the Office of Accounting Cashiers, Main Building 8, when the application for a duplicate receipt is submitted. The application must be submitted by the student whose name appears on the fee receipt.

Field experiences fee. A fee of $59.74 a semester or $39.14 a summer session is assessed all students pursuing teacher certification to defray costs associated with placement of certification candidates in fieldwork.
**Freshman summer orientation fee.** A fee of $105.00 is assessed all first-time freshmen who attend summer orientation to defray costs associated with this program.

**Graduate certification fee.** A fee of $12.36 a semester or $6.18 a summer session is assessed graduate students to defray costs associated with certifying master's and doctoral degree candidates.

**Instructional technology fee.** The following amounts are assessed to defray additional costs of providing access to instructional computing and information technology and related supplies and maintenance. This fee is in addition to the information technology fee, described on page 48, that is paid by all students.

| School of Architecture | $80.00 per semester
|                        | 71.00 per summer session
|                        | 56.00 per nine-week term
|                        | 44.00 per six-week term

<table>
<thead>
<tr>
<th>Red McCombs School of Business</th>
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</thead>
<tbody>
<tr>
<td>MBA</td>
</tr>
<tr>
<td>$750.00 per semester</td>
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<td>253.00 per summer session</td>
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<tr>
<td>189.00 per nine-week term</td>
</tr>
<tr>
<td>127.00 per six-week term</td>
</tr>
<tr>
<td>MPA/PPA</td>
</tr>
<tr>
<td>700.00 per semester</td>
</tr>
<tr>
<td>236.00 per summer session</td>
</tr>
<tr>
<td>176.00 per nine-week term</td>
</tr>
<tr>
<td>119.00 per six-week term</td>
</tr>
</tbody>
</table>

| College of Communication | $140.00 per semester
|                         | 70.00 per summer session

| School of Law | $200.00 per semester

| School of Nursing | $62.00 per semester or summer session
|                   | 46.00 per nine-week term
|                   | 31.00 per six-week term

| College of Pharmacy | $158.00 per semester
|                    | 105.00 per summer session

| Lyndon B. Johnson School of Public Affairs | $54.59 per semester or summer session
|                                           | 26.78 per nine-week term
|                                           | 13.39 per six-week term

| School of Social Work | $97.00 per semester or summer session
|                       | 73.00 per nine-week term
|                       | 49.00 per six-week term

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

**International student orientation fee.** International students in their first semester of enrollment at the University are assessed a fee of $51.50 to defray the costs associated with orientation, advising, and preregistration.

**International student services fee.** International students are assessed a fee of $51.50 a semester or summer session to defray the cost of managing international student records and services. The fee for the nine-week summer term is $38.62; for a six-week summer term, $25.75.
Learning Resource Center fee. The following fees are assessed to defray the cost of providing learning resource centers.

<table>
<thead>
<tr>
<th>College of Education</th>
<th>$149.35 per semester or summer session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace engineering and engineering mechanics</td>
<td>$175.00 per semester or summer session</td>
</tr>
<tr>
<td>Biomedical engineering, chemical engineering</td>
<td>$149.85 per semester or summer session</td>
</tr>
<tr>
<td>Civil engineering</td>
<td>$180.00 per semester or summer session</td>
</tr>
<tr>
<td>Electrical and computer engineering</td>
<td>$149.85 per semester or summer session</td>
</tr>
<tr>
<td>Manufacturing systems engineering, materials science and engineering</td>
<td>$160.15 per semester or summer session</td>
</tr>
<tr>
<td>Mechanical engineering</td>
<td>$178.00 per semester or summer session</td>
</tr>
<tr>
<td>Petroleum engineering</td>
<td>$164.00 per semester or summer session</td>
</tr>
<tr>
<td>School of Law</td>
<td>$134.00 per semester</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>$97.00 per semester or summer session</td>
</tr>
</tbody>
</table>

MBA orientation fee. Students in their first semester of enrollment in the Master of Business Administration program are assessed a fee of $150.00 to defray costs associated with the MBA Orientation Program.

McCombsPlus fee. A fee of $800.00 a semester is assessed all students in their first year in the MBA program to defray the costs incurred for a two-week executive training module.

MPA/PPA orientation fee. Students in their first semester of graduate-level enrollment in the Master in Professional Accounting program (including students in the Professional Program in Accounting) are assessed a fee of $160.00 to defray costs associated with the MPA/PPA Orientation Program.

Music services fee. A fee of $132.87 a semester or summer session is assessed all students majoring in music as well as students enrolled in certain music performance courses to provide access to practice rooms and rehearsal spaces during evening hours and on weekends. The fee for the nine-week summer term is $99.65; for a six-week term, $66.43.

New student programs fee. A fee of $20.60 is assessed all first-time freshmen and transfer students to defray costs associated with new student programs.

Nursing student assistance fee. A fee of $100.00 a semester or summer session is assessed all students enrolled in the School of Nursing to defray the cost of providing supervised access to the Nursing School building on
weekends and career planning and development services. The fee for the
nine-week summer term is $75.00; for a six-week term, $50.00.

**Placement and career services fee.** The following fees are assessed to defray the cost of career placement services.

<table>
<thead>
<tr>
<th>School</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Architecture</td>
<td>$63.00 per semester</td>
</tr>
<tr>
<td></td>
<td>56.00 per summer session</td>
</tr>
<tr>
<td></td>
<td>42.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>28.00 per six-week term</td>
</tr>
<tr>
<td>Red McCombs School of Business</td>
<td>$645.00 per semester</td>
</tr>
<tr>
<td></td>
<td>190.00 per summer session</td>
</tr>
<tr>
<td></td>
<td>133.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>100.00 per six-week term</td>
</tr>
<tr>
<td>College of Education</td>
<td>$20.60 per semester</td>
</tr>
<tr>
<td></td>
<td>13.39 per summer session</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>$30.00 per semester or summer session or term</td>
</tr>
<tr>
<td>College of Fine Arts</td>
<td>$32.96 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>24.72 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>16.48 per six-week term</td>
</tr>
<tr>
<td>School of Information</td>
<td>$130.00 per semester</td>
</tr>
<tr>
<td></td>
<td>70.00 per summer session</td>
</tr>
<tr>
<td>School of Law</td>
<td>$240.00 per semester</td>
</tr>
<tr>
<td></td>
<td>220.00 per summer session</td>
</tr>
<tr>
<td></td>
<td>210.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>205.00 per six-week term</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>$77.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>58.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>39.00 per six-week term</td>
</tr>
<tr>
<td>College of Pharmacy</td>
<td>$25.00 per semester</td>
</tr>
<tr>
<td></td>
<td>10.00 per summer session</td>
</tr>
<tr>
<td>Lyndon B. Johnson School of Public Affairs</td>
<td>$103.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>77.25 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>51.50 per six-week term</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>$82.00 per semester or summer session</td>
</tr>
<tr>
<td></td>
<td>62.00 per nine-week term</td>
</tr>
<tr>
<td></td>
<td>41.00 per six-week term</td>
</tr>
</tbody>
</table>

**Reinstatement fee.** A fee of $50.00 is assessed to defray the cost of correcting student and accounting records after repayment of a check for tuition and fees that was returned.

**Theatre and dance building services fee.** A fee of $45.32 a semester or summer session is assessed all students majoring in theatre and dance and certain nondegree students to defray the cost of providing access to rooms and rehearsal spaces and audiovisual support services. The fee for the nine-week summer term is $33.99; for a six-week term, $22.66.

**Theatre and dance performance and production fee.** Theatre and dance majors pay a fee of $140.08 a semester or summer session to defray the cost of materials, supplies, and services associated with production activities. The fee is $105.06 for the nine-week term and $70.04 for a six-week term.
**FEE EXEMPTIONS**

Fee exemptions are issued only for the period in which a student is currently enrolled; therefore, applications must be submitted no later than the date of Commencement at the end of the spring semester or the official graduation date at the end of the summer session or fall semester. The following exemptions are available.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WHO IS ELIGIBLE</th>
<th>FEES EXEMPTED</th>
<th>WHERE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited School Scholarship</td>
<td>Highest ranking graduate of an accredited Texas high school</td>
<td>Tuition during first two semesters (long session) following graduation</td>
<td>Obtain certification from high school and present to Student Accounts Receivable, Main Building 4</td>
</tr>
<tr>
<td>Blind and deaf students</td>
<td>A blind disabled person, or a person whose sense of hearing is nonfunctional. The student must be a Texas resident.</td>
<td>Tuition and Required fees General property deposit</td>
<td>Blind: The University of Texas at Austin Department of Assistive and Rehabilitation Services, Division of Blind Services PO Box 7639 Austin TX 78713-7639  Deaf: Texas Rehabilitation Commission 5811 Berkman Dr Ste 105 Austin TX 78723-2665</td>
</tr>
<tr>
<td>Children of disabled Texas firefighters and peace officers</td>
<td>Children under 21 years of age of disabled full-paid or volunteer firefighters, full-paid municipal, county, or state peace officers, custodians of the Department of Corrections, or game wardens</td>
<td>Tuition and Required fees</td>
<td>Attn: Student Services Texas Higher Education Coordinating Board PO Box 12788 Austin TX 78711-2788</td>
</tr>
<tr>
<td>Children of prisoners of war or persons missing in action</td>
<td>Dependent person under 25 years of age who receives majority of support from parent. Parent must be classified by Department of Defense as a Prisoner of War or Missing in Action at time of registration.</td>
<td>Tuition and Required fees</td>
<td>The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398</td>
</tr>
<tr>
<td>Children of Texas veterans</td>
<td>Children of members of the armed forces who were killed in action or whose death is documented to be directly caused by illness or injury related to service in the armed forces in World War II, the Korean Conflict, the Cold War (February 1, 1955, to present), the Vietnam era (December 21, 1961, to May 7, 1975), the Grenada and Lebanon era (August 24, 1982, to July 31, 1984), the Persian Gulf War (August 2, 1990, to September 1, 1997), or the national emergency by reason of certain terrorist attacks that began on September 11, 2001, and children of members of the Texas National Guard killed since January 1, 1946, while on active duty. Student must have resided in the state at least twelve months immediately preceding date of registration, must be ineligible for federal education benefits, and must not be in default on a federal or state loan granted or guaranteed for educational purposes.</td>
<td>Tuition and Required fees (except student services fee and general property deposit)</td>
<td>The University of Texas at Austin Office of the Registrar P O Box 7216 Austin TX 78713-7216</td>
</tr>
<tr>
<td>Firefighters enrolled in fire science courses</td>
<td>Student enrolled in course offered as part of fire science curriculum</td>
<td>Tuition and Laboratory fees</td>
<td>The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>WHO IS ELIGIBLE</td>
<td>FEES EXEMPTED</td>
<td>WHERE TO APPLY</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Foster and adopted children| • A student who was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's eighteenth birthday; the day of the student's fourteenth birthday, if the student was also eligible for adoption on or after that day; or the day the student graduated from high school or received the equivalent of a high school diploma. The student must enroll as an undergraduate not later than the third anniversary of the date the student was discharged from the foster or other residential care, the date the student graduated from high school, or the date the student received the equivalent of a high school diploma, whichever date is earliest; or the student's twenty-first birthday.  
  • A student who was adopted and was the subject of an adoption assistance agreement under subchapter D, chapter 162, Texas Family Code | Tuition and Required fees | Obtain documents from the Department of Protective and Regulatory Services and present to Student Accounts Receivable, Main Building 4 |
| Senior citizens            | Those age 65 or older. Applicant must submit a copy of birth certificate.                                                                                                                                                                                                                                                                   | Tuition up to six credit hours                    | The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398 |
| Surviving spouse and dependent children of certain deceased public servants (employees) | Surviving spouse and dependent children whose parent or spouse was killed in the line of duty while employed in certain public service positions | Tuition and Required fees  
(Tuition and Room and board) | The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398 |
| Texas ex-servicemembers    | The applicant must  
  • Have resided in Texas for twelve months prior to registration  
  • Be a bona fide legal resident of Texas at the time he or she entered service  
  • Have served in armed forces in World War II, the Korean Conflict, the Cold War (February 1, 1955, to present), the Vietnam era (December 21, 1961, to May 7, 1975), the Grenada and Lebanon era (August 24, 1982, to July 31, 1984), the Persian Gulf War (August 2, 1990, to September 1, 1997), or the national emergency by reason of certain terrorist attacks that began on September 11, 2001  
  • Have been honorably discharged  
  • Be ineligible for federal education benefits  
  • Have served more than 180 days active duty, excluding training  
  • Not be in default on a federal or state loan granted or guaranteed for educational purposes | Tuition and Required fees  
(except student services fee, general property deposit, and field trip fees) | The University of Texas at Austin Office of the Registrar P O Box 7216 Austin TX 78713-7216 |

Required fees include the aquatic complex fee, the Gregory Gymnasium renovation fee, the health services building fee, incidental fees, the information technology fee, the international education fee, laboratory fees, the library fee, the medical services fee, the recreational sports fee, the registration fee, the student services fee, the student services building fee, supplementary fees, and the Texas Union fee.
**FEE WAIVERS**

A waiver allows for a portion of a student's tuition and/or required fees not to be paid. The student is responsible for payment of the remaining tuition and/or required fees not covered by the waiver. Waivers are issued only for the period in which a student is currently enrolled; therefore, applications must be submitted no later than the date of Commencement at the end of the spring semester or the official graduation date at the end of the summer session or fall semester.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WHO IS ELIGIBLE</th>
<th>FEES WAIVED</th>
<th>WHERE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive scholarship recipients</td>
<td>Nonresident or international students receiving competitive scholarships for at least $1,000. Recipients must have competed with other students, including Texas residents, for the award, which must be administered by a school-recognized scholarship committee.</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition. Waivers are granted to a limited number of students.</td>
<td>Student's department (undergraduate or graduate student service office)</td>
</tr>
<tr>
<td>Economic diversification</td>
<td>Nonresident and domiciled international students whose families transferred to Texas as part of the state's Economic Development and Diversification Plan</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition.</td>
<td>The University of Texas at Austin Office of Admissions / GIAC P O Box 7608 Austin TX 78713-7608 <a href="http://www.collegefortexans.com/paying/aidtypes.cfm">http://www.collegefortexans.com/paying/aidtypes.cfm</a></td>
</tr>
<tr>
<td>Faculty members, teaching assistants, and research assistants</td>
<td>Employee, or employee's dependent. The employee must have a qualifying job title for at least twenty hours per week and must be appointed monthly. The beginning employment date must be on or before the twelfth class day (fourth class day for a summer term). If the dependent is the spouse of the employee, a marriage license must be on file with Special Billing, Student Accounts Receivable, Main Building 4.</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition.</td>
<td>Enrolled students apply directly to the hiring department. Graduate School applicants may indicate interest in a teaching or research assistantship when they apply for admission.</td>
</tr>
<tr>
<td>Good Neighbor Scholarship</td>
<td>Native-born citizens and residents from nations of the Western Hemisphere other than the United States. Applicant must furnish certified evidence of native-born citizenship and scholastic qualifications.</td>
<td>Tuition</td>
<td>The University of Texas at Austin International Office PO Drawer A Austin TX 78713-7206</td>
</tr>
<tr>
<td>International students who hold visas allowing for domicile in the United States</td>
<td>International students establishing domicile in Texas and meeting residency requirements</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition.</td>
<td>The University of Texas at Austin Office of Admissions / GIAC P O Box 7608 Austin TX 78713-7608 <a href="http://www.utexas.edu/student/admissions/residency/">http://www.utexas.edu/student/admissions/residency/</a></td>
</tr>
<tr>
<td>Mexican nationals</td>
<td>A limited number of students from Mexico who have financial need</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition.</td>
<td>The University of Texas at Austin International Office PO Drawer A Austin TX 78713-7206 <a href="http://www.utexas.edu/international/">http://www.utexas.edu/international/</a></td>
</tr>
<tr>
<td>Military personnel stationed in Texas</td>
<td>Active-duty military personnel stationed in Texas, their spouses, and their children</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition.</td>
<td>The University of Texas at Austin Office of Admissions / GIAC P O Box 7608 Austin TX 78713-7608 <a href="http://www.utexas.edu/student/admissions/residency/">http://www.utexas.edu/student/admissions/residency/</a></td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>WHO IS ELIGIBLE</td>
<td>FEES WAIVED</td>
<td>WHERE TO APPLY</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Nonresidents enrolled in the Texas Guaranteed Tuition Plan</td>
<td>Nonresident students whose tuition and fees are paid by the Texas Guaranteed Tuition Plan</td>
<td>Nonresident portion of tuition. The student is responsible for payment of resident tuition.</td>
<td>The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398</td>
</tr>
<tr>
<td>Staff Educational Benefit</td>
<td>Active employees appointed as full-time for at least twelve continuous months as of the first class day. Requirements are given at <a href="http://www.utexas.edu/hr/staff/edben.html">http://www.utexas.edu/hr/staff/edben.html</a>.</td>
<td>Flat rate tuition for the college in which the employee is enrolled for one eligible course or more than one course not to exceed three credit hours.</td>
<td>The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398 <a href="http://www.utexas.edu/hr/staff/edben.html">http://www.utexas.edu/hr/staff/edben.html</a></td>
</tr>
</tbody>
</table>

Required fees include the aquatic complex fee, the Gregory Gymnasium renovation fee, the health services building fee, incidental fees, the information technology fee, the international education fee, laboratory fees, the library fee, the medical services fee, the recreational sports fee, the registration fee, the student services fee, the student services building fee, supplementary fees, and the Texas Union fee.

### THIRD-PARTY BILLING

Agencies outside the University may set up third-party billing arrangements that pay all or part of a student’s tuition and fees. The student is responsible for any amount not covered by the third party. Arrangements must be made in advance with the Special Billing Office, Main Building 4.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WHO IS ELIGIBLE</th>
<th>COSTS COVERED</th>
<th>WHERE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early High School Graduation Scholarship</td>
<td>Students who completed the recommended or advanced high school program in less than the normal time and meet additional eligibility requirements. More information is available from high school counselors and at <a href="http://www.collegefortexans.com/">http://www.collegefortexans.com/</a>.</td>
<td>Tuition and required fees up to $3,000</td>
<td>Attn: Student Services Texas Higher Education Coordinating Board PO Box 12788 Austin TX 78711-2788</td>
</tr>
<tr>
<td>Educational aides</td>
<td>School employees who have recently worked as educational aides and are enrolled in courses required for teacher certification</td>
<td>Resident tuition and required fees except lab, supplementary, and incidental fees</td>
<td>The University of Texas at Austin Student Financial Services PO Box 7758 Austin TX 78713-7758</td>
</tr>
<tr>
<td>TANF students</td>
<td>The student must be a Texas-resident Texas high school graduate enrolling in college within twenty-four months of high school graduation. He or she must be less than twenty-two years old at the time of enrollment and must have received financial assistance under Chapter 31, Human Resources Code (TANF), for not less than six months during the last year of high school.</td>
<td>Tuition and required fees for one year</td>
<td>Texas Department of Human Services. The student should contact the local office.</td>
</tr>
<tr>
<td>Texas Guaranteed Tuition Plan</td>
<td>Students enrolled in the Texas Guaranteed Tuition Plan. Plan enrollment, requirements, and payments determined and maintained by the Texas Comptroller of Public Accounts.</td>
<td>Resident tuition and required fees. The student is responsible for program, service, and course related fees.</td>
<td>The University of Texas at Austin Student Accounts Receivable Special Billing PO Box 7398 Austin TX 78713-7398</td>
</tr>
</tbody>
</table>

Required fees include the aquatic complex fee, the Gregory Gymnasium renovation fee, the health services building fee, incidental fees, the information technology fee, the international education fee, laboratory fees, the library fee, the medical services fee, the recreational sports fee, the registration fee, the student services fee, the student services building fee, supplementary fees, and the Texas Union fee.
FEE ADJUSTMENTS

Refunds are applied to any current and outstanding debts owed to the University. Section 54.006(d) of the Texas Education Code requires that the University refund tuition and fees paid by a sponsor, donor, or scholarship to the source, rather than directly to the student, if the funds were made available through the University. All refund orders are cashed at the Office of Accounting Cashiers in Main Building 8.

REFUNDS FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY

Students who withdraw from the University receive a refund of a percentage of their tuition and required fees. The percentage varies according to the student’s effective withdrawal date:

**Long Session**

<table>
<thead>
<tr>
<th>Official withdrawal date</th>
<th>Percentage refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class day</td>
<td>100% less $15.00 matriculation fee</td>
</tr>
<tr>
<td>During the first five class days</td>
<td>80%</td>
</tr>
<tr>
<td>During the second five class days</td>
<td>70%</td>
</tr>
<tr>
<td>During the third five class days</td>
<td>50%</td>
</tr>
<tr>
<td>During the fourth five class days</td>
<td>25%</td>
</tr>
<tr>
<td>After the fourth five class days</td>
<td>none</td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Official withdrawal date</th>
<th>Percentage refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class day</td>
<td>100% less $15.00 matriculation fee</td>
</tr>
<tr>
<td>During the first, second, or third class day</td>
<td>80%</td>
</tr>
<tr>
<td>During the fourth, fifth, or sixth class day</td>
<td>50%</td>
</tr>
<tr>
<td>After the sixth class day</td>
<td>none</td>
</tr>
</tbody>
</table>

Withdrawal refunds are based on the student’s schedule on the effective date of withdrawal; adds and drops are included in the calculation. In some cases, a student may receive two refund checks, one based on dropped courses and one based on withdrawal percentages for remaining courses. Students withdrawn by the University because of a returned check are assessed a matriculation fee that enables the University to recover a portion of the processing costs of registration for students allowed a full refund. A student withdrawn by the University for scholastic reasons, course cancellations, or other reasons receives a full refund of fees paid that semester; the matriculation fee is not charged.

A student who withdraws as a result of being called to active military service may choose to receive a refund of tuition and fees. More information is given in the section “Withdrawal,” page 85.

A student who withdraws after receiving any cash payment from the Office of Student Financial Services may be required to make full or partial repayment. Funds received through the Federal College Work-Study Program are not subject to repayment. Students should contact the Office of Student Financial Services for information regarding repayment obligations.
Student Accounts Receivable initiates refunds for all eligible students who submit approved withdrawal petitions to the Office of the Registrar as described in the section “Withdrawal,” page 85. A refund is issued no earlier than thirty days after the date the student paid the initial tuition and fee bill. The refund is sent to the address specified on the withdrawal petition.

**ADJUSTMENTS FOR ADDED AND DROPPED CLASSES**

Charges for added classes must be paid by the end of the twelfth class day in the fall and spring semesters and by the end of the fourth class day in the summer. Students can determine what they owe by visiting [http://www.utexas.edu/business/accounting/sar/](http://www.utexas.edu/business/accounting/sar/).

Refund of tuition and some required fees, less any debts owed to the University, is made for classes dropped during the first twelve class days in the fall and spring semesters and during the first four class days in the summer. No refunds are made for classes dropped after these dates. Refunds are issued the week after the twelfth (or fourth) class day. They are mailed to the student's local address or deposited into the account the student has designated if an electronic funds transfer authorization is in effect. The student may contact Student Accounts Receivable at (512) 475-7777 to verify account information.

**OPTIONAL FEE REFUNDS**

Refunds for the *Cactus* yearbook may be requested at the Texas Student Publications office.

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

**TUITION REBATES FOR CERTAIN UNDERGRADUATES**

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

1. The student must not have been enrolled at any institution of higher education before the fall semester 1997.

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

3. The student must have attempted all coursework at a Texas public institution of higher education.
4. The student must have been a Texas resident and must have been eligible to pay resident tuition at all times while pursuing the degree.

5. If the student received a bachelor's degree in architecture, engineering, or any other program that is determined by the Texas Higher Education Coordinating Board to require more than four years to complete, then the student must have graduated within five calendar years after first enrolling in a Texas public senior college or university. If the student's degree is in a field other than those that have been determined to take more than four years to complete, he or she must graduate within four calendar years after that first enrollment.

Requirement 5 applies only to students who enrolled in a public Texas senior college or university for the first time on or after September 1, 2005. It is subject to administrative rules to be written by the Coordinating Board.

An eligible student should submit a request for a rebate in the dean's office when the student files an application for graduation; the request must be submitted before the official date of graduation. The rebate may be reduced by the amount of any outstanding student loan owed to or guaranteed by the State of Texas.

Tuition rebate policies are governed by section 54.0065 of the Texas Education Code and by the rules of the Texas Higher Education Coordinating Board. More information is published by the Coordinating Board at http://www.collegefortexans.com/.

SHORT-TERM LOANS

The University provides short-term emergency and tuition loans to students. Emergency loans are cash loans, normally for one month, and are designed to be repaid in full on or before the due date. Tuition loans, which have a one- to three-month repayment period, must be applied to a student's fee bill. Any subsequent refund of tuition and/or fees must be applied to an emergency or tuition loan, regardless of the due date of the loan.

PAYMENT OF FEES FOR STUDENTS WITH PHYSICAL DISABILITIES

The Texas Rehabilitation Commission offers payment of tuition and other fees and services to students (normally nonveterans) who have certain disabilities if the student's vocational objective is approved by a representative of the agency. Application for vocational rehabilitation should be made to the Texas Rehabilitation Commission, PO Box 7638, Austin TX 78713-7638, (512) 476-7374.

OPTIONAL FEES

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

The *Analecta* fee of $10 entitles the student to a copy of the literary journal published by the College of Liberal Arts and the Liberal Arts Council.

The *Cactus* fee of $65 entitles the student to a copy of the University yearbook.
The **Department of Theatre and Dance** fee entitles the student to a specified number of tickets to major season productions at no additional cost as long as tickets are available. The fee is $30 for the academic year or $15 for the spring semester.

The **Longhorn All-Sports Package** allows a student to draw one ticket to regular-season home events for men and women in intercollegiate baseball, basketball, cross country, football, golf, soccer, softball, swimming and diving, tennis, track and field, and volleyball, and one discounted ticket to the Texas-Oklahoma football game. The fee is $70 for the academic year or $35 for the spring semester.

The **Longhorn All-Sports Package for dependents** is available only to the spouses and children of students, faculty members, and staff members who have paid the corresponding optional fee. The fee of $83 for the academic year or $41.50 for the spring semester allows the purchaser to draw one ticket to the events listed in the preceding paragraph.

A C or M **parking permit** purchased in the fall semester enables the student to park in any appropriately designated lot or area for the academic year; a permit purchased in the spring is valid through the summer session. The fees for a C (surface commuting student) permit are $100 for the academic year, $67 for the spring semester, and $26 for the summer session; the fees for an M (motorcycle/moped/motor scooter) permit are $60 for the academic year, $40 for the spring semester, and $15 for the summer session.

Only C and M permits may be purchased during registration. Information about other permits available to students is given on pages 116–118, along with more information about C and M permits.

The **Performing Arts Center/Tix for Six** fee enables a student to purchase tickets for professional touring events presented by the Performing Arts Center at a price discounted 10 to 50 percent, as long as tickets are available. The fee is $30 for the academic year or $15 for the spring semester.

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

**RULES FOR USE OF THE ID CARD FOR PURCHASERS OF THE LONGHORN ALL-SPORTS PACKAGE**

Purchase of the Longhorn All-Sports Package implies agreement to abide by the following rules.

1. The fee is valid only for the original purchaser and is nontransferable. Penalties for presentation of an ID by anyone other than the owner, or other misuse, are described in paragraphs 7 and 8 below. Other proof of identification may be required when the ID is presented.

2. The identification card is void if mutilated or altered. A mutilated card may be replaced on return of remnants of the original card and payment of the appropriate replacement fee. A lost student, faculty, or staff card may be replaced upon payment of the appropriate fee. A lost dependent ID card indicating payment of the fee may not be replaced, but a second fee may be purchased upon signing an affidavit of loss.

3. Purchase of the Longhorn All-Sports Package entitles the owner to the services described above. Purchasers of the optional dependent fee may participate in student drawings for event tickets. If an improper ticket is presented with an ID card, admission will be refused.
4. Special admission rates may be available to fee purchasers for reserved seats. No guarantee is made as to the availability of such admissions.

5. Admission will be granted only on presentation of the identification card and event ticket or, where appropriate, the identification card only.

6. The fee is valid throughout the long session for which it was purchased. A refund is available only on termination of enrollment or employment with the University or, in the case of the dependent fee, the termination of enrollment or employment with the University by the owner's spouse or parent. All refunds will be prorated based upon the face value of tickets already drawn.

7. Presentation of an identification card by anyone other than the owner, or other misuse, may result in confiscation and forfeiture of fee privileges.

8. Fraudulent use of an identification card may result in disciplinary action or prosecution of the guilty parties.

9. The replacement fee for an identification card that has been confiscated because of misuse is $10.00 plus the amount of the original fee, or $10.00 if the owner surrenders the right to fee privileges.

10. The replacement fee for an identification card that has been confiscated because of misuse is $10.00 if the identification card did not reflect payment of the optional fee.

**STUDENT INSURANCE**

*Student Health Insurance Program.* The Student Health Insurance Program is an optional low-cost health insurance plan available to students at the University who are currently enrolled and who are not covered through other insurance programs. The plan is fully insured and underwritten by the MEGA Life and Health Insurance Company. Information is available at (512) 471-1040 and from a representative of MEGA in the Cashier/Insurance Office at University Health Services. Additional information is available at http://www.studentresources.com/.

*International student health insurance.* The Student Health Insurance Program described above is mandatory for international students; the cost is included in the student's fee bill each semester. Additional information is given on pages 109–110.

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

**IDENTIFICATION CARDS**

*Student identification cards.* Every student is required to have a University identification card. The card may be obtained after the student's first registration. Identification cards remain the property of the University and must be surrendered to any authorized University official as requested or when the student withdraws from the University. An ID card is required for many purposes, including use of the libraries and University Health Services; it may be used to draw tickets for or to be admitted to intercollegiate athletic events as well as other events.
The identification card is intended to be used throughout a student’s enrollment at the University and is not reissued unless changes in data are required or the card is lost or stolen. A $10.00 fee is charged for each identification card, original or replacement. Lost or stolen cards should be reported to the ID Center at (512) 471-4334; found cards should be returned to the ID Center.

The ID card should not be loaned to others, and its benefits are not transferable. Those who lend the card or use it for fraudulent purposes are subject to disciplinary action.

**Faculty/staff identification cards.** An ID card is also available to qualified faculty and staff members. The rules for use and most procedures are the same as for the student ID card; holders of faculty/staff ID cards should check with the ID Center for additional regulations. Cards must be returned to the ID Center upon termination of employment.

**FEES FOR NONSTUDENTS**

**Auditor’s fee.** A fee of $20.00 a course is required of individuals not registered at the University who wish to audit one or more courses. Section 54.210 of the Texas Education Code provides that any person sixty-five years of age or older may audit any course offered by a component institution of The University of Texas System without the payment of the required fee if space is available. More information about auditing a course is given on page 40.

**Library card fee for non-University borrowers.** Libraries are open to the public for use of materials. Adult Texas residents who are not members of the University community may borrow materials for home use by purchasing a Courtesy Borrower Card for $100. More information about the card is given on page 124.

**Recreational and facility use fees.** RecSports memberships, which allow access to University recreational facilities, are available to current faculty and staff members and to the spouses (or adult exercise partners) and dependent children of currently enrolled students and current faculty and staff members. Recreational facilities consist of Gregory Gymnasium, the Gregory Gymnasium Aquatic Complex, the Recreational Sports Center, the Lee and Joe Jamail Texas Swimming Center, Anna Hiss Gymnasium, Bellmont Hall, the Commons Recreational Area at Pickle Research Campus, the Penick-Allison Tennis Center, Clark Field and Clark Field Basketball Courts, and Whitaker Fields and Tennis Courts. Below are RecSports membership fees. Applications are available from the Division of Recreational Sports Membership and Guest Services Office, Gregory Gymnasium 2.202. A $15 replacement fee is charged for lost Recreational Sports identification cards.
<table>
<thead>
<tr>
<th>Member</th>
<th>Annual Fee (8/15/05–8/31/06)</th>
<th>Semester or Summer Session Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff member</td>
<td>$288.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>Locker, primary facility&lt;sup&gt;14&lt;/sup&gt;</td>
<td>75.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Locker, secondary facility&lt;sup&gt;14&lt;/sup&gt;</td>
<td>38.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Faculty/Staff retired</td>
<td>144.00</td>
<td>66.00</td>
</tr>
<tr>
<td>Faculty/Staff spouse</td>
<td>216.00</td>
<td>99.00</td>
</tr>
<tr>
<td>Faculty/Staff spouse only</td>
<td>288.00</td>
<td>132.00</td>
</tr>
<tr>
<td>Faculty/Staff senior child&lt;sup&gt;15&lt;/sup&gt;</td>
<td>216.00</td>
<td>86.00</td>
</tr>
<tr>
<td>Faculty/Staff child&lt;sup&gt;16&lt;/sup&gt;</td>
<td>86.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Pickle Research Campus</td>
<td>86.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Faculty/Staff member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pickle Research Campus</td>
<td>86.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Faculty/Staff spouse only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student spouse</td>
<td>Not available</td>
<td>72.00</td>
</tr>
<tr>
<td>Student senior child&lt;sup&gt;15&lt;/sup&gt;</td>
<td>Not available</td>
<td>72.00</td>
</tr>
<tr>
<td>Student child&lt;sup&gt;16&lt;/sup&gt;</td>
<td>Not available</td>
<td>72.00</td>
</tr>
<tr>
<td>Associate member/Spouse</td>
<td>$425.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>Member guest pass</td>
<td>$8.00/day</td>
<td></td>
</tr>
<tr>
<td>Official visitor&lt;sup&gt;18&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


14. Primary facilities are Gregory Gymnasium and the Recreational Sports Center. Satellite facilities are Anna Hiss Gymnasium, Bellmont Hall, and Pickle Research Campus. Lockers are optional.

15. Senior children, age 16 to 22, may use informal recreation facilities without adult supervision.

16. Children 15 and under must have adult supervision at all times; certain restrictions apply.

17. Provides access to facilities at the Pickle Research Campus only. Employees or spouses who wish to use facilities on the main campus must pay the applicable fees.

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

ACADEMIC ADVISING

The University of Texas at Austin views sound academic advising as a significant responsibility in educating students. Academic advisers assist students in developing intellectual potential and exploring educational opportunities and life goals. Many people in the campus community contribute to the advising process, including faculty, staff, student, and professional advisers. Through the relationship established between adviser and student within a friendly, helpful, and professional atmosphere, a student has the opportunity to

- learn about educational options, degree requirements, and academic policies and procedures;
- clarify educational objectives;
- plan and pursue programs consistent with abilities, interests, and life goals; and
- use all resources of the University to best advantage.

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

CREDIT VALUE AND COURSE NUMBERS

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

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

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

Two courses that have the same abbreviation and the same last two digits may not both be counted for credit unless the digits are followed by a letter. For example, Mechanical Engineering 136N and 236N may not both be counted because they are substantially the same; however, English 325 and 325K may both be counted.

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

**CLASSIFICATION OF STUDENTS**

Undergraduate students are classified as freshmen, sophomores, juniors, or seniors, based on the number of semester credit hours accumulated and accepted by the University, whether or not the hours are applicable toward a degree. Semester hours used to determine classification include coursework completed in residence, transferred credit, and credit by examination, extension, and correspondence. A student is a freshman until thirty hours have been accepted; a sophomore until sixty hours have been accepted; a junior until ninety hours have been accepted; and a senior until graduation. Freshmen and sophomores are referred to as lower-division students; juniors and seniors, as upper-division students.

**THE TEXAS SUCCESS INITIATIVE**

The Texas Success Initiative (TSI) is a state-mandated program designed to improve student success in college. There are two components of the program: (1) an assessment to diagnose students’ basic skills in reading, mathematics, and writing; and (2) developmental instruction to strengthen academic skills that need improvement.
All students are required by law to take an assessment approved by the Texas Higher Education Coordinating Board. The University encourages students who are not exempt to take the Texas Higher Education Assessment (THEA), offered by National Evaluation Systems. Alternative assessments are ASSET, COMPASS, and ACCUPLACER, and MAPS if the student took it before September 1, 2003. It is the responsibility of the student to see that scores are sent to the University by the testing institution.

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

- The student has the following TAAS scores: writing, 1770; reading, 89; math, 86. The scores must be less than three years old.
- The student has earned a bachelor's degree or an associate's degree.
- The student is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- The student was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or served as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.
- The student is a non-degree-seeking or a non-certificate-seeking student.
- The student has attended another institution and has been determined to have met readiness standards by that institution.
- The student has transferred to the University from a private or independent institution of higher education, an accredited out-of-state institution of higher education, or an international institution of higher education and has completed college-level coursework.

A student is exempt from one or more TSI requirements under the following conditions. SAT I and ACT scores used to support an exemption must be less than five years old; TAKS scores must be less than three years old.1

- A student with an SAT I score of at least 1070 and a math score of at least 500 is exempt from the math requirement.
- A student with an SAT I score of at least 1070 and a verbal score of at least 500 is exempt from the reading and writing requirements.
- A student with an ACT composite score of at least 23 and a math score of at least 19 is exempt from the math requirement.
- A student with an ACT composite score of at least 23 and an English score of at least 19 is exempt from the reading and writing requirements.
- A student with a TAKS math score of at least 2200 and an essay score of at least 3 is exempt from the reading and writing requirements.

Students may register for the THEA at http://www.thea.nesinc.com/ or pick up a registration booklet in the Texas Success Initiative Office, Flawn Academic Center 22. For further information, students may visit the office’s Web site, http://www.utexas.edu/academic/ksi/ or call (512) 471-8277.

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1. The name of the SAT I has recently been changed to “SAT Reasoning Test”; the name “New SAT” has been used for the version of the test administered after January 2005. The verbal portion of the New SAT has been renamed “critical reading.” Both old and new total, math, and verbal/critical reading scores that are less than five years old may be used to meet TSI requirements as described here. The essay section of the New SAT may not yet be used to meet TSI requirements.
QUANTITY OF WORK RULE

The policies described in this section apply to undergraduates and graduate students. Quantity of work rules for law students are given in the law school catalog.

Maximum hours in the fall and spring semesters. An undergraduate student may not register for more than seventeen semester hours in any long-session semester without the approval of his or her dean, unless the degree plan published in the Undergraduate Catalog for the student’s major specifies otherwise. The maximum course load for a graduate student is fifteen semester hours. A heavier course load must have the recommendation of the graduate adviser and the approval of the graduate dean. It is permitted only under exceptional circumstances.

Maximum hours in the summer session. Except as permitted by his or her academic dean, no undergraduate student may register for more than fourteen semester hours in a twelve-week summer session (exclusive of credit by examination) or for more than eight semester hours in either six-week term. A student whose maximum period of summer registration is nine weeks may not register for more than ten semester hours except as permitted by his or her academic dean. The maximum course load for a graduate student is twelve semester hours in a twelve-week summer session. A heavier course load must have the recommendation of the graduate adviser and the approval of the graduate dean. It is permitted only under exceptional circumstances.

Minimum hours in the fall and spring semesters. An undergraduate student may not carry fewer than twelve semester hours of coursework without the approval of his or her academic dean. An undergraduate engineering student may not enroll in fewer than fourteen semester hours of coursework except with the written approval of the dean. Twelve of the fourteen hours must be applicable to the degree.

Failure to obtain approval for a reduced course load may jeopardize the student’s continuance in school. A student who is a minor must present a written statement from a parent or guardian accepting the conditions under which permission to carry a reduced course load is granted.

Course load requirements for graduate student academic employees are given below. Graduate students who are not also academic employees are not subject to minimum course load requirements.

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

Minimum hours in the summer session. There is no minimum course load in the summer session.

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

A student’s appointments as a graduate student academic employee may not exceed twenty hours a week in the fall or spring during the first year or thirty hours a week in subsequent years. International students may not exceed twenty hours a week without the approval of the International Office and the graduate dean.

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

Other student employees. An undergraduate student’s combined University employment and semester-hour course load may not exceed forty hours a week in any semester or summer term. Any academic unit may require a lower work-study load of their students who are employed by the University. A student who wishes to exceed the maximum work-study load set by his or her college must have the approval of the dean of the college.

EVALUATION

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

GRADES

Letter grades are used to record the instructor’s evaluation of students’ performance in a course. Five grades are used for undergraduate courses: A (excellent), B (above average), C (average), D (pass), and F (failure). To receive credit for (complete) a course, an undergraduate student must earn a grade of at least D.²

For graduate courses, the following grades are used: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Plus/minus grades are recorded only for graduate courses taken by graduate students. The letter grades that may be assigned to undergraduates enrolled in graduate courses and graduate students enrolled in undergraduate courses are A, B, C, D, and F.

Only courses in which the student earns a grade of C or better may be included in the Program of Work for a graduate degree.² More information about the Program of Work is given in the graduate catalog.

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

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2. In addition to earning adequate grades in courses, undergraduates must have a cumulative University grade point average of at least 2.00 to maintain satisfactory progress toward a degree; graduate students must maintain a graduate grade point average of at least 3.00. Information about these requirements is given in the section “Scholastic Probation and Dismissal,” pages 88–91. Computation of the grade point average is explained on page 76.
Members of the faculty are not authorized, without the academic dean’s approval, to withhold a final grade or to defer reporting a final grade at the end of the semester other than by the use of the symbol X. If a grade is withheld without the dean’s approval, the grade may not be added to the official records later without the written approval of the academic dean. After a grade has been reported to the registrar, it may not be changed unless an error was made by the instructor.

SYMBOLS

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

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

**SYMBOL X: TEMPORARY DELAY IN REPORTING THE FINAL COURSE GRADE**

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

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

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

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

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

**REPLACEMENT OF THE SYMBOL \( X \) WITH A GRADE OR THE SYMBOL \( I \)**

**Undergraduates**

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

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

If the symbol \( X \) appears on a student’s record, the course for which the symbol is recorded is not included in the student’s University grade point average. When the final grade has been recorded as described in the preceding paragraph, then the course is included in the student’s grade point average. More information about the grade point average is given on page 76.

**Graduate Students**

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

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

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

A course for which the symbol X or I is recorded is not included in the graduate grade point average and may not be listed on the student’s Program of Work. If the symbol X is converted to a grade as described in the preceding paragraph, the course is included in the graduate grade point average and may be listed on the Program of Work. More information about the graduate grade point average is given on page 76; more information about the Program of Work is given in the graduate catalog.

**SYMBOLS CR AND NC**

Some courses must be taken for a letter grade; others must be taken on the pass/fail or credit/no credit basis. These courses are identified in the undergraduate catalog, the graduate catalog, and the Course Schedule. If registration is not limited, then the student may choose to register for credit rather than for a grade. Undergraduates register on the pass/fail basis and earn either the symbol CR (credit) or a grade of F; graduate students register on the credit/no credit basis and earn either the symbol CR or the symbol NC (no credit).

The student should choose the pass/fail or credit/no credit option at the time of registration and may not change the grading basis in a course after the deadline given in the academic calendar on pages vii–xi. Undergraduates may not change the grading basis in a course more than once.

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

**Pass/Fail**

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

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

Provided the following conditions are met, an undergraduate may take a maximum of five one-semester courses, including correspondence courses, on the pass/fail basis as part of the hours required for the student’s degree.\(^4\)

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

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\(^4\) Students in the Colleges of Liberal Arts and Natural Sciences may take up to sixteen semester hours of classroom or correspondence work in elective courses on the pass/fail basis. Plan II students may take up to nineteen semester hours of elective courses on the pass/fail basis. Only two courses a semester may be taken pass/fail, and courses may be taken pass/fail only after the student has thirty semester hours of credit.
Other regulations may be imposed by the student’s college or school. If a student decides to major in a subject in which he or she has taken a course on the pass/fail basis, it is the prerogative of the department to decide whether or not the course will count toward degree requirements.

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

**Credit by examination.** Except in the College of Communication, undergraduates may earn credit by exam on the pass/fail basis in required courses; students in the College of Communication must accept a letter grade rather than the symbol CR in any course in the major for which they earn credit by exam. Accepting credit by exam with the symbol CR does not reduce the number of elective courses for which the student may register on the pass/fail basis. (More information about credit by examination is given on pages 77–82.)

**Credit/No Credit**

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

The student must have the graduate adviser's approval to take a course on the credit/no credit basis. There is no limit on the number of courses a graduate student may take on this basis. However, no more than 20 percent of the hours on the Program of Work for a master’s degree may have been taken on the credit/no credit basis, and no more than a comparable portion of the Program of Work for a doctoral degree. (Additional information about the Program of Work is given in the graduate catalog.)

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

**SYMBOLS S AND U**

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

**REPETITION OF A COURSE**

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

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

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

**UNDERGRADUATE STUDENTS**

The cumulative University grade point average for an undergraduate includes all work undertaken at the University of Texas at Austin (including credit by examination, correspondence, and extension) for which a letter grade is recorded. Courses in which the symbol I, Q, W, X, S, U, or CR is recorded are excluded.

The following numerical equivalents of letter grades are used in the calculation of the undergraduate University grade point average:

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**GRADUATE STUDENTS**

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

The following numerical equivalents of letter grades are used in the calculation of the graduate grade point average:

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Plus/minus grades are recorded only for graduate courses taken by graduate students. The letter grades that may be awarded to undergraduates enrolled in graduate courses and graduate students enrolled in undergraduate courses are A, B, C, D, and F.
CORRESPONDENCE WORK BY RESIDENT STUDENTS

Correspondence courses are not intended to be taken by students enrolled in residence except in unusual circumstances. A student who enrolls at the University must drop any correspondence work in progress or obtain the approval of his or her academic dean to continue the correspondence work. A student enrolled in residence must have the prior approval of his or her dean to count correspondence work toward degree requirements. Correspondence courses taken from the University of Texas at Austin and used toward a degree at the University are subject to the same pass/fail rules that apply to courses taken in residence; information about pass/fail registration is given on pages 74–75.

MEASUREMENT AND EVALUATION CENTER

The Measurement and Evaluation Center, part of the Division of Instructional Innovation and Assessment, coordinates University testing programs, including examinations for course credit and placement, and serves as a test center for many examinations offered worldwide, including the College Level Examination Program, the Graduate Record Examinations, the Medical College Admission Test, the Law School Admission Test, the Miller Analogies Test, the Praxis Series (Professional Assessments for Beginning Teachers), the Test of English as a Foreign Language, and the Texas Higher Education Assessment. Information about academic placement and credit by examination as well as worldwide test programs is available at http://www.utexas.edu/academic/mec/, at the center at 2616 Wichita, or by mail from The University of Texas at Austin, Measurement and Evaluation Center, P O Box 7246, Austin TX 78713-7246; (512) 232-2662, fax (512) 471-3509. When writing for information, please include a daytime telephone number.

In addition to administering testing programs, the Measurement and Evaluation Center conducts studies to evaluate the effectiveness of the University in achieving the goals of its educational programs. The center assists faculty members with the construction, processing, and analysis of tests and other measuring instruments, with system design and data processing services involving automatic document scanning, and with related data processing activities. By means of Course-Instructor Surveys, the center enables faculty members to obtain student opinions of their courses and their teaching methods.

COURSE PLACEMENT AND CREDIT BY EXAMINATION

Students at the University may earn credit and determine course placement by examination. Some exams are required for enrollment in certain courses, while others are optional; most serve as a basis for course credit. Any current, former, or prospective University student may attempt to earn credit by exam for any undergraduate course, provided the student has neither passed nor failed that course at the University or at any other collegiate institution. (When a student has received transfer credit for a course with fewer semester hours than the corresponding University course carries, the student may earn credit by exam for the University course, but only with the symbol CR.) Additional eligibility requirements may be established by the academic department awarding credit, with the approval

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of the dean of the college or school. Information about additional requirements is available from the Measurement and Evaluation Center (MEC) and from the academic department.

Credit by exam does not become part of the student’s official academic record until the student claims the credit by asking MEC to report it to the registrar’s office. Although prospective students may take examinations to establish their eligibility to receive credit, credit is awarded only to officially enrolled students and former students. Enrollment on the twelfth class day of a semester or the fourth class day of a summer term constitutes official enrollment.

A student enrolled in college-level courses in the Division of Continuing and Extended Education may attempt to earn credit by exam under the same rules as students currently or formerly enrolled in resident credit courses at the University. The student must complete at least one college-level course before credit by exam can be awarded.

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

A student becomes eligible for credit by exam by earning a grade of C, B, or A. Credit may be accepted by the student with either the letter grade or the symbol CR (credit). Credit accepted with a letter grade is used in calculating the student’s grade point average.

Credit by exam does not appear on the student’s academic record until the student has claimed the credit by asking MEC to report it to the registrar’s office. The student must advise MEC whether to report a letter grade or the symbol CR; after the credit has been reported, this choice may not be changed. Credit may be claimed only through the center’s Web site, http://www.utexas.edu/academic/mec/. A fee is assessed for each report. The Web site gives a full explanation on how to petition and pay for credit by examination.

The choice of the symbol CR does not affect the number of semester hours for which a student may enroll on the pass/fail basis. Credit by exam may be accepted with the CR designation in both required and elective courses, except in the College of Communication; a student in the College of Communication must accept letter grades rather than the symbol CR in all courses in his or her major.

In deciding whether to petition the Measurement and Evaluation Center to report credit by examination to the registrar, students should consider the University’s policy for a possible tuition rebate at graduation. See pages 61–62 for information on tuition rebates for certain undergraduates.

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

5. Credit by examination cannot be reported to the registrar for former students who are prohibited from enrolling in Texas public colleges and universities due to noncompliance with Texas Success Initiative regulations.
The faculties of the Colleges of Liberal Arts and Natural Sciences encourage students enrolled in those colleges to earn credit by exam in as many subjects as possible, including the student’s major.

All tests administered at the University for course placement and credit by exam require a fee. Information, including the testing schedule, eligibility requirements, test descriptions, sample questions, and the amount of test fees (including a $15 nonrefundable test registration fee), is available at http://www.utexas.edu/academic/mec/. Information may also be obtained by sending the name and address to which the information should be mailed and two first-class postage stamps for each handout requested to The University of Texas at Austin, Measurement and Evaluation Center, PO Box 7246, Austin TX 78713-7246. The academic subject, specific test, and other topics about which information is needed should be stated. The center is located at 2616 Wichita Street. The telephone number is (512) 232-2662, fax (512) 471-3509.

Examinations required or recommended for course placement. The following tests are normally given on the University campus immediately before each semester and the first summer term, during most summer orientation sessions, and at least once each fall and spring semester. The School of Journalism Grammar, Spelling and Punctuation Test and the Word Processing Test are given on an ongoing basis.

1. Placement in rhetoric and composition. The College Board SAT Subject Test in Writing is required for placement at the appropriate level in lower-division rhetoric and composition courses. A student who makes a satisfactory score on the test is eligible to receive credit for Rhetoric and Composition 306. Before enrolling in Rhetoric and Composition 306, a student must have taken the Writing Subject Test, unless he or she has already taken the Advanced Placement Examination in English Language and Composition or has transfer credit for Rhetoric and Composition 306. National administration of the Writing Subject Test has been discontinued, but the test will continue to be administered at UT Austin until August 2006. The test will be available during the summer orientation periods and before classes begin. Additional information is available from the Measurement and Evaluation Center.

International students whose native language is not English must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL) for admission to a lower-division rhetoric and composition course. A student who scores at least 250 on the computer-based TOEFL must also take the SAT Subject Test in Writing.

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

Students without transfer credit but with knowledge of American Sign Language or a foreign language, however acquired, must take the placement test before enrolling in a course in that language. The only exception to this policy is that students who have taken Spanish in high school may enroll in beginning Spanish without taking the placement test. The student must take the placement test before enrolling in any course beyond Spanish 508K.
Foreign language placement tests serve not only to determine the level of work appropriate for students but also as the basis for credit by exam, which normally may be earned in as many as four lower-division courses. Credit by exam may be used to absolve a high school unit deficiency or to fulfill degree requirements. Credit that exceeds specific foreign language degree requirements often may be used as elective credit.

For course placement and credit by examination, the University uses the University of Wisconsin College-Level Placement Tests in French and in Spanish; the SAT Subject Test in German with Listening plus UT Austin supplemental items; the SAT Subject Test in Korean with Listening plus UT Austin supplemental essay; and UT Austin Tests for Credit in Chinese, Hindi, Japanese, and Russian. Information about these tests and sample questions may be obtained from the Measurement and Evaluation Center and at http://www.utexas.edu/academic/mec/.

Students who have taken either a College Board Advanced Placement (AP) Examination in French, German, or Spanish or any International Baccalaureate (IB) Higher-Level Examination in a foreign language do not need to take the corresponding required placement test, because the AP or IB examination results can be used for placement. For foreign language tests not listed in this section, students should contact the Measurement and Evaluation Center for information.

3. Placement in chemistry. The UT Austin Test for Credit in Chemistry 301 is required of students who are seeking the Bachelor of Science in Chemistry or the Bachelor of Science in Chemical Engineering, who studied chemistry in high school, and who do not have credit for Chemistry 301 or the equivalent. The test is recommended for physics, biomedical engineering, and other engineering majors who have sufficient background. Information, including eligibility requirements and sample questions, is available from the Measurement and Evaluation Center and at http://www.utexas.edu/academic/mec/.

4. Placement in mathematics. Most entry-level mathematics courses have as a prerequisite either a minimum score on the SAT Subject Test in Mathematics Level 1 or credit with a minimum grade for a specified college-level mathematics course. Course prerequisites are given in the Undergraduate Catalog. Although the Level 1 test is preferred, a student may present a score on the Level 2 test. These tests serve as a basis for credit by examination for Mathematics 305G. Information and registration forms are available at http://www.collegeboard.com/, from most high schools, and from the Measurement and Evaluation Center.

5. Prerequisite for journalism. Students must have satisfactory scores on the School of Journalism Grammar, Spelling and Punctuation Test and Word Processing Test in order to register for Journalism 315 and any upper-division journalism course. Students with transfer credit for Journalism 315 must have satisfactory scores on both tests prior to enrolling in their first journalism skills course at the University. A student who believes he or she should be exempted from either test should contact the School of Journalism. Students may take the tests a maximum of four times. The tests do not serve as a basis for course credit.
6. **Computer Proficiency Test for business students.** In order to register for Management Information Systems 301, the business core courses, and some business electives, students must take the Computer Proficiency Test. Students with transfer credit for Management Information Systems 301 or the equivalent are not required to take the test. (Texas Common Course Numbers BCIS 1305 and 1405 transfer as Management Information Systems 301.)

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

1. **UT Austin tests for credit in biology, chemistry, computer sciences, government, Hindi, history, Latin, physics, and Polish.** Eligible students can earn credit for specified courses in the fields named. Descriptions of the tests and test schedules are available from the Measurement and Evaluation Center and at http://www.utexas.edu/academic/mec/.

2. **College Board SAT Subject Tests.** In addition to the required Writing Test and the Mathematics Level 1 or Level 2 Test, the University grants credit on the basis of the SAT Subject Tests in German with Listening, Korean with Listening, and Physics.

3. **College Board Advanced Placement (AP) Examinations.** Credit is granted to students who have earned satisfactory scores on the College Board Advanced Placement Examinations in art (art history and studio art), biology, chemistry, computer science, English, European history, French, German, human geography, Latin, macroeconomics, mathematics, microeconomics, music theory, physics, psychology, Spanish, statistics, United States government and politics, United States history, and world history. The AP Examination in government and politics is supplemented with test items on Texas government; these additional items are administered only at the University. Advanced Placement Examinations are different from the SAT Subject Tests and are offered only once each year, in May, at specific high schools across the country. More information is given at http://www.collegeboard.com/student/testing/ap/about.html.

4. **College Board College-Level Examination Program (CLEP) General Examinations.** On the basis of the CLEP General Examinations, an unaffiliated student (one who has been out of high school or college for at least two years) may be eligible for credit without a grade in one or more subjects. Eligibility for credit depends on an evaluation of CLEP test scores in relation to college coursework, if any, in the areas covered by the CLEP General Examinations.

**Subject Examinations.** The CLEP Subject Examinations in American government, American literature, calculus, college algebra, English literature, principles of macroeconomics, principles of microeconomics, introductory psychology, and introductory sociology are used as bases for credit by examination. Subject examinations are not restricted to unaffiliated students. The tests in American government, American literature, English literature, and college algebra are supplemented with items prepared by University faculty members; these items are available only on the University campus. Information about locally prepared items may be obtained from MEC. All CLEP subject examinations used by the University as a basis for credit by exam are given on campus on an ongoing basis. The University also serves as a nationwide testing center for the CLEP examinations.
5. **International Baccalaureate (IB) Higher-Level Examinations.** Credit is granted by the University to students who earn satisfactory scores on the IB Higher-Level Examinations in Arabic, biology, chemistry, Chinese, computer science, Danish, Dutch, economics, English, French, geography, German, Hebrew, Hindi, history (concentrations in Africa, the Americas, Europe, and Islamic history), Italian, Japanese, Korean, mathematics, Norwegian, philosophy, physics, Portuguese, psychology, Russian, social and cultural anthropology, Spanish, Swedish, and visual arts (previously art/design).

6. **Other credit by examination.** With the approval of the appropriate academic dean and department chair or program director, a student may take an examination in any undergraduate course offered by the University for which he or she has reason to feel qualified. A candidate may apply to take course examinations only after registering as a student at the University. Exams are given at the convenience of the administering department. A student who earns a satisfactory score will receive credit for the course.

Application forms for course exams are available at the Measurement and Evaluation Center. A student who intends to apply for an exam over a first-year course should obtain a course outline from the department that offers the course; only students who have the equivalent in knowledge or training of that presented in the outline should apply for the exam.

**ADDING AND DROPPING COURSES**

Procedures for adding and dropping courses are given in the *Course Schedule*. Each student is responsible for properly initiating and completing adds and drops. Information about fee adjustments resulting from adds and drops is given on page 61.

**ADDING COURSES**

The addition of a course is governed by the following requirements: (1) the student must obtain all required approvals; (2) the student must be eligible to take the course, and there must be space available in the course; and (3) the student must remain in conformity with the quantity of work rule given on pages 70–71.

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

Although a college or school may permit the addition of courses through the twelfth class day of the semester or the fourth class day of a summer term, the student is expected to be settled in his or her courses by the fourth class day of the semester or the second class day of the summer term. After the twelfth class day of a semester or the fourth class day of
a summer term, the student may add a course only in rare and extenuating circumstances as approved by the student’s dean and the chair of the department offering the course.

**DROPPING COURSES: RULES FOR UNDERGRADUATE STUDENTS**

Subject to the conditions below, an undergraduate may drop a course through the midsemester deadline in a long-session semester or the last class day in a summer term; these dates and the dates of other deadlines discussed below are given in the academic calendar, pages vii–xi. The student must remain in conformity with the quantity of work rule given on pages 70–71 and must obtain all required approvals.

International students must obtain written permission from the International Office, in addition to other required approvals, to drop a course.

On the recommendation of the instructor, and with the approval of the student’s academic dean, a student may be required to drop a course at any time because of neglect or for lack of preparation.

**Dropping a course through the twelfth class day.** The following rules apply from the first class day through the twelfth class day of a long-session semester and from the first class day through the fourth class day of a summer term:

To drop a course during this period, the student must have the approval of the chair of the department offering the course. In some colleges and schools, the student must also have the approval of his or her adviser and dean; each student must consult the regulations of his or her college or school. If the student is allowed to drop the course, the course is deleted from his or her academic record and applicable fees are refunded.

Normally, the approval of the chair of the department during this period is routine, and the student may initiate the drop through the registration system. However, in some circumstances, a department may disapprove requests to drop certain courses. If a drop request is not accepted by the registration system, the student should consult the department that offers the course for more information.

**Dropping a course through the fourth week of classes.** The following rules apply from the thirteenth class day through the twentieth class day of a long-session semester and from the fifth class day through the tenth class day of a summer term:

To drop a course during this period, the student must have the approval of his or her dean. In some colleges and schools, the approval of the student’s adviser is also required; each student must consult the regulations of his or her college or school. If the student is allowed to drop the course, the symbol Q appears on his or her academic record to indicate a drop without academic penalty. No refund is given.

**Dropping a course after the fourth week of classes.** The following rules apply from the twenty-first class day through the midsemester deadline in a long-session semester and from the eleventh class day through the last class day of a summer term:

To drop a course during this period, the student must have the approval of the instructor, the student’s adviser, and the student’s dean. If the instructor approves the drop, he or she will assign the symbol Q or a grade of F. The symbol Q indicates that the student has a grade of at least C in the
course, that no final grade has yet been assigned, or that no academic penalty is in order because of the student's performance and the nature of the course. In compelling circumstances, the student's dean may assign the symbol Q for nonacademic reasons.

**Dropping a course after midsemester.** After the midsemester deadline for dropping courses in a long-session semester, an undergraduate may not drop a course except with the approval of his or her dean, and then only for urgent and substantiated, nonacademic reasons.

**DROPPING COURSES: RULES FOR GRADUATE STUDENTS**

With the required approvals, a graduate student may drop a course through the last class day of the semester or summer term; after the twelfth class day of the semester or the fourth class day of the summer term, the graduate dean's approval is also required. If the student drops the course by the twelfth class day of the semester or the fourth class day of the summer term, the course is deleted from the student's academic record and applicable fees are refunded.

If the student drops the course from the thirteenth through the twentieth class day of the long-session semester or from the fifth through the tenth class day of the summer term, the symbol Q appears on his or her academic record to indicate a drop without academic penalty. No refund is given.

After these dates, the course instructor assigns the symbol Q or a grade of F. If the student is registered on the credit/no credit basis, the symbol NC is recorded.

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

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

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

**CHANGING REGISTRATION TO OR FROM THE PASS/FAIL BASIS OR THE CREDIT/NO CREDIT BASIS**

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

An undergraduate student may change registration in a class from the pass/fail basis to the letter-grade basis or from the letter-grade basis to the pass/fail basis until the deadline given in the academic calendar, pages vii–xi. The basis of registration for a course may be changed only once.

A graduate student may change registration in a class from the credit/no credit basis to the letter-grade basis or from the letter-grade basis to the credit/no credit basis until the deadline given in the academic calendar, pages vii–xi.
WITHDRAWAL

A student who wishes to withdraw from the University after completing registration for a semester or summer session must secure the dean’s approval. A student who is a minor must present a written statement from a parent, guardian, or sponsor indicating that the responsible person knows of the student’s intent to withdraw. In addition, international students must have permission from the International Office to withdraw. The dean’s permit to withdraw must be submitted to the registrar, where the student may request a refund of fees in accordance with University policy. No fees will be repaid to anyone other than the payer, except on the payer’s written order.

After the last day for withdrawing (approximately midsemester), an undergraduate student may petition for withdrawal only for urgent, substantiated, nonacademic reasons. Nonmedical withdrawal by an undergraduate student on scholastic probation may affect the student’s scholastic standing. Information about scholastic probation and dismissal is given on pages 88–91.

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

Withdrawal for military service. A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (symbol X) in each course as described on pages 72–73; or (3) at the instructor’s discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

Medical withdrawal. A medically ill student whose illness precludes class attendance may be withdrawn from the University as of the date and under the conditions specified at the time of the withdrawal. A student who requests medical withdrawal must submit adequate written documentation from the treating physician to the associate director for clinical services of University Health Services; under specified conditions, the associate director will instruct the registrar to withdraw the student.

ATTENDANCE

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

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

Religious holy days. A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.
Absence for military service. In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The student will be allowed a reasonable time after the absence to complete assignments and take exams. Policies affecting students who withdraw from the University for military service are given above.

EXAMINATIONS

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

Examinations should begin promptly at the scheduled hour and should not continue beyond the three hours allocated in the official schedule. No final examinations may be given before the examination period begins, and no change in time from that printed in the official schedule is permitted without approval. An instructor with a compelling reason to change the time of an examination must obtain the approval of the department chair and the dean of the college or school in which the course is taught before announcing an alternative examination procedure to the students. No substantial examinations may be given during the last class week or during the reading days and the no-class days preceding the final examination period. An examination is considered to be substantial if it counts for more than 30 percent of the final course grade. A change in the room assignment for a final examination may be made only with the approval of the registrar.

In accordance with University Policy Memorandum 3.201, the no-class days preceding final examinations are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, or for any other class-related activity, other than office hours. In addition, the final examination period is reserved for scheduled final examinations. No other class-related activity, with the exception of office hours, may be scheduled during the final examination period.

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

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

For good cause, a student may petition his or her academic dean for permission to change the time or place of an examination from that specified in the official schedule. If permission is given by the dean and the instructor, no penalty (such as a reduction in grade) may be assessed.
In a course extending over two semesters, when the subject matter is continuous, the second-semester final examination may include the subject matter of the first semester.

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

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

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

SEARCHES

General searches of a student’s personal papers and belongings may be conducted at the discretion of an instructor only when there is reasonable suspicion that the student has engaged in misconduct in violation of the rules on student discipline and conduct given on pages 177–187. In addition, the instructor must believe that the search is necessary to maintain the academic integrity of an examination or to maintain an environment in which learning can occur.

AVAILABILITY OF CLASSWORK TO STUDENTS

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

REPORTS

Semester reports from the registrar. Grade reports are available to all students, except students in the School of Law, at the end of each semester and summer session at http://www.utexas.edu/student/registrar/grades/. Printed grade reports are mailed to students who have had a change in
scholastic status, have earned University Honors, or have requested a mailed copy before the end of the semester or summer session through the Web site named above. Grade reports are generally mailed to the student’s permanent address on file in the Office of the Registrar; at the student’s request or if the permanent address is outside the United States and its territories, reports are mailed to the local address.

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

SCHOLASTIC PROBATION AND DISMISSAL

UNDERGRADUATE STUDENTS

A student must maintain a minimum cumulative University grade point average (GPA) to remain academically eligible to register for the subsequent semester or summer session. The cumulative University grade point average is calculated on the basis of all work undertaken at the University, including credit by examination, correspondence, and extension, for which a letter grade was given. Courses for which the symbols Q, S, U, X, W, CR, and NC were given are not included. Grades earned at any institution other than the University are not included in the University grade point average, but semester hours of transfer credit accepted by the University are added to hours taken at the University to determine the total college hours undertaken.

The minimum grade point average required varies with the total number of college credit hours the student has attempted:

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<thead>
<tr>
<th>Total College Hours Undertaken</th>
<th>UT Austin GPA for Scholastic Probation</th>
<th>UT Austin GPA for Scholastic Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 15</td>
<td>less than 2.00</td>
<td>less than 1.50</td>
</tr>
<tr>
<td>15–44</td>
<td>less than 2.00</td>
<td>less than 1.70</td>
</tr>
<tr>
<td>45–59</td>
<td>less than 2.00</td>
<td>less than 1.85</td>
</tr>
<tr>
<td>60 or more</td>
<td>less than 2.00</td>
<td>less than 2.00</td>
</tr>
</tbody>
</table>

Probation and dismissal. Rules governing scholastic probation and dismissal are given below.

1. Change of scholastic status. Scholastic status is determined when grades are reported at the end of each fall and spring semester and at the end of the summer session. Although a student’s University grade point average may change between these grade-reporting periods (because a final grade has been recorded in place of an X, for example), the student’s scholastic status is not changed until the next official grade-reporting period during which the student is enrolled at the University.

2. Effect of grades in courses repeated. All grades earned in University courses, whether repeated or not, count in a student’s grade point average. However, in counting grade points for any semester, a student who earned a grade of at least C in a course taken in a previous semester may not use grade points earned in that same course in the current semester to meet minimum requirements for continuance without written permission from the dean.
3. **Scholastic probation.** (a) A student whose cumulative University grade point average falls below 2.00 at the end of a grade-reporting period is placed on scholastic probation. Probationary status is reflected on the student's permanent academic record. (b) Any student returning to the University after a period of scholastic dismissal returns on scholastic probation. (c) Under exceptional circumstances, the director of admissions may admit a student to the University on scholastic probation.

4. **Quantity of work while on scholastic probation.** A student on scholastic probation must maintain at least twelve semester hours in a long-session semester, unless the student's dean approves a reduced course load in writing before the student registers. Permission to take fewer than twelve hours is based on extenuating circumstances and is not routinely granted. In the summer session, no minimum course load is required of a student on scholastic probation.

5. **Removal from scholastic probation.** A student on scholastic probation who achieves a cumulative University grade point average of at least 2.00 at the end of a grade-reporting period during which he or she is registered at the University is removed from scholastic probation. Removal from probation is reflected on the student's permanent academic record.

6. **Scholastic dismissal.** Under the conditions noted in items a, b, and c below, a student is subject to scholastic dismissal at the end of a long-session semester. A student is not placed on scholastic dismissal at the end of a summer session unless the dismissal is the result of a previous condition prescribed by his or her academic dean. Scholastic dismissal is reflected on the student's permanent academic record.

   a. Any beginning student, freshman or transfer, who has not earned previous credit in residence at the University and who fails twelve or more semester hours of coursework in a long-session semester is subject to scholastic dismissal without a prior probationary period.

   b. To be subject to scholastic dismissal, a student, except the beginning students described above, must first be placed on scholastic probation. A student on scholastic probation is subject to scholastic dismissal under either of the following conditions:

      i. At the end of a long-session semester, a student on scholastic probation who fails to attain the cumulative University grade point average shown in the Table of Scholastic Standards above will be dismissed from the University.

      ii. A student on scholastic probation who withdraws from the University after the first four weeks of classes in a long-session semester will be placed on scholastic dismissal, unless the withdrawal is under exceptional conditions approved by the student's dean.

   c. When a student who has been dismissed from the University returns, he or she reenters on scholastic probation and may be subject to dismissal under the policies stated in (b)(i) and (b)(ii) above.

7. **Student responsibility.** A student who is dismissed from the University after completing registration for the next semester will have his or her registration canceled and may not attend classes. The student is responsible for knowing his or her scholastic status and may not appeal the cancellation of registration based on lack of such knowledge.
8. **Length of scholastic dismissal.**
   a. First dismissal—one long-session semester and any intervening summer session.
   b. Second (and subsequent) dismissal—three calendar years; readmission must be approved by the student’s dean. A student dismissed for the third time will not normally be readmitted. A student dismissed for the fourth time may not apply for readmission.

9. **Effect of scholastic dismissal on correspondence courses or registration in another institution.** A student who is dismissed from the University for scholastic reasons is not prohibited from taking courses by correspondence or from enrolling in another institution. The period of dismissal will not be decreased as a result of coursework completed while on dismissal.

10. **Exceptions permitting continuance in the University.** Normally, a student subject to dismissal will be dismissed; however, each college and school within the University has an appeals procedure administered by the Office of the Dean. A student who wishes to appeal should contact the office of his or her academic dean for procedures and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the dean. Approval to continue will not be given, regardless of the circumstances, unless the dean believes that the student has a reasonable chance of attaining a degree.

11. **Special college regulations.** Each college and school of the University determines its own policies regarding the minimum academic standards required of its students. Any college or school may require a higher minimum grade point average than is required to avoid scholastic probation under University-wide rules. In addition, a college or school may restrict enrollment because of the limitation of instructional resources. A student may be ineligible to continue in a particular college or school while remaining eligible to transfer to another; however, no student on scholastic dismissal from the University may be enrolled in any academic program of the University.

**GRADUATE STUDENTS**

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

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

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

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

Academic dismissal is reflected on the student’s permanent record.

HONORS

Except as noted, the following programs, scholarships, and organizations are open to all qualified undergraduates. Honors available through the colleges and schools are described in chapters 2 through 13 of the Undergraduate Catalog.

HONOR SOCIETIES FOR FRESHMEN

Alpha Lambda Delta and Phi Eta Sigma are national honor societies that recognize scholastic attainment during the freshman year. Members are chosen each fall and spring. Membership is offered to students who earn a grade point average of at least 3.50 during the first semester of their freshman year while completing at least twelve semester hours of coursework. Students who do not qualify during the first semester may become eligible by earning a grade point average of at least 3.50 for the first two semesters of work combined.

PHI BETA KAPPA

Phi Beta Kappa was founded by students at the College of William and Mary in 1776; the Alpha of Texas chapter was organized at the University in 1904. Eligibility is limited to upper-division students of the Colleges of Fine Arts, Liberal Arts, and Natural Sciences who achieve distinguished scholastic records while taking the Bachelor of Arts; the Bachelor of Arts in Art with a major in art history; the Bachelor of Arts in Music; the Bachelor of Arts in Theatre and Dance; or the Bachelor of Science in Biochemistry, Biology, Botany, Chemistry, Computer Sciences, Geological Sciences, Mathematics, Microbiology, Physics, Psychology, or Zoology. The student must have completed at least sixty semester hours of coursework at the University. Elections to Phi Beta Kappa are held in the fall, spring, and summer each year. Alumni members are occasionally selected from among graduates of at least five years’ standing who have won appropriate distinction since graduation; honorary members are selected for special merit.

PHI KAPPA PHI

Phi Kappa Phi is a national honor society recognizing academic achievement in all fields. Members are chosen twice a year. Upper-division and graduate students are eligible for membership if they have completed at least sixty semester hours of coursework at the University and have the required grade point average. The University chapter typically invites to membership fewer than 6 percent of undergraduates and fewer than 10 percent of graduate students.
LEADERSHIP AND SERVICE ORGANIZATIONS

Mortar Board and Omicron Delta Kappa recognize and encourage scholarship, leadership, and service. Members of Mortar Board are chosen each spring; members of Omicron Delta Kappa are chosen in the fall and in the spring.

BRITISH MARSHALL, RHODES, AND TRUMAN SCHOLARSHIPS

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

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

The Harry S. Truman Foundation awards seventy-five to eighty $30,000 merit-based scholarships annually to college students who wish to attend graduate school in preparation for careers in government or elsewhere in public service. Applicants must be in the top quarter of their class, with a grade point average of at least 3.80, and must be United States citizens or nationals. Each scholarship covers tuition, fees, books, and room and board, to a maximum of $3,000 for the student’s senior year. In addition, Truman Scholars receive $13,500 yearly if enrolled in a two-year graduate program or $9,000 yearly if enrolled in a three-year graduate program. They also receive leadership training, graduate school counseling, preferential admission and merit-based aid at some premier graduate institutions, and internship opportunities with federal agencies. Students who will be seniors the following academic year should apply to the Liberal Arts Honors Program office in mid-October.

JUNIOR FELLOWS PROGRAM

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

COLLEGE SCHOLARS

On Honors Day each spring, the University designates outstanding students as College Scholars and Distinguished College Scholars. Students who are eligible for recognition receive invitations to the Honors Day convocation about three weeks before Honors Day.
To be designated a College Scholar, a student must meet the following requirements:

1. The student must be registered as an undergraduate for at least twelve semester hours of coursework, unless he or she lacks fewer than twelve hours to complete degree requirements. Students who hold an undergraduate degree are not eligible.
2. The student must have completed at least twelve semester hours of coursework in either the spring or the fall semester of the previous calendar year.
3. The student must have completed at least thirty semester hours of coursework at the University, excluding credit by examination, and at least sixty semester hours of college coursework, including transferred work and credit by examination.
4. The student must have an in-residence University grade point average of at least 3.50.

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

1. The student must be registered as an undergraduate for at least fifteen semester hours of coursework, unless he or she lacks fewer than fifteen hours to complete degree requirements. Students who hold an undergraduate degree are not eligible.
2. The student must have completed at least fifteen semester hours of coursework in either the spring or the fall semester of the previous calendar year.
3. The student must have completed at least thirty semester hours of coursework at the University, excluding credit by examination, and at least sixty semester hours of college coursework, including transferred work and credit by examination.
4. The student must have an in-residence University grade point average of at least 3.80.

UNIVERSITY HONORS

Each semester, undergraduates who complete a full course load and earn outstanding grades are recognized by inclusion on the University Honors list. Each time a student is included on the list, his or her official record also shows the award of University Honors for that semester. The list is compiled at the end of the fall and spring semesters but not at the end of the summer session. To be included, a student must earn at least forty-five grade points and a grade point average of at least 3.50 on courses completed in residence and must have no incomplete grades (symbol X).

Students are notified on the semester grade report of their inclusion on the list.
GRADUATION WITH UNIVERSITY HONORS

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

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

1. No more than 20 percent of the May graduating class of each college or school may receive honors, high honors, and highest honors. No more than 10 percent of the class may receive high honors and highest honors. No more than 4 percent may receive highest honors.

2. Honors graduates must have a grade point average of at least 3.30 in courses taken in residence at the University.

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

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

<table>
<thead>
<tr>
<th>College or School</th>
<th>HONORS</th>
<th>HIGH HONORS</th>
<th>HIGHEST HONORS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rank</td>
<td>Min. GPA</td>
<td>Rank</td>
</tr>
<tr>
<td>School of Architecture</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
<tr>
<td>Red McCombs School of Business</td>
<td>top 20%</td>
<td>3.50</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Communication</td>
<td>top 20%</td>
<td>3.465</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Education</td>
<td>top 20%</td>
<td>3.50</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>top 20%</td>
<td>3.50</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Fine Arts</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Natural Sciences</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
<tr>
<td>College of Pharmacy</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>top 20%</td>
<td>3.30</td>
<td>top 10%</td>
</tr>
</tbody>
</table>

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

8. To graduate with University honors, a student in the McCombs School must have completed at least sixty semester hours of coursework in residence at the University.

9. To graduate with University honors, a student in the College of Communication must have completed at the University at least sixty semester hours of coursework counted toward the degree.

10. To graduate with University honors, a student in the College of Engineering must have completed in residence at the University at least sixty semester hours of coursework counted toward the degree. A student may receive only one bachelor’s degree with University honors from the College of Engineering.

11. To graduate with University honors, a student in the College of Fine Arts must rank in the indicated percent of students graduating that semester from his or her academic unit (art and art history, music, or theatre and dance) and must have no outstanding delay of grade (symbol X). He or she must have completed at least sixty semester hours of coursework in residence at the University. A student may receive only one bachelor’s degree with University honors from the College of Fine Arts.
TEACHER CERTIFICATION

The University conducts a large, field-based educator preparation program leading to certification for future teachers, administrators, and educational support personnel. This program is evaluated each year by the State of Texas and by the federal government. The results of these evaluations attest to the high quality of educator preparation at the University. For the academic year 2003–2004, 1,066 students were enrolled in the professional development sequence of courses in the teacher certification programs. Teacher preparation required an extensive supervised practice teaching experience, averaging forty hours per week for at least one semester, for 416 students. These students were supervised by 68 faculty members, yielding a student:faculty ratio of 6:1 during this intensive field experience. Of the 445 University students who took an educator certification exam in 2003–2004, 98 percent passed. This passing rate ranks in the highest quartile for all educator certification programs in Texas; the statewide average pass rate was 89 percent. Based on certification exam pass rates for all applicant demographic groups, the Texas State Board for Educator Certification rated the University educator preparation program “accredited,” its highest rating.

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

1. **Enrollment.** Students seeking certification to teach at the elementary school level (early childhood through grade 4) must register in the College of Education and major in applied learning and development, an interdisciplinary program. Students seeking middle grades (grades 4 through 8), high school (grades 8 through 12), or all-level (early childhood through grade 12) certification must earn a degree from the college or school that houses the academic program in their prospective teaching field. Students should be advised by both an adviser in their academic department and a teacher certification adviser to confirm that the courses for which they register are applicable to their certification program. Students who are seeking teacher certification should select from the following options:
   a. Early childhood through grade 4: Generalist or bilingual generalist
   b. Grades 4 through 8: Math, science, English/language arts/reading, or social studies
   c. Grades 8 through 12: Math, science, computer science, English/language arts/reading, history, social studies, languages other than English
   d. All-level: Special education, art, music, theatre, kinesiology

   Grades 4 through 8, 8 through 12, and all-level certification require an academic major in the subject to be taught.

2. **Admission to the Professional Development Sequence.** All students seeking teacher certification must complete a sequence of professional development courses. Admission to the professional development sequence
is restricted, and students must apply for admission to it. Academic performance, completion of prerequisite courses, documented evidence of proficiency in reading and in oral and written communication, and the number of hours needed to complete the program may be factors in the admission decision. 

For students seeking early childhood through grade four or all-level generic special education certification, admission to the professional development sequence requires a University grade point average of at least 2.50 and a grade of at least C in each prerequisite course and in each course in the major. To progress within the sequence, the student must maintain a University grade point average of at least 2.50 and must earn a grade of at least C in each course in the sequence. Additional information about these requirements is available in the Office of the Dean, College of Education. 

For students in other teacher certification programs, requirements for admission to and continuation in the professional development sequence are set by the college in which the student majors. 

3. Certification exam. An individual seeking certification is required to achieve a satisfactory level of performance on the appropriate Texas Examinations of Educator Standards to be approved for initial or additional certification. Students who do not apply for their teaching certificate within one year of completing apprentice teaching may be required to complete additional fieldwork hours and coursework before applying for the certificate. 

4. Legal questions. In accordance with state law, the commissioner of education may suspend or revoke a teaching certificate or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime that directly relates to the duties and responsibilities of the teaching profession. Information about other legal issues is available from the teacher certification officer, George I. Sánchez Building 216, (512) 471-3223. 

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

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

**PLACEMENT SERVICES** 

Placement services at the University are provided by the individual colleges and schools; in addition, a number of departments have placement advisers or offices. Many of these placement services are described in the Undergraduate Catalog; more information is available in the deans’ offices and on the college and school Web sites.
TRANSCRIPTS

With proper identification, a student may purchase an official transcript in person, by mail, by telephone, or online for $10 a copy. The transcript includes only the academic record accumulated at the University of Texas at Austin. Unofficial copies of transcripts from other institutions are furnished by the registrar in accordance with the Texas Open Records Act, for a fee of $10. A transcript is a comprehensive record of an individual's academic progress at the University; it contains all the significant facts about a student's admission, academic level, and scholarship. No partial or incomplete record (such as a record with grades of F omitted) will be issued. A student who owes a debt to the University may not be able to obtain an official transcript until the debt is paid. Additional information about requesting a transcript is available at http://www.utexas.edu/student/registrar/transcripts/.

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

DIPLOMAS

University diplomas display the student’s legal name, graduation date, and degree, along with the name and seal of the institution and the signatures of University and University of Texas System officials. If the student has earned University-wide honors as described on page 94, this accomplishment is indicated. The diploma shows the title of the degree the student has earned, such as Bachelor of Arts, Bachelor of Science in Chemistry, or Doctor of Philosophy; it does not include the student’s major(s). Diplomas are mailed about six weeks after the student’s graduation.

A graduate may purchase a replacement diploma if the original has been lost or destroyed. If purchased more than one year after the original diploma was issued, the replacement will bear the reissue date below the date the degree was awarded. The signatures of University and University of Texas System officials may not be the same as those on the original diploma, since the signatures of former officials are not maintained on file. Additional copies of an original diploma also may be purchased at the time of issue. Orders should be submitted to the Office of the Registrar with a $10 fee for each diploma.

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

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

A currently enrolled student may change the name on his or her permanent academic record by presenting a certified copy of the appropriate documentation to the registrar. To correct the spelling or the proper sequence of the name requires a copy of the student’s birth certificate. To change the name, the student must present a notarized request and a copy of the signed court order showing the new legal name. To assume the spouse’s name following marriage, a student must present a notarized request and a copy of the marriage certificate. A student who wishes to discontinue use of the married name and resume use of the original family name, or another name, must present a divorce decree or signed court order showing restoration of the original, or other, name.

The University maintains student records under the name the student had when last enrolled. A former student may not change the name on his or her permanent academic record except by presenting a notarized request and a certified copy of the signed court order showing the authorized name change.

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

SUMMONS TO ADMINISTRATIVE OFFICES

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

OFFICIAL COMMUNICATIONS WITH THE UNIVERSITY

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

Electronic mail, like postal mail, is a mechanism for official University communication to students. Policies on the use of e-mail for official communication are given in Appendix N, pages 235–236.
5. Student Affairs

**VICE PRESIDENT FOR STUDENT AFFAIRS**

The vice president for student affairs administers the Division of Student Affairs, which encompasses Counseling, Learning, and Career Services; the Office of the Dean of Students; Student Financial Services; University Health Services; the Division of Housing and Food Service; Legal Services for Students; the Division of Recreational Sports; the Office of the Registrar; Texas Student Publications; and the Texas Union. The vice president serves as liaison between the president of the University and the directors of the student services units, and provides leadership in the development of programs that supplement the classroom experience and enrich the quality of campus life.

**OFFICE OF THE DEAN OF STUDENTS**

The Office of the Dean of Students is an inclusive environment that fosters individual growth and social responsibility through student-centered programs and services.  

*Greek Life and Education* coordinates leadership programs for sororities and fraternities and serves as liaison to the Interfraternity, National Pan-Hellenic, Panhellenic, Texas Asian Pan-Hellenic, and United Greek Councils and affiliated organizations, as well as liaison to international organizations.  

*New Student Services* administers the presemester and summer orientation sessions for new students, Start Fresh events at the beginning of the fall semester, and various programs, activities, and services for students in their first year on campus.  

*Student Activities and Leadership Development* registers student organizations; provides facilities, information, leadership training, banking services, and other administrative services for student organizations and activities on the campus; and manages the Student Organization Center in the Student Services Building.  

*Academic Enrichment Services* offers a variety of academic support programs to help students remain at and succeed at the University and graduate.  

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

*Student Judicial Services* implements and interprets University regulations related to student behavior and works with faculty members regarding scholastic dishonesty. The *Volunteer and Service Learning Center* coordinates and supports
volunteer and service learning opportunities for University students, with the goal of meeting the needs of the community while enriching the lives of program participants. The Gender and Sexuality Center provides resources for all members of the campus community to explore and organize around issues of gender and sexuality through education and outreach.

RECREATIONAL SPORTS

The Division of Recreational Sports develops and conducts programs that provide opportunities for University students, faculty members, and staff members to participate in recreational activities. Five major program areas offer a variety of structures within which members of the University community may pursue recreational interests. Intramural tournaments and events are scheduled throughout the year for individual, dual, and team participation. The tournaments and events are organized to provide separate competition among coeducational teams, teams for men, and teams for women. Sport clubs provide an opportunity to participate in a single sport on a continuing basis. Approximately forty clubs, ranging from aikido to lacrosse to sailing, are active each semester. Outdoor Recreation provides equipment rental and supervised trips in a variety of activities such as backpacking, camping, canoeing, riding, kayaking, nature hiking, and rock climbing. Fitness and Wellness opportunities include group fitness and mind/body classes, personal training, and massage services.

In addition to structured sports programs, the division promotes the concept of informal recreational use of athletic facilities through the Informal Recreation Program. A reservation service is available for most activity areas, and facilities are supervised to enhance the enjoyment of participants. Programs, activities, and facilities are open to all currently registered students as well as faculty members, staff members, and the spouses and children of students, faculty members, and staff members who purchase membership in Recreational Sports. Facilities are available to children at designated times only.

Participants may check out sports equipment at the Recreational Sports Center and Gregory Gymnasium. The Gregory Gym store sells sports equipment, clothing, personal hygiene items, and snacks. Gregory Gymnasium provides an additional service to participants by renting outdoor equipment at the Outdoor Center.

DIVISION OF HOUSING AND FOOD SERVICE

Students at the University may choose to live on or off campus. The University does not extend approved housing status to any residential unit except those that are owned and operated by the University. The Division of Housing and Food Service will not be a party to the enforcement of any contract between students, parents, and landlords of privately owned student housing; however, Legal Services for Students may provide assistance with tenant-landlord disputes.

Both undergraduate and graduate students are eligible to live in University-owned housing. Freshmen are encouraged to consider living in University residence halls. The experience of many students indicates that adjustment to University life is often easier for those who live on campus. Research has shown that students who live in residence halls are more fully involved in
academic and extracurricular activities, earn higher grade point averages, 
more frequently exceed predicted levels of learning and personal develop-
ment, and more frequently complete their college education within four 
years than students who live off campus.

A brief description of University housing follows. More information is 
available at http://www.utexas.edu/student/housing/ and from The Univer-
sity of Texas at Austin, Division of Housing and Food Service, P O Box 7666,
Austin TX 78713-7666. Institutional rules on University-owned residences 
are given on pages 159–162.

**Application dates for housing in University residence halls.** There are no 
deadlines for applying for housing in University residence halls. Applica-
tions are accepted beginning September 1 for the next long session (fall and 
 spring semesters), June 1 for the next spring semester, and February 1 for 
the next summer session. Applications submitted by incoming freshmen 
who are admitted to the University and have paid the enrollment deposit 
receive priority when contracts are offered.

**University-owned residence halls for men.** University residence halls for 
men are Moore-Hill and Simkins Halls, which together can accommodate 
about 600 students.

**University-owned residence halls for women.** The University owns and 
operates two residence halls that accommodate 896 women: Kinsolving 
and Littlefield. Freshman women who apply for housing with Littlefield as 
their first building choice and receive contracts before March 1 are given 
priority consideration for assignment to Littlefield.

**University-owned residence halls for men and women.** Jester Center, 
Whitis Court, San Jacinto Hall, Brackenridge Hall, and Roberts Hall accom-
modate about 4,100 students. Andrews, Blanton, Prather, and Carothers 
honors residence halls accommodate about 650 students.

**University-owned apartments.** The University Apartments, located in 
off-campus areas that have shuttle bus service, are open to families, single 
parents with children, single graduate students, and single undergraduates 
who have completed at least thirty semester hours of coursework. Gateway 
Apartments and Colorado Apartments have a total of about four hundred 
air-conditioned, unfurnished units; Brackenridge Apartments have about 
three hundred one-, two-, and three-bedroom, air-conditioned, unfur-
nished units. Rates for Colorado Apartments include gas and water. Rates 
for all other units include only water. Residents pay for electricity in all 
units. Apartment contracts may be signed up to six months before move-
in. More information is available at http://www.utexas.edu/student/
housing/ and from The University of Texas at Austin, University Apart-
ments, 3501 Lake Austin Boulevard, Austin TX 78703-5533.

**Privately owned housing.** A wide range of privately owned housing is 
available for men, women, and families in the University community. 
Arrangements for living in these residence halls, rooming and board-
ing houses, cooperative houses, apartments, and private homes are made 
directly with the management of each residence. The Division of Hous-
ing and Food Service maintains a partial list of privately owned accom-
modations; for a residence to be included, the management must sign a 
statement that no one is excluded from renting on any basis prohibited 
by applicable law. The list is available through the link “Related Sites” at 
http://www.utexas.edu/student/housing/.
The University accepts no responsibility for the terms of rental or the accommodations offered and will not be a party to the enforcement of contracts between students, parents, and landlords for privately owned housing.

**STUDENT FINANCIAL SERVICES**

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

To apply for financial assistance, a student must complete a need analysis form each year. The office requires the student to complete the Free Application for Federal Student Aid (FAFSA) to be evaluated for financial need. The need analysis assists the office in assessing available family resources and determining eligibility for specific aid programs.

Students who attend the University only in the summer session are not eligible for financial aid through the Office of Student Financial Services.

**Estimated costs.** The following are estimated typical costs for tuition, fees, room, board, and books for a new single student living in University-owned housing for the long session (fall and spring semesters) 2005–2006. The tuition and fee amounts included in these figures are based on an average course load of fourteen semester hours for undergraduates and nine semester hours for graduate students.

<table>
<thead>
<tr>
<th>Texas residents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$15,457</td>
</tr>
<tr>
<td>Graduate</td>
<td>$13,730</td>
</tr>
</tbody>
</table>

Expenses for clothing, travel, recreation, and personal and miscellaneous items vary based on individual lifestyle. The Office of Student Financial Services estimates that reasonable expense for these items is approximately $3,000 for undergraduate students and $3,470 for graduate students. Summer costs are estimated to be about one-third of those for a long-session semester.

**Application dates.** Although there are no deadlines for submitting financial aid applications, priority is given to students who apply by the dates given below.

<table>
<thead>
<tr>
<th>Priority dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer session</td>
</tr>
<tr>
<td>Fall semester</td>
</tr>
<tr>
<td>Spring semester</td>
</tr>
</tbody>
</table>

A student may apply for financial aid before being officially admitted to the University, but the awarding of aid is contingent upon admission. Disbursement of funds cannot be made until the student is officially enrolled.
**Course load requirements.** Most financial aid programs are based on a minimum full-time enrollment of twelve hours for undergraduate students and nine to fifteen hours for graduate students, depending on the student’s academic program. Students may receive financial aid for less than full-time enrollment with the approval of their financial aid counselor. Some aid programs require that assistance be reduced proportionately for less than full-time enrollment. To receive financial assistance for the summer session, students must enroll for classes in both six-week terms, the nine-week term, or the twelve-week term.

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

**Satisfactory progress.** To be eligible for financial assistance, a student must maintain a satisfactory academic record. A satisfactory academic record is measured by quality, progress, and quantity. The quality measurement requires undergraduates to maintain a grade point average of 2.00 and graduate students to maintain a grade point average of 3.00. Progress means completing the appropriate number of hours for the semester, as determined by the Office of Student Financial Services; for example, an undergraduate must usually enroll in and complete twelve hours a semester. The quantity measurement allows a maximum of 150 hours for an undergraduate degree (175 hours for majors in pharmacy and architecture) and between 40 and 160 hours for a graduate degree, depending on the program.

**TYPES OF FINANCIAL AID**

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

**GIFT AID**

Students who apply for financial help by the priority deadline are considered for all gift aid awards administered through the Office of Student Financial Services. To be considered for a Federal Pell Grant, a student must be an undergraduate and must not have received a bachelor’s degree. Most scholarships and grants awarded through the FAFSA process are based on financial need. The office also administers some programs based on merit. In addition to specific qualifications for competitive undergraduate scholarships and fellowships awarded by the University, the committee or agency responsible for selecting recipients for a given scholarship or fellowship may consider such factors as the following in designating recipients:
Standardized test scores
Class rank
Grade point average
Leadership and extracurricular activities
Status in national academic competitions

**SELF-HELP AID**

**Long-Term Loans**

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

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

**Employment**

The student employment program provides jobs for students who show financial need and want to earn part of their educational expenses while attending school. The majority of federal work-study jobs are on campus, though some may be with off-campus nonprofit agencies. Depending on their education and experience, students may choose from a variety of employment opportunities. Most jobs require fifteen or fewer hours of work a week.

**SPECIAL SERVICES FOR FINANCIAL AID RECIPIENTS**

For aid recipients who show a high degree of financial need, services are available in the following areas: (1) orientation fee waivers, and (2) tutorial assistance programs. Information is available from the Office of Student Financial Services.

**OTHER SERVICES NOT BASED ON FINANCIAL NEED**

Short-term loans are available to students for emergency expenses related to educational costs. In addition, the office helps students find part-time, temporary, or full-time employment. Employment is usually off-campus, and there is no charge to the student or the employer. Information about these services is available at the Office of Student Financial Services.

**REQUIREMENTS FOR STUDENT BORROWERS**

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

**Identification and release of official transcript.** Records of students who have received loans under the Federal Family Education Loan Programs are identified to the Office of the Registrar. Students in default on loans from these programs may not obtain official academic transcripts.

**TUITION REFUNDS AND REPAYMENT OF FINANCIAL AID**

Students who are awarded financial assistance for a specific semester but withdraw prior to the beginning of classes are required to repay the University all funds released. Students who withdraw after the beginning of classes may be required to repay at least some portion of the funds received. The amount to be repaid is calculated according to a repayment policy determined by the Office of Student Financial Services and varies depending on the amount and type of funds received and when the student withdraws. Any refund of tuition and fees due to a student may be used to meet the aid repayment requirement.

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

Federal regulations require that refunds due the student aid programs be credited in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Parent Loan for Undergraduate Students (PLUS)
- Federal Perkins Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Other Title IV programs
- Non–Title IV programs

Non–Title IV programs are refunded in the following order:

- State grants
- Institution grants
- State loans
- Scholarships, if specified by donor

**UNIVERSITY HEALTH SERVICES**

University Health Services, located in the Student Services Building, is a fully accredited ambulatory health care facility. It provides medical and health promotion services for currently enrolled students and some non-students who are officially enrolled in certain University programs.

The medical staff includes physicians in general medicine as well as those who are board certified in internal medicine, adolescent pediatrics, and family practice. University Health Services has its own pharmacy, laboratory, x-ray, and physical therapy facilities. Students are encouraged to choose a member of the medical services staff as their primary care provider to ensure continuity of care while at the University.
The facilities are open from 8:00 AM until 8:00 PM Monday through Friday and from 8:00 AM until 5:00 PM on Saturday and Sunday during the long session. Operating hours for summer, holidays, and between semesters are posted on the University Health Service Web site, http://www.utexas.edu/student/health/. For nonurgent situations, students are required to make appointments, available Monday through Friday from 8:30 AM until 5:00 PM. Appointments can be made by calling (512) 471-4955. Students who need immediate medical attention for non-life-threatening illnesses or injuries, as determined by the University Health Services clinical staff, may be seen in the Urgent Care Clinic during all hours of operation. Students with medical emergencies should go directly to an emergency facility or call Emergency Medical Services at 911.

The Nurse Advice Line, (512) 475-NURSE, is available twenty-four hours a day to offer advice about illness or injury. Treatment during the hours University Health Services is closed must be obtained from a community health care service and must be paid for by the student.

Health promotion services are designed to encourage healthy lifestyles and contribute to optimal lifelong well-being. Programs cover a variety of health-related topics, including alcohol and drug education and counseling, sexual health, methods of contraception, nutrition education, smoking cessation, travel health education, stress management, and general health information. Audiovisual and printed materials on a variety of health issues are available through the Health Promotion Resource Center, (512) 475-8252.

University Health Services receives most of its funding from the medical services fee paid by all students at registration. The fee covers the cost of providing students an unlimited number of office visits with physicians or nurse practitioners. There are charges for most other services, including prescriptions, laboratory tests, x-rays, physical therapy, immunizations, and after-hours care. More information about policies and services is given on pages 157–159 and at http://www.utexas.edu/student/health/.

Students sometimes are affected by medical conditions beyond the scope of services offered by University Health Services. Payment for services at other medical and/or psychiatric facilities is the sole responsibility of the student; therefore, every student is advised to purchase student health insurance or to have sufficient insurance coverage under an existing policy. Additional information about the student health insurance plan is given on page 64.

University Health Services clinicians do not provide written excuses for patients who miss classes or assignment deadlines due to illness. Any accommodations for absences or missed deadlines are strictly between the student and the instructor. However, a student with special medical circumstances may petition the associate director for clinical services for a letter to the appropriate authority on the student's behalf to request a course load reduction, medical withdrawal, or other accommodation.
COUNSELING, LEARNING, AND CAREER SERVICES

The mission of Counseling, Learning, and Career Services is to provide students with services that promote and enhance their development in the areas of academic competence, emotional stability, lifelong learning styles, and effective decision making skills. Currently enrolled students or those who have been admitted and are in the process of matriculation to the University are eligible to use the services. Counseling, Learning, and Career Services provides personal counseling, learning assistance programs, assistance selecting majors and careers, and twenty-four-hour-a-day telephone assistance through three component agencies: the Counseling and Mental Health Center, the Career Exploration Center, and the UT Learning Center.

COUNSELING AND MENTAL HEALTH CENTER

The Counseling and Mental Health Center assists students in coping effectively with aspects of their personal and social growth that may interfere with the ability to realize the full academic benefit of their college experience. Services include individual counseling; stress management and biofeedback resources; group counseling; psychiatric evaluation and medication, if indicated; and programs designed to assist students in personal growth and development. There is no fee for services.

The center is staffed by counseling and clinical psychologists, psychiatrists, social workers, and professional counselors. It is approved by the American Psychological Association for clinical and counseling internship training and cooperates with the Departments of Psychology and Educational Psychology and the School of Social Work in training intern and practicum students.

The center believes in the importance of students using their University experience to gain skills needed for effective functioning in a complex society. Programs focus on the motivational, social, and emotional development of students; provide support systems where necessary; address problems that can affect day-to-day living; and generally prepare the student to respond more effectively to the challenges of University living. The center also provides support to the University community following traumatic events affecting University students. Outreach services are extended to the University community through educational and consultative programs.

The Counseling and Mental Health Center, located in the Student Services Building at 100-A West Dean Keeton Street, is open 8:00 AM to 5:00 PM weekdays. The telephone number is (512) 471-3515. The Web site is http://www.utexas.edu/student/cmhc/.

The center provides a telephone counseling service that can be reached twenty-four hours a day, including holidays. Callers may remain anonymous. The telephone number is (512) 471-CALL (471-2255).

CAREER EXPLORATION CENTER

The Career Exploration Center assists students in making decisions about their academic majors and career goals through self-assessment, standardized career tests, and professional career counseling. The center is staffed by professional counselors who specialize in career services. The center has a comprehensive library with thousands of resources on majors and careers, internship opportunities, the process for making decisions on a career, and planning for professional or graduate school.
Services are free to currently enrolled students, but there is a nominal fee for tests. Graduates of the University are eligible for services at the center for one year after graduation. Graduates are charged a minimal fee for services.

The Career Exploration Center and resource library, located in Jester Center A115A, is open 9:00 AM to 5:00 PM Monday through Friday and until 7:00 PM on Tuesday. Students can make an appointment to see a counselor by calling (512) 471-1217 or by stopping by the center. The Web site is http://www.utexas.edu/student/cec/.

UT LEARNING CENTER

The UT Learning Center provides a variety of services and resources to all University students. The center offers programs to help students increase their efficiency in college-level reading, writing, mathematics, science, and learning skills. Other services include preparation for graduate and professional exams, content-based discussion sessions, and peer tutoring for historically difficult entry-level courses.

The center has an internationally certified tutoring program that offers tutoring by appointment in many entry-level, lower-division courses. There is an hourly charge for this tutoring, but fee waivers are granted for many students receiving need-based financial aid. The center also offers free walk-in tutoring for many lower-division mathematics, chemistry, and physics classes. Writing consultants are available to help graduate students with their writing projects.

The academic counseling staff provides individual advising and instruction on a walk-in basis. Students may also make individual appointments to discuss special learning concerns, such as test anxiety, learning disabilities, and attention disorders. The center’s Peer Academic Coaching Program provides guidance on time management, motivation, effective note-taking, strategies for taking tests, goal setting, and other issues.

The center’s campus outreach services include overviews of the services provided and presentations on study skills for University classes, groups, and organizations; the Supplemental Instruction Program; and a Teaching Teams Program. The Supplemental Instruction Program trains teaching assistants and undergraduates to lead discussion sections in which they integrate effective learning strategies to assist students in historically difficult entry-level courses. Consultation regarding supplemental instruction is available to faculty members and to students in 398T classes. The Teaching Teams Program is designed to bridge the gap in large classes between faculty expectations and student readiness by creating course-specific learning communities.

Located in Jester Center A332A, the UT Learning Center is open Monday through Friday 9:00 AM to 5:00 PM. The telephone number is (512) 471-3614. The Web site is http://www.utexas.edu/student/utlc/.

THE TEXAS UNION

Recognizing that students learn from one another and from others in associations outside the formal curriculum, the Texas Union serves the University as a community center, providing facilities, services, and programs for students, faculty members, staff members, alumni, and friends of the University.
Major objectives of the Union include offering programs for intellectual, cultural, social, and recreational development, coordinating beneficial cocurricular activities, promoting genuine democracy, cultivating responsible citizenship, and facilitating an intelligent interest in and deeper affection for the University of Texas at Austin. Serving as a laboratory for student leadership experience, self-expression, and management, the Union contributes to the development of effective leaders for future responsibilities in community, civic, state, and national affairs.

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

**INTERNATIONAL OFFICE**

The International Office coordinates and administers programs that serve international students, faculty members, staff members, and visitors to the University community, as well as University students going abroad. The office is located at 600 West 24th Street and is open 8:00 AM to 5:00 PM Monday through Friday. The telephone number is (512) 471-1211.

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

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

**Sponsored Student Program.** Students and sponsors of international students are provided advisers, special financial arrangements, required certifications, and supervision while in academic status and under sponsorship. The office also provides reports to sponsors.

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

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

**Mandatory health insurance.** The Student Health Insurance Program is mandatory for international students, and the cost is included in the student’s fee bill each semester. A student who has an acceptable level of
coverage under a mandatory employee insurance plan, including University employee insurance, or a mandatory government-sponsored plan, may request a waiver of the fee at the time of registration or a refund prior to the last class day each semester. The minimum acceptable level of coverage is $50,000 per accident or illness, $10,000 for medical evacuation to the home country, and $7,500 for repatriation. Waivers must be requested at the International Office. Dependents in J-2 (exchange visitor) status are also required to have an acceptable level of coverage. Coverage for dependents may be arranged through the International Office.

ENGLISH AS A SECOND LANGUAGE SERVICES

Several kinds of classes in English for nonnative speakers are available through ESL Services. Details in addition to the following are given at http://www.utexas.edu/student/esl/.

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

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

STUDY ABROAD

Information about educational opportunities in other countries, including study abroad, international internships, international research opportunities, and international scholarship programs, is available at the Center for Global Educational Opportunities (C-GEO). Information sessions are offered each week; students must attend a session before seeking staff assistance in selecting the program most appropriate to their needs and interests. The sessions include University policies governing study abroad, program options, funding sources, and application and selection procedures. Information is also disseminated through publications, special events, group meetings, individual appointments, reference materials, and at http://www.utexas.edu/student/abroad/.
University programs available to students include reciprocal exchanges with foreign universities; affiliated studies through organizations and institutions; and faculty-led programs, including Maymesters Abroad.

**Exchange programs.** Students in exchange programs register for a block of coursework in study abroad (SAB). Faculty members in the appropriate academic departments review the student’s work to determine equivalent University courses; the C-GEO staff converts grades from the system used by the host institution into their University equivalents. Courses and grades are recorded as resident credit. Students are assessed the normal tuition and fees, plus a study abroad fee of $120.

**Affiliated studies.** Students register for affiliated studies (1) when they participate in study abroad programs offered by organizations and institutions with which the University has an affiliation agreement, and (2) when they engage in independent study or research and have been awarded a University-approved scholarship, fellowship, or grant. Students enrolled in affiliated studies (A S) are considered full-time students. A fee of $103 is assessed students registering for affiliated studies.

After a student takes part in a program offered under an affiliation agreement, University faculty members in the appropriate academic units review the student’s work to identify the equivalent University courses. Courses and grades appear on the student’s academic record, but they are not included in the University grade point average. Affiliated studies credit is treated as resident credit to the extent allowed by departmental rules.

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

**Financial assistance.** C-GEO advisers verify budgets for students who are awarded funding through the Office of Student Financial Services. Information about other funding opportunities for study abroad is available at the center. The center administers the campus competition for a number of grants, including the Institute of International Education (IIE) Fulbright grants, the National Security Education Program (NSEP) grants, the German Academic Exchange Service (DAAD) grants, regional IIE awards, and the University’s International Education Fee Scholarship (IEFS).

**TRANSFER CREDIT POLICIES FOR COURSEWORK FROM INTERNATIONAL INSTITUTIONS**

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

1. Transfer credit is generally awarded for academic course credit earned from Ministry of Education–accredited institutions.
2. Rules governing the assignment of transfer credit from United States institutions also apply to transfer credit from international institutions. These rules are given on pages 22–23.
3. To receive credit, the student must earn a grade that is comparable to a C on the grading scale used at the University. The Graduate and International Admissions Center establishes grading scale equivalencies for international institutions.

4. If the credit was not earned as part of a University-affiliated study abroad program, the symbol CR (credit) will appear on the student’s University record instead of a letter grade.

5. Transfer credit from a nonaffiliated study abroad (language and culture) program is not assigned a specific University course number. Instead, undesignated credit may be recorded, and the student’s academic dean will determine the specific credit to be allowed for degree purposes on a substitution basis. Both current and previously enrolled University students who attend a nonaffiliated study abroad program may be required, at the discretion of the appropriate language department, to take the CLEP test to earn credit for specific language courses.

STUDENT GOVERNMENT

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

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

Student Government projects cover a wide range of issues; any student may join a committee and work on a project. Elections for president, vice president, and members of the Student Assembly are held each spring. More information is available at http://www.utsg.org/ and in the Student Government office, Student Services Building 4.206, (512) 471-3166.

SENATE OF COLLEGE COUNCILS

The Senate of College Councils is the coordinating body for the college councils, which are composed of student leaders enrolled in each of the University’s colleges and schools. Since 1973, the senate has worked directly with the councils to promote academic programs, to encourage teaching excellence, and to provide student opinion on academic issues to the administration. The group’s major responsibilities include selecting the recipients of the Texas Excellence Teaching Awards and honoring students selected for Who’s Who in American Colleges and Universities. The senate reviews the budgetary policies and approves the annual budgets of each of the college councils funded by the Student Services Fee. Two members
of the senate serve on the Faculty Council, the legislative body for the University. The senate also works with Student Government to accomplish goals that benefit all University students. The senate office is located on the fourth floor of the Student Services Building; interested students should call (512) 232-2953 for additional information or visit http://utsenate.org/.

GRADUATE STUDENT ASSEMBLY

The Graduate Student Assembly (GSA) has been the official representative body for graduate students since 1994. Other groups, including the Council of Graduate Students, represented graduate students between 1968 and 1994. GSA addresses issues that are important to its constituents, not only as students but also as teaching assistants, research assistants, and assistant instructors. GSA reports administratively to the vice provost and dean of graduate studies. Administrative expenses are funded through an allocation from the student services fee.

The objectives of GSA are to represent the views of graduate students to the University community and the community at large; to facilitate graduate student communication and interaction; to gather and disseminate information pertinent to graduate students; to conduct activities that promote the general welfare of graduate students; and to provide a means of assisting in the selection of graduate student members of departmental, college, and University bodies.

More information about GSA, including contact information for officers, current representatives, meeting agendas and minutes, and current and past activities, is available at http://www.utexas.edu/studentgov/index3.php.

STUDENT PUBLICATIONS

Student publications and media at the University are governed by the Board of Operating Trustees, Texas Student Publications (TSP). TSP publishes The Daily Texan student newspaper five days a week. The Texan has won more national awards than any other student newspaper and is among the nation’s leading college newspapers. TSP also produces the Cactus yearbook, the printed University Directory, and Texas Travesty humor magazine. The Directory is distributed without charge at several locations on campus. TSP operates KVRX student radio and KVR-TV. The Cactus, KVR-TV, and KVRX have won national student media awards in recent years.

LEGAL SERVICES FOR STUDENTS

Legal Services for Students offers students advice, representation, access to mediation, and referral for legal problems. These services are available on a walk-in basis during regular business hours; they are available by appointment in the early evening when necessary. No charge is assessed for advice, referral, or general assistance, but payment of court costs and other trial related expenses may be required if the office agrees to handle a student’s case. The office reserves the right to accept or decline any individual case and to determine the type of legal representation that it will provide.

Representation may be provided in civil legal matters and misdemeanor criminal matters, unless the victim of the alleged crime is a student. No representation will be provided at trial for criminal misdemeanor cases if the detention or arrest involved University Police. Cases normally accepted
for representation include, but are not limited to, landlord-tenant disputes, consumer protection matters, minor claims resulting from automobile accidents, employment disputes, credit card complaints, and auto repair matters. The office does not represent students in felony criminal proceedings, personal business matters, family law, and most civil actions against other students, or in actions directly or indirectly against any part of The University of Texas System or its agents.

The office also prepares wills and provides a free notary service. The attorneys are available by appointment to speak to University classes and organizations.

**OFFICE OF THE OMBUDSPERSON**

The ombudsperson serves as a neutral third party providing assistance to students who have University-related complaints of a nonlegal nature. The ombudsperson and most of the office staff are students. The ombudsperson is authorized to investigate grievances involving both academic and nonacademic concerns and to recommend corrective measures. Examples of cases the ombudsperson handles are complaints about grades, parking, financial aid, registration, adds and drops, refunds, residency, housing, and scholastic probation and dismissal. Any case considered inappropriate may be declined by the ombudsperson. All assistance provided by the office is confidential and is available by phone or in person.

**STUDENT GRIEVANCE PROCEDURES**

*Academic related grievances.* Academic grievances involving grade disputes should be discussed with the course instructor. Grade disputes that are not resolved and all other academic grievances of undergraduate students should be submitted in writing to the department chair or other designated administrator of the academic program to which the grievance relates. Appeals may be directed to the appropriate academic dean, who will render the final decision. Procedures for the resolution of grievances of graduate students are specified in the *Handbook of Operating Procedures*, Policy 1.C.2.

The dean of the college or school in which a student is enrolled has jurisdiction over the student’s program of study, degree requirements, and all other academic matters, including grievances, except as described below. A student pursuing simultaneous majors in two colleges is considered to be enrolled in both colleges and is under the jurisdiction of both deans. Students taking a course in a college or school other than the one(s) in which they are enrolled are subject, so far as the course and academic grievances regarding the course are concerned, to the dean of the college or school in which the course is offered. Procedures for cases of alleged scholastic dishonesty are given on page 179.

*Student program and student activity related grievances.* Grievances related to nonacademic student programs and activities should be submitted in writing to the dean or director of the specific student affairs area. Appeals may be directed to the vice president for student affairs, and then to the president for final disposition.
Appendix C of this catalog, pages 152–202, describes the institutional rules on student services and activities and includes provisions for formal hearings. Additional information on these provisions is available from the Office of the Dean of Students.

**Disability related grievances.** No qualified disabled student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic program or activity at the University of Texas at Austin. Complaints alleging discrimination on the basis of disability should be submitted according to the procedures outlined in Appendix I, pages 219–224. The nondiscrimination policy given in Appendix I is in accord with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

**Sex discrimination and sexual harassment, sexual misconduct, sexual assault.** Complaints alleging sex discrimination or sexual harassment should be addressed in accordance with the policies and procedures given in Appendix D, pages 203–209. Complaints alleging sexual misconduct should be addressed in accordance with the policies and procedures given in Appendix E, pages 210–211. Complaints alleging sexual assault should be addressed in accordance with the policies and procedures given in Appendix H, pages 217–218.

**DISCIPLINE**

Under the direction of the president, the dean of students has primary responsibility for the administration of student discipline.

**General statement.** Students at the University neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey and conduct themselves in accordance with the penal and civil statutes of the local, state, and federal government, *Rules and Regulations of the Board of Regents*, and University regulations and administrative rules. They may be disciplined by the University for violating these standards of conduct on the campus or off the campus when the incident occurs in connection with an institution-oriented activity, or has a substantial connection to the interests of the University, or when the behavior is prohibited by University policy regardless of where it occurs, even if they are or may be penalized by civil authorities for the same act. Institutional disciplinary penalties must not, however, be used merely to duplicate the penalties imposed by civil authority.

**Scholastic dishonesty.** Since the value of a university degree depends on the absolute integrity of the work done by each student for that degree, a student should maintain a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and misrepresenting facts. More information is given in Appendix C, section 11-802, page 185–186.

**Group responsibility.** Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of the penal and civil statutes of the local, state, or federal government, or a rule or regulation of The University of Texas System or the University of Texas at Austin. More information is given in Appendix C, chapter 6, pages 162–166.
Disciplinary procedures. The University of Texas at Austin administers student discipline according to the established procedures of due process. Procedures are defined and described in the Regents’ Rules, Series 50101, and in Appendix C, chapter 11, pages 177–187.

RELIGIOUS ORGANIZATIONS

State institutions are constitutionally restricted with regard to the establishment of religion; however, many sectarian activities are available to students through the sponsorship of various denominational organizations. Several places of worship are located in the University area. A number of student centers are maintained near campus, and many student religious organizations are registered with the University.

SHUTTLE BUS SERVICE

The University shuttle bus system is operated for the benefit of students, faculty and staff members, and retirees of the University. The system is funded entirely by the mandatory student services fee. Shuttle bus patrons should be prepared to show their IDs on request.

Shuttle service is provided on all scheduled registration, class, and final examination days. On most routes, service is not provided on holidays or on Saturdays that are not final examination days. Maps and schedules are available at http://www.utexas.edu/parking/transportation/shuttle/, in the Parking and Transportation Services office, and at the information desks in the Main Building and the Texas Union. Questions about routes or policies should be sent by e-mail to shuttle@www.utexas.edu.

STUDENT PARKING

Students who drive or park a vehicle on campus must purchase a permit from Parking and Transportation Services (PTS). To park within the campus boundaries, a proper permit must be displayed as required. Purchase of a surface lot permit (A, C, DC, M) does not assure a parking space in a specific lot. Purchase of a garage permit (R, S, N) generally assures an unassigned parking space in the garage in which it is valid.

The following policies, fees, and regulations are proposed for the 2005–2006 academic year. They are subject to final confirmation by the Board of Regents and will be effective on the date enacted. For the most current regulations, a student should visit the PTS Web site, http://www.utexas.edu/parking/, visit the PTS office on the first level of the Trinity Parking Garage (1815 Trinity Street), or call (512) 471-PARK (471-7275).

Students are eligible for the following types of parking permits and access cards:

1. Class C (surface commuting student) parking permits are available to all students enrolled at the University. The fee is $100 for the year. This permit allows parking in “C” and “Longhorn” lots.

2. Class C+ (surface commuting student plus Night Horn garage access) parking permits are available to all students enrolled at the University. The fee is $160 per year. This permit allows parking in “C” and “Longhorn” lots. It also allows parking in University garages, within the limits given for Night Horn permits in item 8 below.
3. Class A (surface faculty/staff) parking permits are available to University graduate students who are also employed by the University for at least twenty hours a week. The student’s employment must be verified by a signed copy of the appointment or reappointment form or a letter from the dean, director, or department chair. The fee is $120 a year. This permit allows parking in “A” parking areas, in “Longhorn” lots, and in “C” lots after 2 PM.

4. Class DC (student with disabilities) parking permits are available to University students with disabilities. The applicant must present a state-issued license plate or placard for the disabled and a copy of his or her Texas Department of Transportation VTR214 form with a doctor’s signature. The fee is $100 a year. Individuals whose vehicles display both a valid University permit for the disabled and the appropriate state-issued license plate or placard may park in any space with a “D” or handicap designation.

A student whose vehicle displays the disabled veteran license plate or Congressional Medal of Honor recipient’s license plate or placard is exempt from the payment of all parking fees on campus but must display the Class DC parking permit.

Temporary permits for the disabled are also available at the PTS office.

5. Class M (motorcycle/moped/motor scooter) parking permits are available to any University student or faculty or staff member. The fee is $60 a year, but there is no charge for a Class M permit with the purchase of another permit except an R permit. The Class M permit allows parking in “M” parking areas; motorcycles, mopeds, and motor scooters may not be parked in automobile parking areas.

6. Class R (garage resident student) parking permits are available to residents of University-owned housing located on the main campus. The fee is for $360 a semester or $648 for nine months. Class R permits are valid through May 31 of the following year. Students may purchase a permit for the summer session for an additional fee of $225. The Class R permit allows parking in “R” areas in the garage designated on the permit; it also allows parking in “Longhorn” lots.

7. Class S (garage commuting student) parking permits are available to University students who live off campus. The fee is $256 per semester, $131 for the summer session, or $540 for twelve months. Class S permits allow parking in the garage designated on the permit and in “Longhorn” lots.

8. Class N (Night Horn garage access) parking permits are available to anyone affiliated with the University. The fee is $60 for a year, $44 for a long-session semester, or $30 for a summer session. Class N permits allow parking when space is available in any University garage. Class N permits are valid for the Brazos Garage from 5:00 PM to 4:00 AM, Monday through Sunday; they are valid for all other garages from 5:00 PM to 4:00 AM, Monday through Thursday, and from 5:00 PM Friday to 4:00 AM Monday.

Class C, C+, M, and A permits purchased in the fall semester are valid through August 31 of the following year. Permits purchased after September 30 are prorated monthly. Permit refunds are offered during the add/drop period for the semester that the permit was purchased, and replacement permits are available for a nominal fee.

Parking may be restricted in any garage or surface lot for special events.
The following charges for violation of parking and traffic regulations are in effect for 2005–2006. Parking and Transportation Services reserves the right to refer any violator to the Office of the Dean of Students or the appropriate academic dean or department director.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized parking in an “At All Times” space</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper method of parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>Disabled vehicle(^1)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Unauthorized special event parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>Inhabiting a vehicle of any kind on University property without authorization</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking overtime at a meter</td>
<td>$15.00</td>
</tr>
<tr>
<td>Improper use of a controlled access area or a key card</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized parking in a space reserved for persons with disabilities(^2)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Unauthorized parking in Thompson Conference Center or LBJ Library lot</td>
<td>$25.00</td>
</tr>
<tr>
<td>Moped/motorcycle/motorbike parked in a space designated for four-wheeled vehicles</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unregistered bicycle</td>
<td>$10.00</td>
</tr>
<tr>
<td>Bicycle or EPAMD parking in areas other than those designated for bicycles(^2)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Violating temporary parking restrictions</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parked in violation of set time parameters</td>
<td>$25.00</td>
</tr>
<tr>
<td>Idling at air intake louvers</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to display proper permit on a registered vehicle. (Three warning tickets per academic year, then $10.00 per incident.)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Possession, counterfeiting, or altering of a University permit and/or possession of lost, stolen, or invalid permit. The cost of the permit is added to the penalty.</td>
<td>$150.00</td>
</tr>
<tr>
<td>Obstruction to vehicular or pedestrian traffic.(^1)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in a fire lane, at a fire hydrant, or on a red or yellow curb.</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking or driving on sidewalks, grass, or shrubbery. The cost of repairs is added to the penalty.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Improper passenger pickup and drop off</td>
<td>$25.00</td>
</tr>
<tr>
<td>Exceeding 15 miles per hour speed limit or other posted speed limit on campus</td>
<td>$25.00</td>
</tr>
<tr>
<td>Violation of an official traffic control device, such as a STOP or YIELD sign</td>
<td>$50.00</td>
</tr>
<tr>
<td>Moving violation of Texas motor vehicle laws not otherwise specified in these rules and regulations</td>
<td>$50.00</td>
</tr>
<tr>
<td>Other nonmoving violation of Texas motor vehicle laws</td>
<td>$25.00</td>
</tr>
<tr>
<td>Moving a barricade or parking within any barricaded area or moving a vehicle without permission of owner/operator.(^1)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to stop and heed instructions given by a University police officer or guard</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking or operating a motor vehicle while privileges are suspended.(^2)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Roller-skating, skateboarding, or operating a scooter on campus</td>
<td>$15.00</td>
</tr>
<tr>
<td>Having a vehicle of any type within a University building (except a parking facility)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Parking without authorized valid permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Theft of property or damaging property by unauthorized boot removal. The replacement cost of damaged property is added to the penalty.</td>
<td>$75.00</td>
</tr>
<tr>
<td>Improper exit from a University parking garage. The maximum daily fee is also assessed.(^2)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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1. Offense is subject to citation and vehicle impoundment.
2. Penalty doubles upon second offense; subsequent violations are subject to vehicle immobilization or impoundment.
THE TEXAS EXES

The Texas Exes, established as the Ex-Students’ Association in 1885, is one of the largest self-governed alumni organizations in the country. The association provides news and information about the University to its 70,000 members, raises money for scholarships and teaching awards, promotes University activities, and offers benefits to members interested in specific University programs.

In 2004, the Texas Exes awarded $1.5 million in scholarships to more than seven hundred students. Many of these students were freshmen who received scholarships from Texas Exes chapters across the United States. Each year, freshman scholars chosen from the top ranks of their high school classes bring the highest academic achievements and standards to the University.

News of the University reaches members of the association through *The Alcalde*, a bimonthly magazine. The Texas Exes provide lifetime learning opportunities through Flying Longhorn tours to all parts of the world, Alumni Campus Abroad programs, use of the University libraries, and University of Texas Press book discounts. Discounts on services and merchandise and a membership directory are available to members. The association’s Texas Exes Student Chapter provides Camp Texas for entering freshmen, career contacts and internships for students, and many opportunities for involvement. These activities help build students’ leadership skills and sense of loyalty to the University. The association also provides career services for alumni, including job listings, a résumé database, career workshops, individual consulting, and a network of alumni advisers.

The Texas Exes’ home on campus is the Etter-Harbin Alumni Center, which stands on San Jacinto Boulevard across from Darrell K Royal-Texas Memorial Stadium. Facilities include a banquet hall, offices, meeting rooms, and parking. The building is named for Lila B. Etter and John P. Harbin. Etter, whose bequest to the University financed much of the original structure in 1965, was the daughter of the University’s first president, Leslie Waggener. Harbin is a distinguished alumnus and past president of the Texas Exes. His gift provided site preservation, development, and landscaping.

The University depends on the time and talents of Texas Exes members to support and carry out many of its programs. Membership is a charitable contribution. More information is available at http://www.TexasExes.org/, by phone at (512) 471-8839, and by e-mail at alumni@www.utexas.edu.
6. Libraries and Other Academic Resources

THE UNIVERSITY LIBRARIES

The libraries of the University, the sixth largest academic library in North America, include the University of Texas Libraries, the Center for American History, the Harry Ransom Humanities Research Center, and the Jamail Center for Legal Research: Tarlton Law Library. Library units are open and information services are available to the University community and to visitors, including students and faculty members from other institutions.

THE UNIVERSITY OF TEXAS LIBRARIES

The University Libraries Web site, http://www.lib.utexas.edu/, offers a range of services and resources. Each year this site is visited more than a billion times by information seekers around the world.

ONLINE SERVICES

- Check the library catalog for a listing of onsite and electronic information resources: http://utdirect.utexas.edu/lib/utnetcat/
- Take a virtual tour of one of the libraries: http://www.lib.utexas.edu/services/instruction/tours.html.
- Libraries hours information: http://www.lib.utexas.edu/about/hours/. Most circulation desks close fifteen minutes before the library closes.
- Access materials placed on electronic reserves by a faculty member for a class: http://www.lib.utexas.edu/services/reserves/
- Renew an item or recall an item loaned to another borrower: https://utdirect.utexas.edu/lib/services/due.wb
- Ask a librarian for assistance: http://www.lib.utexas.edu/services/reference/
- Request books, photocopies of articles, and other material not owned by the University Libraries from another library in the United States or abroad: http://www.lib.utexas.edu/services/ils/
- Request that the University Libraries purchase an item it does not currently own: http://www.lib.utexas.edu/services/request/
- Ask for an item in remote storage to be delivered to another unit: http://www.lib.utexas.edu/help/howdoi/hdi_record_view.php?hdi_id=238
- View jobs available in the University Libraries: http://www.lib.utexas.edu/admin/employment/
ONLINE RESOURCES

Users may access millions of pages of specially licensed scholarly information, including the full text of articles and illustrations from thousands of journals at http://www.lib.utexas.edu/journals/ and the full text of about eighty thousand books in electronic format at http://www.lib.utexas.edu/books/. They may search hundreds of indexes at http://www.lib.utexas.edu/indexes/ and view the world’s largest and most heavily used online map collection at http://www.lib.utexas.edu/maps/.

Subject specialists are responsible for developing the extensive collections that make up the University Libraries. Users who have questions about resources or need research assistance are encouraged to consult one of the subject specialists listed at http://www.lib.utexas.edu/admin/cird/bibliographer/bibsubject.html.

UTOPIA

UTOPIA (http://utopia.utexas.edu/) is the online knowledge gateway to the libraries, museums, galleries, and laboratories of the University. Managed by the University Libraries, it is designed to make the University’s knowledge, research, and resources available to the general public. UTOPIA presents the research of faculty members to general audiences through online articles, presentations, lessons, and discussions. New resources, many of them of interest to school-age children, teachers, and parents, are added every week.

ON-SITE SERVICES AND RESOURCES

The University of Texas Libraries has twelve separate libraries on the Austin campus and one at the Marine Science Institute in Port Aransas. Each offers a range of services and specialized resources.

Library classes and tours, http://www.lib.utexas.edu/services/instruction/. The University Libraries offers a variety of classes on how to use the library catalog and how to access and evaluate information, as well as advanced classes covering databases and other electronic and on-site materials in specific subject areas. Virtual and on-site tours are also offered.

Information and research help, http://www.lib.utexas.edu/services/reference/. Staff members are available in all libraries to help users find information. The Librarian on Location program also provides for library assistance around campus beyond library units, in locations such as the McCombs School of Business and the Jester Dormitory concourse on selected days.

Computing facilities, http://www.lib.utexas.edu/services/computing/. Computing facilities available to all UT Austin students, faculty members, and staff members are located in all libraries. The Perry-Castañeda Library, the Undergraduate Library, and the science libraries offer the largest number of available workstations.

Laptops are available for checkout at the Perry-Castañeda Library and the Undergraduate Library. Laptop checkout is available to all University students, faculty members, and staff members; a current UT ID is required. Ethernet laptop connections are available to those with UT EIDs in the Perry-Castañeda Library, the Undergraduate Library, and the Engineering Library.

Student Microcomputer Facility (SMF), http://www.utexas.edu/smf/. The Student Microcomputer Facility, located in the Flawn Academic Center, is the largest microcomputer facility on the campus, with more than two hundred workstations. All computers have Internet access and are equipped with an extensive selection of word processing, spreadsheet, layout, graphics, mathematical, and statistical software. The SMF also has laser printers, color printers, and scanners. The Multimedia Computer Facility in Flawn Academic Center is also available to University students, faculty members, and staff members.

Copying and printing facilities, http://www.lib.utexas.edu/services/copyprint/. Photocopiers and computer printers in the libraries require a copy card. Users may purchase new copy cards from card dispensers located in campus libraries or from Library Copier Services in the Perry-Castañeda Library. The dispensers can also be used to add value to the copy cards. They accept $1, $5, $10, and $20 bills to add value to current cards but only $1 bills for the purchase of new cards. Most dispensers accept credit cards. They do not accept debit cards and do not make change.

Individual and group study areas, http://www.lib.utexas.edu/services/study.html. All libraries offer individual study spaces. Many also offer group study rooms, designated collaborative study areas, or closed studies or carrels.

LIBRARIES

Perry-Castañeda Library, http://www.lib.utexas.edu/pcl/. This six-level open stack library contains more than three million volumes, computers for public use, a coffee shop, and enclosed studies as well as group study areas.

This main library of the University serves most subject areas, with emphasis on the humanities, the social sciences, business, education, nursing, social work, and European, East European, Asian, Middle Eastern, Hebraic, and Judaic studies. Special materials include United States and United Nations official documents, current journals, and newspapers. Reference and information help is provided in the lobby area. Library users are also encouraged to make appointments with subject specialists in their areas to discuss information needs. A list of subject specialists, with contact information and office locations, is published at http://www.lib.utexas.edu/admin/cird/bibliographer/bibsubject.html. Service units in the library include Circulation and Reserves Services, Courtesy Borrower Services, Library Copier Services, and Interlibrary Services. The Office of the Vice Provost and Director of the University Libraries and the University Libraries administrative staff are also housed in the Perry-Castañeda Library.
Undergraduate Library, http://www.lib.utexas.edu/ugl/. Located in the Flawn Academic Center, this facility is designed to serve undergraduate students. Special emphasis is given to providing undergraduates with the skills they need to access and evaluate information. One-on-one information and research help is available. The Audio Visual Library, with materials in a variety of formats, has individual listening stations as well as group viewing facilities.

Nettie Lee Benson Latin American Collection, http://www.lib.utexas.edu/benson/. The Benson Collection, an internationally recognized resource for research in Latin American studies and United States Latino studies, provides access to materials on Mexico, Central and South America, the Caribbean, and the Hispanic presence in the United States. The Benson Collection also contains holdings related to areas of the United States that were part of the Spanish Empire or Mexico, and to the United States–Mexico borderlands. A comprehensive collecting policy is now in effect for all of Latin America, with special focus on Mexico, Brazil, and the countries of the Rio de la Plata. Current publications and essential retrospective materials are collected, from all parts of the world, in any language, and dating from the fifteenth century to the present. The Benson Collection contains more than a million volumes of books, journals, and pamphlets, in addition to extensive collections of manuscripts, maps, newspapers, photographs, microfilm, and recordings.

The Mexican American Library Program (http://www.lib.utexas.edu/benson/mals/mals.html) at the Benson Collection was created in 1974 to strengthen and develop Mexican American and Latino materials and research sources. Resources include archives, photographs, printed and audiovisual materials, and online databases documenting the cultural, economic, and political impact of the Latino presence in the United States.

Science libraries. These include the Mallet Chemistry Library, the McKinney Engineering Library, the Walter Geology Library, the Life Science Library, and the Physics Mathematics Astronomy Library. These libraries offer access to the Science-Technology-Electronic Information Center located in the McKinney Engineering Library. An additional library, the Marine Science Library, is located at the Marine Science Institute in Port Aransas.

Fine arts and architecture libraries. The Fine Arts Library (http://www.lib.utexas.edu/fal/), located in the Doty Fine Arts Building, contains collections that support learning and research in the areas of art, music, theatre, and dance. The collection includes a variety of formats, including books, journals, musical scores, plays, CDs, and DVDs. Learning and research in architecture, interior design, urban planning, landscape architecture, and related disciplines are supported by the Architecture and Planning Library (http://www.lib.utexas.edu/apl/) and, within it, the extensive collection of architectural drawings and other records in the Alexander Architectural Archive (http://www.lib.utexas.edu/apl/aaa/).

Other units. Other units of the University Libraries include the Classics Library (http://www.lib.utexas.edu/classics/) and the Edie and Lew Wasserman Public Affairs Library (http://www.lib.utexas.edu/pal/), located in the Lyndon B. Johnson School of Public Affairs. The Collections Deposit Library (http://www.lib.utexas.edu/about/hours/cdl.html) is a limited-access facility that houses a number of specialized collections.
INFORMATION FOR BORROWERS

Loan periods. Undergraduates may borrow most library materials for twenty-eight days. Holders of courtesy borrower cards may check out materials for two weeks. All other holders of University ID cards may borrow materials for one semester.

A borrower may place a recall request online for a book checked out to another borrower. When the recalled item is returned, the requestor is notified and the item is held for seven days.

Borrower responsibilities. Borrowers are responsible for maintaining correct records of their identification numbers and mailing addresses with the University and for obtaining corrected borrower cards in case of error or a change in data. Borrowers are responsible for the return of items checked out to them until they are returned. The University Libraries is not responsible for notifying borrowers that materials are overdue.

Fines and fees for overdue materials. Borrowers are fined for failing to return library materials by the date they are due. Fines vary depending on the loan period of the material; detailed information is published at Charges for Overdue and Lost Materials, http://www.lib.utexas.edu/services/borrower/overdue_books/.

Charges for lost or damaged materials. Borrowers are charged for lost and damaged items. Charges include the cost of replacing a lost item or a damaged item that cannot be repaired; a processing fee of $25 when an item is reported lost or is presumed by the University Libraries to be lost; and a rebinding or repair charge of $25 if a damaged item can be repaired.

Library cards for non-University borrowers. Libraries are open to the public for use of materials. Adult Texas residents who are not members of the University community may borrow materials for home use by purchasing a courtesy borrower card at the Courtesy Borrower Services Desk at the Perry-Castañeda Library, entrance level. A photo ID and proof of Texas residence are required at the time of purchase. The fee is $100. The fee may be waived for current members of the Texas Exes, for users who present valid TexShare cards from libraries participating in the TexShare Card Program, and for other users included in reciprocal borrowing agreements in which the University Libraries participates. Cards are valid for the period of enrollment, membership, or appointment, not to exceed one year.

CENTER FOR AMERICAN HISTORY

The Center for American History is a special collections library, archive, and museum that facilitates research and sponsors programs on the historical development of the United States. The center supports research and education by acquiring and preserving research collections and making them accessible and by sponsoring exhibitions, conferences, fellowships, and grant-funded initiatives.

The Center for American History houses more than 75,000 linear feet of archives and manuscripts, 170,000 volumes, 36,000 maps, 5,500 historic newspaper titles, three million photographs, and extensive collections of broadsides, recorded music, oral history, and ephemera documenting the history of the United States. Research collection strengths are the history of the State of Texas, the South, the Southwest, and the Rocky Mountain West, congressional history, media history, and other specific national topics.
The center’s divisions are the Research and Collections Division in Sid Richardson Hall Unit 2 on the University campus in Austin; the Sam Rayburn Library and Museum, in Bonham; Winedale, a complex of historic structures and modern facilities located near Round Top; and the John Nance Garner Museum in Uvalde.

Specific holdings include an 1849 daguerreotype of the Alamo, the earliest datable photograph taken in Texas; more than thirty-five hundred individual collections of personal papers and official records of individuals, families, groups, and businesses significant to the history of Texas, such as the papers of Stephen F. Austin, Lorenzo de Zavala, and Sam Houston; the Natchez Trace Collection, more than four hundred feet of printed and manuscript records documenting life and culture in the lower Mississippi River Valley from 1790 to 1900; the papers of more than forty-five former and present members of the Texas congressional delegation; the Walter Cronkite Papers; the James Farmer Papers; the ExxonMobil Historical Collection; and the photographic archives of photojournalists David Hume Kennerly, Dirck Halstead, Diana Walker, Wally McNamee, and P.F. Bentley.

The center’s James Stephen Hogg Reading Room, located in Sid Richardson Hall Unit 2, is open from 9:00 AM to 5:00 PM Monday through Saturday. A reference staff is available to guide access to collections, and bibliographic descriptions of all center books and newspapers, as well as many archival collections, are included in UTNetCAT. Holdings are stored in closed stacks and must be used on site. Many center collections are stored off-site and require forty-eight hours notice for retrieval for use at the center. In addition, the sound and film collections are available for use by appointment only. For more information, call (512) 495-4515, or visit the Center for American History Web site at http://www.cah.utexas.edu/.

HARRY RANSON HUMANITIES RESEARCH CENTER

The Harry Ransom Humanities Research Center is one of the world’s foremost institutions for literary and cultural research. It offers resources in a number of disciplines and periods, but its principal strength is in its collections of twentieth-century British, American, and French literature. These collections contain not only rare editions but also prepublication materials, including authors’ original notes, revised manuscripts, corrected galley proofs and page proofs, as well as letters and other personal and professional documents. Important collections exist also in photography, performing arts, and film. The center houses approximately one million books, thirty million manuscripts, five million photographs, and over one hundred thousand works of art.

Book collections include the libraries of James Joyce and Evelyn Waugh; the Wolff Collection of Nineteenth-Century Fiction, the VanderPoel Collection of Charles Dickens, three Shakespeare First Folios, and the Pforzheimer Collection of English Literature, 1475–1700. The Ransom Center’s most valuable book is the Gutenberg Bible. Writers particularly well represented in the center’s manuscript collections include Graham Greene, Lillian Hellman, D.H. Lawrence, Norman Mailer, Carson McCullers, Anne Sexton, George Bernard Shaw, Isaac Bashevis Singer, Tom Stoppard, and Tennessee Williams.
The Gernsheim History of Photography Collection includes the works of more than twelve hundred photographers and the first photograph ever taken. Large collections of theatrical designs, film manuscripts, and other materials are found in the Norman Bel Geddes collection, the David O. Selznick collection, and the Gloria Swanson archive.

Art collections include drawings, prints, and paintings of and by English, American, and French writers, including E. E. Cummings, D. H. Lawrence, and Jean Cocteau, as well as works of art by Frida Kahlo, Eric Gill, Georges Rouault, and others.

Music collections include opera librettos from 1600 to 1920; manuscript scores of French composers Ravel, Roussel, Dukas, and Debussy; the archives of American composer Paul Bowles; and the collection of jazz historian Ross Russell.

The Ransom Center invites use by scholars engaged in research in the humanities. University faculty members, staff members, and students are eligible to use the collections, as are other researchers. The Ransom Center is a noncirculating library. Researchers wishing to consult the collections must present a photo ID, complete an application form, and agree to abide by the Ransom Center’s rules and regulations.

Ransom Center books and many archival materials are represented in the online catalog of the University Libraries. Access to manuscript collections is provided through the card catalog or finding aids, some of which are online. Photography, film, performing arts, and art materials are partially represented in online finding aids, but users should also consult the appropriate curator to locate materials in these areas.

Patrons may access Ransom Center materials in the second-floor Reading and Viewing Rooms. The world’s first photograph, taken in 1826, and the Gutenberg Bible, the first book printed with movable type, are on display in the center’s lobby, and the first-floor galleries feature rotating exhibitions of items from the literary, photographic, and art collections.

Hours of operation are available through the Ransom Center’s Web site, http://www.hrc.utexas.edu/, or by calling (512) 471-8944.

JOSEPH D. JAMAIL CENTER FOR LEGAL RESEARCH: TARLTON LAW LIBRARY

The Tarlton Law Library supports the research and curricular needs of the faculty and students of the School of Law, as well as the research needs of the University community, members of the bar, and the public.

With more than one million volumes, the Tarlton library is one of the largest academic law libraries in the country. In addition to a comprehensive collection of primary and secondary legal materials, the library has a broad interdisciplinary collection from the social sciences and humanities. Special collections include extensive foreign and international law resources, more than one million pieces of microform materials in a media collection, the papers of former United States Supreme Court Justice Tom Clark, feature films and fiction related to law and popular culture, and, in the library’s Gavel Room, a special collection of recent winners of the American Bar Association’s prestigious Silver Gavel Award. The library is a depository for United States, European Union, and Canadian government documents.
In addition to printed matter, the library offers law students access to LEXIS and WESTLAW, the major online computer-assisted legal research services. The library also provides access to a variety of legal and nonlegal electronic databases and information services. The library’s Computer Learning Center provides law students a networked environment of eighty IBM-compatible personal computers with word processing, legal research applications, and laser printers. Students also have access to a wireless network for personal laptop computers. The library Web site offers a number of unique resources, including a searchable database of the tables of contents from recent issues of law reviews.

As a member of the Research Libraries Group (RLG) and the Online Computer Library Center (OCLC), the library contributes data to the Research Libraries Information Network and to WorldCat. Through these networks, the library has immediate access to the collections of other major research libraries throughout the country. The library's own online public access catalog, TALLONS, provides immediate access to all of the collection. TALLONS offers users a variety of search strategies and provides information on the location of material, material being ordered for the collection, latest receipt information for serials, and circulation status of all material. Links to thousands of online resources are available through the catalog. TALLONS may also be used in conjunction with UTNetCAT, the University Libraries online catalog of the holdings of the various libraries on campus.

More than six hundred paintings, other objets d’art, prints, documents, antique quilts, rugs, and pieces of furniture from the Elton M. Hyder Jr. and Martha Rowan Hyder Collection enhance the ambience of the library and create a culturally enriching environment for library patrons and staff members.

Because legal research can be technically demanding, members of the library’s public services staff provide individual and classroom instruction in the use of the library’s materials.

**OTHER LIBRARIES IN AUSTIN**

The Lyndon Baines Johnson Library and Museum, located on the eastern edge of the campus, is operated by the National Archives and Records Administration. Not part of the University library system, this library is a rich resource for scholars studying the twentieth century. Faculty members and students also have access to other public and private libraries in the Austin area, including several that focus on special areas of interest.

**THE UNIVERSITY OF TEXAS MCDONALD OBSERVATORY AT MOUNT LOCKE**

The McDonald Observatory, constructed from the proceeds of a bequest by W. J. McDonald in 1929, was originally operated jointly by the University of Texas and the University of Chicago. Today the observatory is maintained and administered by the University of Texas at Austin. Located on Mount Locke in the Davis Mountains at an altitude of 6,800 feet, the observatory sits on 650 acres of land, 400 acres donated by the owners of the Fowlkes and McIvor ranches and 250 purchased from the Eppenauer ranch.
The 2.1-meter reflector was installed in March 1939, and the observatory was formally dedicated on May 5, 1939. For some years the 2.1-meter reflector was the second largest telescope in the world, and it is still among the world’s major telescopes. A 0.9-meter reflector built primarily for stellar photoelectric photometry was installed in January 1957.

The development of the observatory and of the 2.1-meter reflector was largely the work of Otto Struve, the first director of Yerkes and McDonald Observatories, and one of the outstanding scientists of his generation. In recognition of his contributions, the 2.1-meter reflector was officially designated “The Otto Struve Reflector of the W. J. McDonald Observatory” in an international dedicatory symposium in May 1966.

Supported by the National Aeronautics and Space Administration and the University of Texas, and assisted by the National Science Foundation, a 2.7-meter telescope began operation in early 1969 as the third largest telescope in the world. That telescope has been named the Harlan J. Smith Telescope in honor of the first Texas director of McDonald Observatory. Improved supporting facilities and a 0.8-meter telescope were constructed in the 1970s. A partnership with the Caltech Submillimeter Observatory on Mauna Kea, Hawaii, provides access to the 10.4-meter parabolic reflector there.

In collaboration with the Pennsylvania State University, Stanford University, Ludwig-Maximilians-Universität München, and Georg-August-Universität Göttingen, the University of Texas at Austin operates a 9.2-meter telescope on Mount Fowlkes at the McDonald Observatory. This telescope, the William P. Hobby–Robert E. Eberly Telescope, has the largest primary mirror of any telescope in the world. The George T. Abell Gallery offers a view of the telescope to the public.

McDonald Observatory produces the daily astronomy radio program StarDate, which airs on 300 radio stations in the United States and Canada and is heard by ten million people each week. The Spanish-language edition, Universo, is broadcast on more than 170 stations. Sternzeit airs in Germany on 40 radio stations. The observatory also publishes StarDate magazine.

The McDonald Observatory Visitors Center at the base of Mount Locke includes an auditorium, a science museum with interactive exhibits, StarDate Café, and a gift shop. The center is open from 9:00 AM to 5:00 PM. Solar viewing sessions are conducted daily at 11:00 AM and 2:00 PM with guided tours of the research areas immediately following. Daytime passes are $8 for adults, $7 for children, and $30 for families. Every Tuesday, Friday, and Saturday night, the Visitors Center hosts “Star Parties,” during which visitors have the opportunity to view the planets, moon, galaxies, and other celestial objects through large telescopes at the center's Public Observatory. Star Party admission is $10 for adults, $8 for children, and $40 for families. More information about visiting the observatory may be obtained from the McDonald Observatory Visitors Center, HC 75 Box 1337-VC, Fort Davis TX 79734, (432) 426-3640, or at http://www.mcdonaldobservatory.org/. A recorded message giving seasonal times is available at (877) 984-7827.
TEXAS MEMORIAL MUSEUM

The Texas Memorial Museum is located on the University campus at 2400 Trinity Street, between San Jacinto Boulevard and East Campus Drive. Dedicated to the study and interpretation of the natural sciences, with emphasis on Texas, the Southwest, and Latin America, the museum fulfills its purpose through its internationally recognized research collections and laboratories, and its exhibition, education, and publications programs. The fields of geology, paleontology, zoology, and ecology are represented in the museum's programs.

Constructed with state and federal funds, contributions, and proceeds from the sale of Centennial coins sponsored by the American Legion, the museum was opened to the public January 15, 1939. In 1959, by legislative enactment, it became a division of the University of Texas at Austin.

The museum is open every day, except major holidays, from 9:00 AM to 5:00 PM weekdays, from 10:00 AM to 5:00 PM Saturday, and from 1:00 to 5:00 PM Sunday. Admission is free.

Known worldwide for its collection of fossil vertebrates, the museum exhibits examples of the world-famous dinosaur footprints originally from Glen Rose, Texas. Other fossils on display are a thirty-five-foot Cretaceous mosasaur, a pterosaur with a forty-foot wingspan, reptiles and amphibians from the Permian period of the Paleozoic era, and remains of Ice Age mammals. The first-floor Hall of Geology features displays of dinosaurs and fossil animals, rocks, and minerals, as well as an on-site working paleontologist preparing fossil specimens and answering questions from visitors. The second floor showcases some of the museum's most prized and unusual specimens. The third floor features the contemporary native fauna of Texas, including many of the state's reptiles, birds, and mammals. The Biodiversity Hall on the fourth floor features a virtual reality exhibit, live-animal exhibits, and hands-on educational tools to help visitors learn about the living world around them.

Operating as divisions of the Texas Memorial Museum, but located at the Pickle Research Campus, are the Vertebrate Paleontology Laboratory, containing more than 150,000 fossil specimens and 6,000 recent vertebrate skeletons; the Nonvertebrate Paleontology and Paleobotany Collections, containing more than 4,000,000 specimens of fossil and modern invertebrates and fossil plants; and the Geological Collections (rocks, minerals, meteorites, and tektites) containing more than 60,000 specimens. The Division of Vertebrates holds approximately 600,000 specimens of fishes and 61,000 amphibians and reptiles. The Division of Invertebrates houses more than 335,000 specimens of insects, arachnids, and mollusks.

The museum is a research unit of the College of Natural Sciences and the home of the college's ichthyology, herpetology, and paleontology collections.
UNIVERSITY OF TEXAS PRESS

The University of Texas Press publishes thirteen journals and about ninety new books annually. The press specializes in a number of areas, including anthropology, Old and New World archaeology, art, architecture, classics, environmental studies, film and media studies, geography, language studies, literary modernism, Latin American/Latino/Mexican American/Middle Eastern/Native American studies, natural history and ornithology, regional books (Texas and the Southwest), and women’s studies. Books have been published under the University of Texas imprint since 1922, though the press was not established as a publishing organization until 1950. The imprint is controlled by a faculty advisory committee appointed by the president.

KUT RADIO

Established in 1958, KUT 90.5 FM is a 100,000-watt National Public Radio and Public Radio International affiliate licensed to the University and a charter member of National Public Radio. KUT’s mission is to be the most trusted radio source for news and music in Central Texas.

KUT, which derives 76 percent of its operating budget from listeners and businesses, delivers local and national programming that mirrors the nature of its audience. In addition to providing news from National Public Radio and Public Radio International, KUT is home to the national program Latino USA and to KUT News, producer of award-winning news programming, special features series, and documentaries that have been broadcast nationally.

KUT provides public radio service to Central and West Texas through KUT 90.5 FM in Austin and KUTX 90.1 FM in San Angelo and, universally, through streaming audio at http://www.kut.org/. In addition, KUT’s Studio 1-A serves as a production facility for live showcases of local and international musical groups on its local programs Eklektikos and LiveSet.

COMPUTING RESOURCES

INFORMATION TECHNOLOGY SERVICES

University students, faculty members, and staff members have access to a vast and constantly evolving array of centralized and distributed information and communications systems in support of instruction, scholarship, public service, and the administration and operation of the University. Information Technology Services (ITS), http://www.utexas.edu/its/, is the central organization that provides core computing, wired and wireless networking, videoconferencing, remote dial access, network directory, domain name and accurate network time, and information processing infrastructure, as well as a diverse set of services and support programs.

Access to information technology services is governed by University policies and Texas law. All students, faculty members, staff members, and other users are responsible for knowing and abiding by these regulations, published at http://www.utexas.edu/computer/policies/. To fulfill its mission, ITS management meets regularly with several advisory committees made up of students, faculty members, and staff members.
Although ITS is the largest provider of information technology resources, schools, colleges, and departments also offer significant services. An extensive list of information technology services is published at http://www.utexas.edu/computer/.

**FACILITIES**

*Student Microcomputer Facility, http://www.utexas.edu/smf/*. The Student Microcomputer Facility (SMF), located in the Flawn Academic Center, is a large computer lab with Macintosh and Dell computers, scanners, laser printers, color printers, and software for text processing, graphics, spreadsheets, and mathematical and statistical applications. All computers have access to e-mail and Internet resources.

*Help Desk, http://www.utexas.edu/its/help/*. Help Desk services are available by e-mail, by telephone, or on a walk-in basis. Staff members provide assistance with most computing questions and arrange individual referrals when necessary, either with expert systems consultants who specialize in Unix, Windows, and desktop and networking systems, or with expert applications consultants who specialize in statistical, mathematical, and desktop software applications, database management, Web publishing, and thesis and dissertation templates.

*Campus Computer Store, http://www.utexas.edu/its/store/*. The Campus Computer Store offers desktop and laptop computers, personal digital assistants, printers and other peripherals, software, and supplies at special academic prices. The store also distributes the Microsoft software covered under a multiyear Campus Enterprise Agreement, which enables students, faculty members, staff members, and departments to obtain Microsoft Office, Microsoft Windows upgrades, and other titles for the cost of the media (CDs) only.

*ID Center, http://www.utexas.edu/its/idcenter/*. The ID Center is responsible for creating ID cards and high-assurance electronic identities (UT EID) for students, faculty members, and staff members.

**SERVICES**

*CATV and satellite services, http://www.utexas.edu/its/video/*. The ITS video services group provides both broadcast and interactive programming on the campus in support of instructional, research, and administrative programs.

*Computer repair, http://www.utexas.edu/its/repair/*. ITS provides hardware maintenance and repair services for University departments and other academic units.

*Course management systems*. ITS provides infrastructure and consulting support for Blackboard, http://www.utexas.edu/academic/blackboard/.

*Disk storage, http://www.utexas.edu/its/disk/*. ITS provides disk storage for personal Web publishing, file storage, and file sharing on a variety of systems. A standard allocation is provided at no charge to all students, faculty members, and staff members in WebSpace, described below.

*E-mail*. Electronic mail, like postal mail, is a mechanism for official University communication to students. Policies on the use of e-mail for official communication are given in Appendix N, pages 235–236.
Anyone officially affiliated with the University may obtain a free e-mail address on the University Mailbox Service server, mail.utexas.edu, by registering at http://www.utexas.edu/its/umbs/. Anyone with a University EID may use Webmail, at https://webmail.utexas.edu, to access both University and off-campus e-mail servers using a Web browser. Information about using Webmail is given at http://www.utexas.edu/its/webmail/.

The Austin Exchange Messaging Service, http://www.utexas.edu/its/messaging/, provides integrated calendaring, task management, e-mail with virus protection, shared folders, and contacts. The service is designed primarily for employees and faculty members. Both mail.utexas.edu and austin.utexas.edu set automatic spam protection.

**IF accounts.** An individually funded (IF) account allows students, faculty members, and staff members to access campus computer labs and printers, to subscribe to UT Internet dial-up services (Telesys), and to pay for disk storage above the standard allocation. Accounts may be set up at http://www.utexas.edu/its/account/.

**Information Security Office, http://www.utexas.edu/its/iso/.** The Information Security Office (ISO) strives to educate, enlighten, and empower the University community to maintain a safe and secure computing environment for teaching, research, and public service. ISO’s charge is to protect the security, availability, confidentiality, and integrity of the University’s computing infrastructure and resources. ISO manages security risk; directs University security policy and standards creation; monitors and tests security, incident response, and security investigations; and assists technology managers with security management.

**Internet access.** Resnet (http://www.utexas.edu/its/resnet/) is the campus residential network that provides an Internet connection from an Ethernet port in University-owned residence halls. Telesys (http://www.utexas.edu/its/telesys/) is a high-speed modem system that provides dial-up access to the Internet and that allows full off-campus access to University computing resources. Wireless public access (http://www.utexas.edu/its/network/wireless/) to the campus network is available in many buildings and common areas across campus.

**IT documentation.** ITS publishes documentation and FAQs (http://www.utexas.edu/its/rack/) to help students, faculty members, and staff members use ITS-supported services and software.

**Mailing lists, http://www.utexas.edu/its/mailinglists/.** The electronic mailing list server, lists.cc.utexas.edu, supports eighteen hundred forums for teaching, collaboration, and entertainment.

**Printing, http://www.utexas.edu/its/printing/.** The Print Relay System (PRS) server enables remote printing at more than one hundred sites on campus, including computer labs, offices, and residence halls. IF accounts are required to use the PRS.

**Software Distribution and Sales, http://www.utexas.edu/its/sds/.** Software Distribution and Sales provides software bundles at reduced prices to departments, students, faculty members, and staff members. Eligibility to purchase software depends on the restrictions of each software license agreement. Also offered is BevoWare, a suite of Internet access and application software preconfigured for University users, including browsers, e-mail programs, firewall, secure shell and file transfer software, and virus protection.
Telephone services, http://www.utexas.edu/its/telephone/. ITS provides telephone and voice-related services for the campus, operating the main campus telephone switching system and offering telephone services for those in University residence halls and cooperative houses, including long distance, voice mail, and caller ID.

Training programs, http://www.utexas.edu/its/training/. ITS offers computer training courses on topics like Web publishing, the MS Office Suite, databases, and statistical applications. In-depth, hands-on courses are offered in conjunction with the Division of Continuing and Extended Education at the Thompson Conference Center for a nominal fee. Online handouts and tutorials are also available. Special learning opportunities for faculty members include technology seminars cosponsored by the Center for Teaching Effectiveness.

Usenet, http://www.utexas.edu/its/usenet/. The Usenet news server, usenet.utexas.edu, hosts about eighteen thousand newsgroups that carry postings on thousands of topics, many specific to Texas, Austin, and the University.

UT Direct, http://utdirect.utexas.edu. UT Direct is a personalized, customizable Web interface to University systems. It gives students, faculty members, and staff members with a UT EID access to information about their finances, status of library materials, registration, classes, and campus events.

WebSpace, http://webspace.utexas.edu/. All students, faculty members, and staff members have a free allocation of seventy-five megabytes of space on the WebSpace server. The space may be used for personal publishing, file storage, or file sharing. WebSpace files may be accessed with a standard browser, or the space may be mounted for use with most applications and for drag-and-drop file transfer.

TECHNICAL SUPPORT

In addition to services provided by the Help Desk, which is described above, the following support is offered.

On-Site Support, http://www.utexas.edu/its/us/. On-Site Support provides computing support and management services for desktop computers and servers in computing facilities and departmental networks. On-Site Support offers a broad range of extended support contracts directly to colleges, departments, and business units. Staff members can set up and administer a local computer support center in any site on campus. These centers can manage all aspects of information technology, including consulting, staff training, and server administration. ITS also offers student laboratory management contracts, including agreements for hiring, training, and maintaining student laboratories. Staff members are also available for periodic technical support, software installation, virus checks, and one-time or short-term support.

Staff technical position and contract programming, http://www.utexas.edu/its/eis/services/staffing.html. The Enterprise Information Systems division (EIS) helps departments fill information analyst, systems analyst, and senior systems analyst positions; many information analyst positions are filled through the ongoing EIS analyst training program. Departments may also contract with EIS for programming and analysis work, for help either with...
the daily workload of the department’s technical staff or with special projects. Some departments do not have a technical staff, relying on contracts with EIS for all of their programming and analysis needs.

**Web publishing support, [http://www.utexas.edu/teamweb/helpdesk/](http://www.utexas.edu/teamweb/helpdesk/).** TeamWeb provides consulting on Web development topics, such as HTML, graphics, site design, and accessibility, to any member of the University community.

**OTHER PROVIDERS OF INFORMATION TECHNOLOGY RESOURCES**

**Division of Instructional Innovation and Assessment, [http://www.utexas.edu/academic/diiia/](http://www.utexas.edu/academic/diiia/).** The Division of Instructional Innovation and Assessment (DIIA), offers services and lab facilities that promote, support, and integrate emerging technologies in learning, teaching, and research. DIIA is a faculty resource for assistance with Blackboard; eGradebook; and Ongoing Course Assessment (OCA), campus-wide course management software. The division provides consulting, online resources, and training workshops on the use of course management software, Web design and usability, interface design, instructional design, project management, multimedia tools, and production techniques. DIIA administers IITAP, the annual Innovative Instructional Technology Awards Program, and the -FAST Tex program, pairing faculty members and knowledgeable students to create project development teams. DIIA staff members also research and develop projects based on promising technologies and offer semester-long credit courses in interactive media, digital methods, multimedia production, and visual design for digital media. DIIA is a member of the New Media Consortium.

**Texas Advanced Computing Center, [http://www.tacc.utexas.edu/](http://www.tacc.utexas.edu/).** The Texas Advanced Computing Center (TACC) is one of the nation’s leading academic advanced computing centers. TACC provides high-performance computing, scientific visualization, and massive data storage/archival systems to enhance the capabilities of University faculty members, staff members, and students, and provides support services to assist researchers in using these systems most effectively. Through regional and national partnerships, including the TeraGrid, these resources and services are made available to the national academic research community. TACC staff members collaborate with researchers at the University and at other leading universities and laboratories to develop new computational technologies and techniques.

**THE UNIVERSITY OF TEXAS AT AUSTIN MARINE SCIENCE INSTITUTE**

The Marine Science Institute has laboratories and boat facilities on the Gulf of Mexico at Port Aransas, Texas. The resident staff and faculty members conduct basic and applied research and provide undergraduate and graduate instruction in marine science in cooperation with the Department of Marine Science. Master of Science in Marine Science and Doctor of Philosophy degree programs are available through the department; most thesis or dissertation research is conducted at the institute. An undergraduate program in marine and freshwater biology is offered through the School of Biological Sciences.
Founded in 1941, the institute is located in Port Aransas at the entrance of the main ship channel to Corpus Christi, with access to a wide variety of beach, bay, gulf shelf, and open gulf environments. These represent natural environments ranging from fresh to hypersaline waters, grass and mud flats, shell reefs, sand beaches, dune areas, and the surf zone. Facilities include a laboratory-classroom-office building, laboratory building with running seawater facilities, pier laboratory, physical plant building, dormitories and apartments, library/auditorium building, and dining hall. Special research facilities include a 103-foot research vessel (the R/V *Longhorn*), a 57-foot trawler (the R/V *Katy*), an airboat, and inboard/outboard and outboard utility boats; vehicles; walk-in environmental chambers; concrete experimental ponds; isotope facilities; specialized laboratory equipment; shops; a 5.25-acre marina; and a unit of the University Libraries that contains about eight thousand books and forty thousand bound journal volumes in marine science and related fields.

The Marine Science Institute also operates a mariculture research center. This 22,000-square-foot facility was deeded to the University by the National Marine Fisheries Service in 1987. The mariculture program is focused on finfish reproduction, growth, and harvesting. Other universities and state agencies participate in the mariculture research.

A visitor’s center is maintained and operated by the Marine Education Services and offers a visiting-class program for middle school, high school, and college science classes that hosts approximately ten thousand students each year. A series of teacher workshops designed to encourage the introduction of marine science topics and techniques into the curriculum for all subjects, from science to art and history, is organized to improve the proficiency of classroom teachers at all grade levels. The Visitor’s Center, open to the public Monday through Friday from 8:00 AM to 5:00 PM, also houses seven aquariums with typical Texas coastal habitats and numerous educational displays. The center is toured by approximately thirty thousand visitors each year. Tours for groups of fewer than thirty are available by request in advance.

Additional information may be obtained from the director, Marine Science Institute, Port Aransas, and at http://www.utmsi.utexas.edu/.

**THE HOGG FOUNDATION FOR MENTAL HEALTH**

The Hogg Foundation for Mental Health is located at Lake Austin Centre, 3001 Lake Austin Boulevard, three miles west of campus. Through its mental health programs, the foundation awards grants to community demonstration projects, funds research, provides communication services, and works with other organizations with similar interests. Established in 1940 through a bequest by Will C. Hogg, the foundation is also supported by gifts from members of the Hogg family and by gifts and grants from other individuals, foundations, and research agencies.

A national scientific policy advisory committee helps the foundation determine its future direction. In its work, the foundation operates as an integral part of the University, calling on faculty members and other professionals from the medical, behavioral, and social sciences, as well as education, nursing, and social work, to serve as consultants to communities and organizations and to agencies that have received Hogg Foundation grants.
Specific phases of the foundation’s work are carried on cooperatively with components of the University and with other universities and statewide organizations interested in the promotion and study of mental health. The foundation accepts proposals for services, research, and policy development in the field of mental health.

The foundation’s library houses the Regional Foundation Collection, a collection of materials related to grantsmanship, established through the cooperation of the Foundation Center of New York City. Open to the public, it is a noncirculating reference library containing the most current and comprehensive information available on private and corporate philanthropy, grantsmanship, and nonprofit management.

THE TERESA LOZANO LONG INSTITUTE OF LATIN AMERICAN STUDIES

Widely regarded as the best Latin American studies program in the country, the Teresa Lozano Long Institute of Latin American Studies (LLILAS) is the largest and oldest of the University's interdisciplinary programs. Established in 1940, the institute coordinates an extensive instructional program dealing with Latin American civilization and development at both the undergraduate and graduate levels and supports research on Latin American topics by faculty members and graduate students. Courses related to Latin American studies are offered in the College of Liberal Arts in the Departments of Anthropology, Economics, Government, History, Sociology, and Spanish and Portuguese. Graduate dual degree programs are available to combine Latin American studies with business administration, communication studies, community and regional planning, journalism, law, public affairs, and radio-television-film. Important work related to Latin America is also done by the Population Research Center, the Center for Mexican American Studies, and the Benson Latin American Collection. Latin American research occupies a significant place in several other colleges, particularly in the areas of fine arts, information studies, education, law, and architecture.

The institute has formal relationships with many institutions in Central and South America. Reciprocal exchanges exist between the institute and universities in Argentina, Brazil, Chile, Costa Rica, Mexico, and Peru. Affiliated agreements are maintained with institutions in Argentina, Belize, Bolivia, Brazil, Chile, Costa Rica, Cuba, the Dominican Republic, Ecuador, Mexico, Nicaragua, and Panama. The institute also has faculty-led agreements with Belize, Brazil, Guatemala, Mexico/Spain, and Venezuela. More information is given at the C-GEO Web site, http://www.utexas.edu/student/abroad/.

LLILAS has four visiting professorships: the Edward Larocque Tinker Chair in Latin American Studies, endowed by the Tinker Foundation, for distinguished Latin American scholars; the Rio Branco Professorship, funded by the Brazilian government through the Brazil Center of LLILAS, for distinguished Brazilian scholars; the Professorship in Western Hemispheric Trade, established by the United States Treasury, for specialists in hemispheric trade, investment, and development; and the Matias Romero Visiting Chair in Mexican Studies, under an agreement between the University and the Mexican Ministry of Foreign Affairs.
Throughout the year, the institute sponsors symposia and lectures by visiting and resident specialists; maintains a substantial publications program, including a book series copublished with the University of Texas Press; coordinates outreach for kindergarten through grade twelve; and offers public service activities to foster greater knowledge of Latin America around the state and the nation.

LLILAS also includes several area centers. Most recently created are the Argentine Studies Center, to facilitate scholarly exchange between Argentina and the University; the Center for Latin American Social Policy (CLASPO), to strengthen cooperation among those who study or work for the improvement of social conditions in Latin America; and the Center for Indigenous Languages of Latin America (CILLA), to promote research and training programs about indigenous languages, which form an important part of the society and culture of Latin America.

The institute also houses the Mexican Center, an office dedicated to developing and coordinating the extensive academic programs and activities focused on Mexico and carried out by University faculty members, students, and visiting Mexican scholars. The Mexican Center regularly organizes binational academic conferences on a variety of themes. Through its C.B. Smith fellowship program, the center offers travel scholarships for Mexican scholars to take advantage of the institute’s library resources.

Another division of the institute is the Brazil Center, which coordinates the work of Brazilianist faculty members and students on campus and links the University to institutions of higher education in Brazil. The division sponsors visiting lecturers, film festivals, workshops, and symposia focusing on Brazil and sponsors an annual Brazil Week.

The Center for Environmental Studies in Latin America (CESLA) incorporates all departments, programs, and faculty members involved in teaching, research, and service in areas related to environmental management in Latin America. Its primary functions are outreach, education, and research.

The institute houses the Latin American Network Information Center (LANIC) at http://lanic.utexas.edu/. LANIC’s objective is to facilitate access to Internet-based information on, from, and about Latin America. One of the primary functions of LANIC is the creation and maintenance of directories or guides to Internet-based resources in the field of Latin American studies. Since going online in 1992, LANIC has remained the most comprehensive and frequently used information system for Latin American studies on the Internet. Services include directories of resources, hosted databases and publications, joint projects, electronic publications, and special initiatives.

The institute is home to the Latin American Research Review (LARR), an interdisciplinary journal publishing original research and surveys of current research on Latin America and the Caribbean. LARR is the official journal of the Latin American Studies Association and is published by the University of Texas Press. More information is given at http://larr.lanic.utexas.edu/.
The institute is located in Sid Richardson Hall, near the Nettie Lee Benson Latin American Collection, one of the most comprehensive holdings of its kind in the world. Substantial demographic data pertaining to Latin America are found in the Population Research Center, while other supplementary information resources are located in the Perry-Castañeda Library and the Tarlton Law Library. The University’s holdings of modern Latin American art are outstanding, and the Photography Collection also contains photographic documentation of relevance to Latin Americanists. Additional information is available through the institute’s Web site, http://www.utexas.edu/cola/llilas/.
Appendix A

Residency Regulations

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting them, a student or prospective student is classified as a resident of Texas, a nonresident, or a foreign student. A person who has lived in the state under circumstances specified in these rules is eligible for classification as a resident. A citizen, a national, or a permanent resident of the United States who does not meet resident criteria is classified a nonresident. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as domicile while in this country is classified as a foreign student. An individual classified as a nonresident or foreign student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a nonresident or a foreign student. The Coordinating Board Rules and Regulations: Determining Residence Status are published at http://www.collegefortexans.com/residency/.

A student entering the University of Texas at Austin for the first time, or a student reentering the University after an absence of more than one semester, should carefully review the rules given in this appendix in order to be prepared to pay the required tuition fee. Information and advice regarding residency status is available from the Office of Admissions, (512) 475-7408 or (512) 475-7407.

STATE STATUTES

Chapter 54 of the Texas Education Code includes the following provisions affecting residency; after each statute, the Coordinating Board rules interpreting the statute are given. The statutes and rules given here are in effect for the academic year 2005–2006; revisions to chapter 54 approved by the Seventy-Ninth Legislature will take effect in 2006–2007. Students and applicants with residency questions who expect to be enrolled after 2005–2006 should visit the Coordinating Board’s Web site, http://www.collegefortexans.com/residency/. The board’s rules implementing the Legislature’s changes will be published there when they have been approved.

Statute:  Sec. 54.052(a)(1) and (2) In this subchapter “residence” means “domicile.” “Resided in” means “domiciled in.”

MINORS AND DEPENDENTS

Statute:  Sec. 54.052(a)(3) “Dependent” means an individual who is claimed as a dependent for federal income tax purposes by the individual’s parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers.

Sec. 54.052(c) An individual who is under eighteen years of age or is a dependent and who is living away from his family and whose family resides in another state or has not resided in Texas for the twelve-month period immediately preceding the date of registration shall be classified as a nonresident student.
Sec. 54.052(d) An individual who is eighteen years of age or under or is a dependent and whose family has not resided in Texas for the twelve-month period immediately preceding the date of registration shall be classified as a nonresident student, regardless of whether he has become the legal ward of residents of Texas or has been adopted by residents of Texas while he is attending an educational institution in Texas, or within a twelve-month period before his attendance, or under circumstances indicating that the guardianship or adoption was for the purpose of obtaining status as a resident student.

Sec. 54.052(h) An individual who has come from outside Texas and registered in an educational institution before having resided in Texas for a twelve-month period immediately preceding the date of registration is entitled to pay the tuition fee and other fees required of Texas residents if the individual or a member of his family has located in Texas as an employee of a business or organization that became established in this state as part of the program of state economic development and diversification authorized by the constitution and laws of this state and if the individual files with the Texas institution of higher education at which he registers a letter of intent to establish residency in Texas.

Sec. 54.055 An individual who is eighteen years of age or under or is a dependent and whose parents were formerly residents of Texas is entitled to pay the resident tuition fee following the parents' change of legal residence to another state, as long as the individual remains continuously enrolled in a regular session in a state-supported institution of higher education.

Residence of a minor or dependent. Residency of a minor or dependent is based on one of the following circumstances:

1. The residence of the parent who has custody at the time of enrollment (upon divorce of parents);
2. The residence of the parent who has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment; or
3. The residence of the parent with whom the dependent has resided for the twelve months prior to enrollment.

Custody by court order. If the custody of a minor has been granted by court order (e.g., divorce decree, child custody action, guardianship, or adoption proceedings) to some person other than the parent, the residence of that person will control provided that such grant of custody was not ordered during or within one year prior to their enrollment in an institution of higher education (defined as any public junior college, public senior college or university, public health science center, or Texas State Technical Institute) and was granted under circumstances indicating that such guardianship was not for the purpose of obtaining status as a resident student.

If the minor is not residing with either parent and there is no court-appointed guardian, the residence of the parent with whom the minor last resided will be presumed to control. The residence of a person other than a parent or court-appointed legal guardian who may furnish funds for payment of tuition, fees, or living expenses will in no way affect the residence classification of a minor.

Abandoned child. In the case of an abandoned child, the residence of a person who has stood in loco parentis for a period of time may determine the residence classification. The fact of abandonment must be clearly established and must not have been for the purpose of affecting the residence of the minor. Also, the minor must have actually resided in the home of such person for two years immediately prior to enrolling in a public institution of higher education in Texas, and such person must have provided substantially all of the minor's support. In the event that the in loco parentis relationship has not existed for the full two-year period, a lesser period of time is acceptable in unusual hardship cases, such as the death of both parents.

Orphans. Orphans who have lived for longer than a year in an established orphans' home in Texas operated by a fraternal, religious, or civic organization and have been graduated from the orphans' home will be considered residents of Texas provided they reside in Texas from the time of their graduation until they enter an institution of higher education.

Emancipation. Under certain circumstances, minors may become emancipated or free from parental control. If their parents have ceased to exercise parental control and responsibility, if they are responsible for all of their own decisions and affairs, and if they are not dependent on their parents, minors may establish emancipation. If emancipation is clearly proved, the residence classification of minors is determined by their own residence rather than the residence of the parents. After twelve months in Texas under such circumstances, minors may be classified as residents if they otherwise satisfy the statutory requirements applicable to those over eighteen. Proof of emancipation is the responsibility of the minor.
Married minors. Minors who are married have the power and capacity of single persons of full age.

Dependents whose parents move to another state or foreign country and no longer claim residence in Texas. If both of the parents of dependents who have been enrolled as resident students move their residence to another state or foreign country, the dependents shall be classified as nonresidents at all subsequent registration periods. Under the provisions of Texas Education Code section 54.055, although classified as nonresidents, the minors will be entitled to pay the resident tuition fee as long as they remain continuously enrolled in a state-supported institution of higher education. Such dependent students must enroll for the next available fall or spring semester immediately following the parents’ change of legal residence to another state.

When the parents of dependents who have established their legal residence in another state or foreign country return and reestablish their legal residence in Texas, the dependents must continue to be classified as nonresidents until the first registration after the parents have resided in the state for a twelve-month period.

Dependents whose parents move to another state or foreign country but continue to claim Texas residence. If both of the parents of dependents move to another state or foreign country, or reside outside the state or in a foreign country at the time the dependents enroll in a state-supported institution of higher education, but claim residence in Texas, conclusive evidence must be presented that the parents are still claiming legal residence in the State of Texas and that they have the present intent to return to the state. A certificate from the employer of the parents that the move outside the state was temporary, generally less than five years, and that there are definite plans to return the parents to Texas by a determinable future date will be considered in this connection.

Persons who resided in Texas for at least five years prior to moving from the state, and who have returned to the state for residence purposes before having resided out of the state for a year, will be classified as residents. The parent(s) of dependents must return to the state to live in order for the dependent to be considered a resident.

INDIVIDUALS OVER EIGHTEEN

Statute: Sec. 54.052(e) An individual who is eighteen years of age or over who has come from outside Texas and who is gainfully employed in Texas for a twelve-month period immediately preceding registration in an educational institution shall be classified as a resident student as long as he continues to maintain a legal residence in Texas.

Sec. 54.052(f) An individual who is eighteen years of age or over who resides out of the state or who has come from outside Texas and who registers in an educational institution before having resided in Texas for a twelve-month period shall be classified as a nonresident student.

Sec. 54.052(g) An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

Sec. 54.052(h) An individual who has come from outside Texas and registered in an educational institution before having resided in Texas for a twelve-month period immediately preceding the date of registration is entitled to pay the tuition fee and other fees required of Texas residents if the individual or a member of his family has located in Texas as an employee of a business or organization that became established in this state as part of the program of state economic development and diversification authorized by the constitution and laws of this state and if the individual files with the Texas institution of higher education at which he registers a letter of intent to establish residency in Texas.

Sec. 54.054 A nonresident student classification is presumed to be correct as long as the residence of the individual in the state is primarily for the purpose of attending an educational institution. After residing in Texas for at least twelve months, a nonresident student may be reclassified as a resident student as provided in the rules and regulations adopted by the Texas Higher Education Coordinating Board. Any individual reclassified as a resident student is entitled to pay the tuition fee for a resident of Texas at any subsequent registration as long as he continues to maintain his legal residence in Texas.

Establishment of residence. Independent individuals eighteen years of age or over who move into the state and who are gainfully employed within the state for a period of twelve months prior to enrolling in an institution of higher education are entitled to classification as residents. An individual who is self-employed or employed as a homemaker within the home may be considered gainfully employed for tuition purposes. If such twelve
months' residence, however, can be shown not to have been for the purpose of establishing legal residence in the state but to have been for some other purpose, the individuals are not entitled to be classified as residents. Students enrolling in an educational institution prior to having resided in the state for twelve months immediately preceding enrollment will be classified as nonresidents for tuition purposes.

If the parents or legal guardians of an individual eighteen years of age or older move out of state and continue to claim the individual as a dependent for tax purposes, the individual continues to have the residence of the parents or guardians. If the individual remains in Texas, he or she may claim residency for tuition purposes as an independent student after twelve months have passed from the end of the last calendar year in which the parents or guardians claimed the student as a dependent.

Retention of residence. If the parents of an individual eighteen years of age or older move out of the state and immediately cease claiming the student as a dependent for federal tax purposes, the individual may retain his or her claim to Texas residency for tuition purposes if he or she remains in Texas and begins filing federal income tax returns as an independent student.

Reestablishment of residence. Persons who resided in Texas for at least five years prior to moving from the state, and who have returned to the state for residence purposes before having resided out of the state for a year, will be classified as residents. The parent(s) of dependents must return to the state to live in order for the minor or the dependent to be considered a resident.

Economic development and diversification employees. An individual who has come from outside Texas and registered in a Texas public higher education institution before having resided in Texas for a twelve-month period immediately preceding the date of registration, and the dependents of that individual, are entitled to pay the tuition fee and other fees required of Texas residents if the individual has located in Texas as an employee of a business or organization within five years of the date that such business or organization became established in this state as part of the program of state economic development and diversification authorized by the constitution and laws of this state, if the individual files with the Texas institution of higher education at which the individual registers, a letter of intent to establish residency in Texas. If the spouse or dependent child of an individual transferred to Texas under conditions qualifying the family for the Economic Development and Diversification waiver of nonresident tuition enrolls in a Texas institution of higher education prior to the physical relocation of the family, the spouse or child may receive the waiver if he or she provides the institution proof from the employer of their intent and expectation of the family's relocation to Texas prior to the end of the semester in which the waiver is granted. Continuation of the waiver for a second term depends on written proof from the employer that the family has moved to the state as expected.

Reclassification. Persons classified as nonresident students upon first enrollment in an institution of higher education are presumed to be nonresidents for the period during which they continue as students. If such nonresident students withdraw from school and reside in the state while gainfully employed for a period of twelve months, upon reentry into an institution of higher education they will be entitled to reclassification as residents for tuition purposes if other evidence indicates they have established domicile in the state of Texas. Accumulations of summer and other vacation periods do not satisfy this requirement. Reclassification to residence status after residing in the state for twelve months cannot be based solely upon the students' or the students' spouses' employment, registration to vote, registration of a motor vehicle and payment of personal property taxes thereon, or the securing of a Texas driver's license. The presumption of a "nonresident" is not a conclusive presumption, however, and other facts may be considered to determine if the presumption has been overcome. Material to this determination are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state. Such facts may include, but are not limited to, the length of residence and full-time employment prior to registering in the institution, the fact of full-time employment and nature of such employment while a student, presence in the state as part of a household transferred to Texas by an employer or as part of a household moved to the state to accept employment offered in Texas, purchase of a homestead with substantial down payment, or dependency upon a parent or guardian who has resided in Texas for at least twelve months immediately preceding the student's registration. All of these facts are weighed in light of the fact that a student's residence while in school is primarily for the purpose of education and not to establish residence, and that decisions of an individual as to residence are generally made after the completion of an education and not before. Students classified as nonresident students will be considered to retain that status until they make written application for reclassification in the form prescribed by the institution and are
officially reclassified in writing as residents of Texas for tuition and admission purposes by the proper administrative officers of the institution. Application for reclassification must be submitted prior to the twelfth class day in the fall and spring semesters and the fourth class day in the summer session.

**Loss of residence.** Persons who have been attending Texas public institutions of higher education as residents and who move out of state will be classified as nonresidents immediately upon leaving the state, unless the move is temporary (generally less than five years) and residence has not been established elsewhere. Conclusive evidence must be provided by the individuals supporting their present intent to return to the state. Among other things, a certificate from the employer that the move outside the state is temporary and that a definite future date has been determined for return to Texas may qualify as proof of the temporary nature of the time spent out of state. Internship programs as part of the academic curriculum that require the student to return to the school may qualify as proof of the temporary nature of the time spent out of state.

**MARRIED STUDENTS**

Statute: Sec. 54.056  A student who is a resident of Texas and who marries a nonresident is entitled to pay the resident tuition fee as long as the student does not adopt the legal residence of the spouse in another state.

Marriage of a Texas resident to a nonresident does not jeopardize the former’s right to pay the resident tuition rate unless the resident has taken steps to claim the out-of-state residence of his or her spouse. A nonresident who marries a resident must establish his or her own residency by meeting the standard requirements (see “Individuals over Eighteen”).

**MILITARY PERSONNEL AND VETERANS AND COMMISSIONED OFFICERS OF THE PUBLIC HEALTH SERVICE**

Statute: Sec. 54.058(a)  Military personnel are classified as provided by this section.

(b) A person who is an officer, enlisted person, selectee, or draftee of the Army, Army Reserve, Army National Guard, Air National Guard, Air Force, Air Force Reserve, Navy, Navy Reserve, Marine Corps, Marine Corps Reserve, Coast Guard, or Coast Guard Reserve of the United States, who is assigned to duty in Texas, and the spouse and children of such an officer, enlisted person, selectee, or draftee, are entitled to register in a state institution of higher education by paying the tuition fee and other fees or charges required of Texas residents, without regard to the length of time the officer, enlisted person, selectee, or draftee has been assigned to duty or resided in the state. However, out-of-state Army National Guard or Air National Guard members attending training with Texas Army or Air National Guard units under National Guard Bureau regulations may not be exempted from nonresident tuition by virtue of that training status nor may out-of-state Army, Air Force, Navy, Marine Corps, or Coast Guard Reserves training with units in Texas under similar regulations be exempted from nonresident tuition by virtue of that training status. It is the intent of the legislature that only those members of the Army or Air National Guard or other reserve forces mentioned above be exempted from nonresident tuition by virtue of that training status. It is the intent of the legislature that only those members of the Armed Forces of the United States who has been assigned to duty elsewhere immediately following assignment to duty in Texas is entitled to pay the tuition fees and other fees or charges provided for Texas residents as long as the spouse or child resides continuously in Texas.

(c) The spouse or child of a member of the Armed Forces of the United States who has been assigned to duty elsewhere immediately following assignment to duty in Texas is entitled to pay the tuition fees and other fees or charges provided for Texas residents as long as the spouse or child resides continuously in Texas.

(d) A spouse or dependent child of a member of the Armed Forces of the United States, who is not assigned to duty in Texas but who has previously resided in Texas for a six-month period, is entitled to pay the tuition fees and other fees and charges provided for Texas residents for a term or semester at a state institution of higher education if the member:

1. at least one year preceding the first day of the term or semester executed a document with the applicable military service that is in effect on the first day of the term or semester and that:
   (A) indicates the member’s permanent residence address is in Texas; and
   (B) designates Texas as the member’s place of legal residence for income tax purposes;
2. has been registered to vote in Texas for the entire year preceding the first day of the term or semester; and
(3) satisfies at least one of the following requirements:

(A) for the entire year preceding the first day of the term or semester has owned real property in Texas and in that time has not been delinquent in the payment of any taxes on the property;

(B) has had an automobile registered in Texas for the entire year preceding the first day of the term or semester; or

(C) at least one year preceding the first day of the term or semester executed a will that has not been revoked or superseded indicating that the member is a resident of this state and deposited the will with the county clerk of the county of the member's residence under Section 71, Texas Probate Code.

(e) A Texas institution of higher education may charge to the United States government the nonresident tuition fee for a veteran enrolled under the provisions of a federal law or regulation authorizing educational or training benefits for veterans.

(f) The spouse or child of a member of the Armed Forces of the United States who dies or is killed is entitled to pay the resident tuition fee if the spouse or child becomes a resident of Texas within sixty days of the date of death.

(g) If a member of the Armed Forces of the United States is stationed outside Texas and the member's spouse or child establishes residence in Texas by residing in Texas and by filing with the Texas institution of higher education at which the spouse or child plans to register a letter of intent to establish residence in Texas, the institution of higher education shall permit the spouse or child to pay the tuition, fees, and other charges provided for Texas residents without regard to length of time that the spouse or child has resided in Texas.

(i) A former member of the Armed Forces of the United States or the former member's spouse or dependent child is entitled to pay the tuition fees and other fees or charges provided for Texas residents for any term or semester at a state institution of higher education that begins before the first anniversary of the member's separation from the Armed Forces if the former member:

(1) has retired or been honorably discharged from the Armed Forces; and

(2) has complied with the requirements of subsection (d).

(j) A member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States who is entitled to pay tuition and fees at the rate provided for Texas residents under another provision of this section while enrolled in a degree or certificate program is entitled to pay tuition and fees at the rate provided for Texas residents in any subsequent term or semester while the person is continuously enrolled in the same degree or certificate program. For purposes of this subsection, a person is not required to enroll in a summer term to remain continuously enrolled in a degree or certificate program. The person's eligibility to pay tuition and fees at the rate provided for Texas residents under this subsection does not terminate because the person is no longer a member of the Armed Forces of the United States or the child or spouse of a member of the Armed Forces of the United States.

Legal residence—general rule. Persons in military service and commissioned Public Health Service officers are presumed to maintain during their entire period of active service the same domicile that was in effect at the time of entering the service. Persons stationed in a state by the military or Public Health Service are presumed not to establish a domicile in that state because their presence is not voluntary but under military or Public Health Service orders.

Change of domicile while in the service. It is possible for members of the military service or Public Health Service to abandon the domicile of original entry into the service and to select another, but to show establishment of a new domicile during the term of active service there must be clear and unequivocal proof of such intent, including evidence of abandonment of domicile of original entry, evidence of establishment of domicile in Texas, and proof that Texas has remained the individual's domicile when stationed outside of Texas after having established Texas as his or her domicile.

Abandonment of domicile of original entry is evidenced by the establishment of a domicile in Texas. Establishment of a domicile in Texas requires twelve consecutive months assignment to the state, during which the military member must simultaneously file the appropriate documentation to change his or her military records to reflect Texas as the state of legal residence. Other actions may be considered in determining whether a domicile has been established in Texas. If four of the following actions have been taken by the military member at least twelve months immediately prior to the date of enrollment and continue to be in effect, the member has established a domicile in Texas:
(1) purchasing a residence and claiming it as a homestead,
(2) registering to vote and voting in local elections,
(3) registering automobiles in Texas and paying personal property taxes thereon,
(4) maintaining a Texas driver’s license,
(5) maintaining checking accounts, savings accounts, safe deposit boxes in Texas,
(6) having wills or other legal documents that indicate residence in Texas,
(7) having membership in professional organizations or other state organizations, and/or
(8) establishing a business in Texas.

To prove that Texas has remained as his or her domicile when stationed outside of Texas, an individual must provide evidence that he or she was a Texas resident upon entry into the service and that Texas continues to be his or her state of record with the military. If he or she has established a domicile in Texas while in the service, in accordance with Texas Education Code section 54.508(d), the member must currently meet at least three of the following criteria to qualify to pay the resident tuition rate at a public institution of higher education:

(1) owning a residence in Texas and claiming it as a homestead,
(2) registering to vote and voting in Texas elections,
(3) registering automobiles in Texas and paying personal property taxes thereon,
(4) maintaining checking accounts, savings accounts, safe deposit boxes in Texas,
(5) maintaining a Texas driver’s license, and/or
(6) having wills or other legal documents that indicate residence in Texas.

Eligibility for waiver of nonresident tuition. Subsection (b) provides that military personnel assigned to duty within the state of Texas, their spouses, and their dependent children will be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay the resident tuition fees, such military personnel must submit at the time of each registration a statement from their commanding officers or personnel officers certifying that they are then assigned to duty in Texas and that same will be in effect at the time of such registration in an institution of higher education. The same provision also applies to commissioned Public Health Service officers and their dependents. This subsection also provides that nonresident members of an out-of-state National Guard unit who are temporarily training with a Texas National Guard unit will not be entitled to pay the resident tuition.

Status of dependents of those reassigned out-of-state. Subsection (c) provides that if they reside continuously in the state of Texas, the spouses and dependent children of members of the armed forces previously assigned to active duty in Texas, but reassigned to duty outside the state of Texas may pay resident tuition rates. This provision also applies to commissioned Public Health Service officers and their dependents.

Status of dependents of those who die while in service. Subsection (f) provides that members of the immediate family (which includes spouses or dependent children) of members of the armed forces who die while in military service may qualify to pay the resident tuition if they become residents of Texas within sixty days of the date of death. To qualify under this provision, the students must submit to the institution of higher education satisfactory evidence establishing the date of death and residence in Texas. This provision also applies to commissioned Public Health Service officers and their dependents.

Status of dependents of those stationed in out-of-state locations. Subsection (g) provides that the spouses and dependent children of members of the armed forces who are assigned to duty outside the state of Texas may be entitled to pay the resident tuition if they reside in Texas and file with the public institution of higher education at which a child or spouse plans to register a letter of intent, an affidavit, or other evidence satisfactory to the institution stating they intend to become permanent residents of Texas. This provision also applies to commissioned Public Health Service officers and their dependents.

Nonresidents attending college under federal benefits programs for veterans. Subsection (e) provides that the institution of higher education may charge the nonresident tuition fee for nonresident veterans to the United States government under the provisions of any federal law or regulation authorizing educational or training benefits for veterans.

Residence classification upon separation from the military or Public Health Service. A former member of the U.S. armed forces or the former member’s spouse or dependent child is entitled to pay the tuition fees and other fees or charges provided for Texas residents for any term or semester at a public institution of higher education that begins before the first anniversary of the member’s separation from the armed forces if the former member has retired or been honorably discharged from the armed forces and has complied with the requirements of Texas Education Code section 54.058(d).
**Students enrolled in ROTC programs.** A nonresident student who is a member of an ROTC unit will be required to pay nonresident tuition rates until such time the student has signed a contract which cannot be terminated by the student and which obligates the student to serve a period of active military duty.

**TEACHERS, PROFESSORS, AND THEIR DEPENDENTS**

Statute: Sec. 54.059  A teacher or professor of an institution of higher education, and the spouse and children of such a teacher or professor, are entitled to register in an institution of higher education by paying the tuition fee and other fees or charges required for Texas residents without regard to the length of time the teacher or professor has resided in Texas. A teacher or professor of an institution of higher education and the teacher's or professor's family are entitled to the benefit of this section if the teacher or professor is employed at least one-half time on a regular monthly salary basis by an institution of higher education.

Teachers and professors employed at least half time on a regular monthly salary basis (not hourly employees) by any Texas public institution of higher education, with an effective date of employment on or before the twelfth class day of a regular semester or the fourth class day of a summer term and an ending date of employment no earlier than the last official class day, may pay the same tuition as a resident of Texas for themselves, their spouses, and their dependent children, regardless of the length of residence in the state. This provision applies to eligible teachers and professors and their dependents no matter which public institution they might attend. To be entitled to pay the resident tuition fees, such employees must submit a request form which has been certified by the employee, the employing department, and the student. This form should be submitted to the special billing section of the Accounting Office prior to each registration.

**STUDENTS EMPLOYED AS TEACHING OR RESEARCH ASSISTANTS**

Statute: Sec. 54.063  A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

Teaching assistants (including assistant instructors) or research assistants employed at least half time on a regular monthly salary basis (not hourly employees) by any publicly supported Texas institution of higher education in positions that relate to their degree programs, with an effective date of employment on or before the twelfth class day of a regular semester or the fourth class day of a summer term and an ending date of employment no earlier than the last official class day, may pay the same tuition as a resident of Texas for themselves, their spouses, and their dependent children, regardless of the length of residence in the state. The institution that employs the students will determine whether or not the students’ jobs relate to their degree programs. Also, students may qualify for exemption from nonresident tuition for the entire summer session on the basis of eligible employment for one or more summer terms. This provision applies to eligible teaching assistants, research assistants, and their dependents no matter which Texas institution of higher education they may attend. To be entitled to pay the resident fees, students must submit a request form which has been certified by the student, the employing department, and the academic dean. This form should be submitted to the special billing section of the Accounting Office prior to each registration.

**APPEALS TO THE TEXAS HIGHER EDUCATION COORDINATING BOARD**

In the event two or more Texas public institutions of higher education determine a different residency status for members of the same family with identical evidence of residency currently enrolled at each institution, the individuals who were the subject of the residency determination may appeal the unfavorable decision to the commissioner of higher education. Before making an appeal to the commissioner, the student classified as a nonresident must exhaust all appeal processes available at the institutional level. A decision by the commissioner as to one family member's residency status will apply to each family member with identical evidence of residency at any institution of higher education he or she attends.
SCHOLARSHIP RECIPIENTS

Statute: Sec. 54.064(a) A student who holds a competitive scholarship of at least $1,000 for the academic year or summer for which the student is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the board.

Sec. 54.064(b) The total number of students at an institution paying resident tuition under this section for a particular semester may not exceed 5 percent of the total number of students registered at the institution for the same semester of the preceding academic year.

Competitive scholarship recipients. To qualify for exemption from paying out-of-state tuition rates, a student must be awarded a competitive scholarship in the amount of $1,000 or more for the academic year, the summer session, or both by an official scholarship committee, or committees, of the public institution of higher education the student is attending. If nonresidents or foreign students, in competition with other students, including Texas residents, obtain these competitive scholarships, the students may pay the same tuition as a resident of Texas during the registration period in which these scholarships are in effect. At the time the competitive scholarship is awarded, the institution must designate the term or terms in which the scholarship will be in effect.

An institution will not waive nonresident tuition on the basis of competitive scholarships for more than 5 percent of its total enrollment in the corresponding semester or term of the previous academic year. If the recipient of the scholarship is concurrently enrolled at more than one institution, the waiver of nonresident tuition is only effective at the institution awarding the scholarship.

FOREIGN STUDENTS

Statute: Sec. 54.057(a) An alien who is living in this country under a visa permitting permanent residence or who has applied to or has a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law has the same privilege of qualifying for resident status for tuition and fee purposes under this subchapter as has a citizen of the United States.

Sec. 54.057(b) A nonimmigrant alien who resides in this state in accordance with the Agreement between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces (4 U.S.T. 1792) and the spouse or children of such an alien are residents for tuition and fee purposes under this code.

Eligible aliens. Aliens living in the United States under a visa permitting permanent residence, aliens who are permitted by Congress to adopt the United States as their domicile while they are in this country, and aliens who have filed with the proper federal immigration authority a declaration of intent to become a citizen of the United States have the same privilege of qualifying for Texas resident status for tuition purposes as do citizens of the United States. The Immigration and Naturalization Service has identified the following categories of foreign students as being eligible to establish domicile in the United States. However, if an individual provides proof from the United States Department of Justice or Immigration and Naturalization Service that the visa he or she holds has granted eligibility to establish a domicile in the United States, such individuals may be granted the same privileges in establishing Texas residency for tuition purposes: holders of visas with A-1, A-2, A-3, F-1, F-2, G-1, G-2, G-3, G-4, G-5, H-1B, H-4 dependents of H-1B holders, I-1, K-1, K-2, K-3, K-4, L-1A, L-1B, L-2, N-8, N-9, NATO visas 1–7, O-1, O-3 dependents of O-1 holders, R-1, R-2, T-1, T-2, T-3, T-4, U-1, U-2, U-3, U-4, V-1, V-2, and V-3 classifications; and individuals classified by the Immigration and Naturalization Service as refugees, asylees, parolees, persons holding Temporary Protected Status, spouses and children with approved petitions under the Violence Against Women’s Act, special agriculture workers, conditional permanent residents holding I-551 cards that have not expired, temporary residents holding I-688 cards that have not expired, and persons holding I-485 status. A declaration of intent to become a citizen may only be filed by permanent residents, aliens holding I-688 cards that have not expired, aliens admitted as refugees, and aliens granted asylum. Students holding I-688A and I-688B cards are not eligible to establish domicile in the United States.
A foreign individual who enters a Texas institution of higher education in fall 2001 or later is a resident of Texas if he or she  
1. Attended a public or private high school while residing at least a part of that time with a parent or legal guardian;  
2. Graduated from the high school or received the equivalent of a high school degree in Texas;  
3. Resided in Texas for at least three (3) consecutive years as of the date he or she graduated from high school or received the equivalent of a high school degree;  
4. Registers as an entering student no earlier than fall 2001; and  
5. Provides his or her college an affidavit that he or she intends to file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.  

An individual who enters the state under a visa that does not allow the establishment of a domicile and who obtains permanent resident status while in Texas may not be reclassified for tuition purposes until he or she has been granted permanent resident status and has resided in Texas a minimum of twelve consecutive months from the date on which he or she applied for permanent resident status.  

Family unity program. A noncitizen residing in Texas under the Immigration and Naturalization Service's (INS) Family Unity Program may qualify to pay the resident tuition rate. A noncitizen is eligible to apply for benefits under the Family Unity Program if he or she entered the United States on or before May 5, 1988, has been residing in the United States since that date and was the spouse or unmarried child of a legalized alien as of that date and continues to be so. An individual proving his or her eligibility should provide an institution two Immigration and Naturalization Service forms I-797, one which indicates an INS-approved “Application for Voluntary Departure under the Family Unity Program,” and the other which must indicate either an INS-approved “Immigration Petition for Relative” or a “Visa Petition for Spouse.” Since INS may cancel eligibility for the Family Unity Program at any time, higher education institutions must confirm the student's current INS status each time he or she registers. To comply with the provisions of the Family Unity Program and qualify to pay resident tuition rates at Texas institutions, the parent or spouse must have established a domicile in the state of Texas.  

NATO forces stationed in Texas. Nonresident aliens stationed in Texas in keeping with the agreement between the parties to the North Atlantic Treaty regarding status of forces, their spouses, and dependent children are entitled to pay the same tuition rate at public institutions of higher education as residents of Texas.  

BENEFICIARIES OF THE TEXAS GUARANTEED TUITION PLAN  

Sec. 54.621(c) Notwithstanding section 54.052(d), the tuition and required fees charged by an institution of higher education for semester hours and fees that are paid for by a prepaid tuition contract shall be determined as if the beneficiary of that contract were a resident student.  

The tuition and required fees charged by an institution of higher education for semester hours and fees that are paid for by a prepaid tuition contract shall be determined as if the beneficiary of that contract is a resident student. If a student is a nonresident, any tuition and fees not paid by the contract will be assessed at the nonresident rate.  

STUDENT RESPONSIBILITIES  

Oath of residency. Sec. 54.0521, Texas Education Code, provides for an oath of residency. The student is responsible for registering under the proper residence classification and for providing documentation as required by the public institution of higher education. If there is any question as to right to classification as a resident of Texas it is the student’s obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as a part of the admission procedure. If the student’s classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action.  

RECLASSIFICATION  

Application for reclassification. Students classified as nonresident students will be considered to retain that status until they make written application for reclassification in the form prescribed by the institution and are officially reclassified in writing as residents of Texas by the proper administrative officers of the institution.
Reclassification as a nonresident. Persons who have been classified as residents of Texas will be reclassified as nonresident students whenever they report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students will be reclassified as nonresidents and will be required to pay the difference between resident and nonresident tuition for those semesters in which they were erroneously classified.

Reclassification as a resident. If students have been erroneously classified as nonresident students and subsequently prove to the satisfaction of the appropriate officials of an institution of higher education that they should have been classified as resident students, they will be reclassified as residents of Texas and will be entitled to a refund of the difference between the resident and nonresident fees for the semesters in which they were erroneously classified. Normally, the refund must be requested and substantiated during the current term.

PENALTIES

Statute: Sec. 54.053 The governing board of each institution required by this chapter to charge a nonresident tuition or registration fee is subject to the rules, regulations, and interpretations issued by the Texas Higher Education Coordinating Board for the administration of the nonresident tuition provisions of this subchapter. The rules, regulations, and interpretations promulgated by the Coordinating Board shall be furnished to the presidents or administrative heads of all Texas public senior and junior colleges and universities.

Sec. 54.061 The governing board of an institution of higher education may assess and collect from each nonresident student who fails to comply with the rules and regulations of the board concerning nonresident fees a penalty not to exceed $10 a semester.

Student compliance with institutional rules and regulations. Each public institution of higher education has been authorized by statute to assess and collect from nonresident students failing to comply with the provisions of the tuition statute and with these interpretations concerning nonresident fees a penalty not to exceed $10 a semester. In addition, if students have obtained residence classification by virtue of deliberate concealment of facts or misrepresentation of fact, they may be subject to appropriate disciplinary action in accordance with the rules and regulations that may be adopted by the governing boards of the respective institutions of higher education.

UNIVERSITY REGULATIONS

Effect of absence from the University. Every student returning to the University after an absence of more than one semester is required to file a residence questionnaire on a form available from the Office of Admissions.
ATHLETIC ACTIVITIES
The University is a member of the National Collegiate Athletic Association and the Big Twelve Conference and in matters involving intercollegiate athletics is bound by the restrictions contained in the constitutions and bylaws of these organizations.

Intercollegiate athletics for men. The University fields men’s intercollegiate athletic teams in baseball, basketball, cross country, football, golf, indoor and outdoor track and field, swimming and diving, and tennis. These sports are administered by the Department of Intercollegiate Athletics for Men, which reports to the vice president for institutional relations and legal affairs.

Intercollegiate athletics for women. The University fields women’s intercollegiate athletic teams in basketball, cross country, golf, rowing, soccer, softball, swimming and diving, tennis, indoor and outdoor track and field, and volleyball. These sports are administered by the Department of Intercollegiate Athletics for Women, which reports to the vice president for institutional relations and legal affairs.

The Intercollegiate Athletics Councils. The Intercollegiate Athletics Council for Men and the Intercollegiate Athletics Council for Women provide advice on relevant issues to the respective departments, the vice president, and the president. Each council is composed of (a) two students, appointed by the chief administrative officer of the University to one-year terms which begin at the start of the fall semester, as follows: one student to serve a one-year term as student member–elect and one student to serve a one-year term as student member. The student member–elect shall in all cases succeed the student member by automatic appointment of the president unless a majority of the council advises the president that the student member–elect has failed to attend at least half of the council meetings; (b) one former student appointed by the Texas Exes to a one-year term which begins at the start of the fall semester; (c) two individuals appointed by the Board of Regents to four-year staggered terms with appointments beginning at the start of the fall semester in the appropriate even-numbered year; (d) one voting member of the General Faculty who does not hold any administrative position, appointed by and serving at the pleasure of the chief administrative officer as a member and chair of the council for an indefinite term; (e) four members of the General Faculty appointed by the chief administrative officer of the University to four-year staggered terms, with one such faculty member appointed each year and with the term beginning at the start of the appropriate fall semester. Each council member serves until his or her successor is appointed, and each member may be reappointed to one or more additional terms.
The Equity in Athletics Disclosure Act, an amendment to the 1994 Improving America’s Schools Act, requires certain coeducational institutions of higher education to prepare annually and make available a report on participation rates, financial support, and other information on men’s and women’s intercollegiate athletic programs. To review the report, submit a request to the custodian of records in the Office of the Vice President and Chief Financial Officer.

Sport clubs. A variety of sports and recreation programs are administered by the Division of Recreational Sports through the Sport Club Program. Where applicable, the regulations for sport clubs are consistent with the requirements established by appropriate national sports organizations. In each sport club, the University reserves the right to adopt additional regulations.

NONATHLETIC ACTIVITIES
Nonathletic activities include extracurricular student events, contests, and programs, and elective, honorary, and appointive positions under the jurisdiction and supervision of a University agency. Eligibility rules for participation in each official nonathletic student activity shall be determined, adopted, and administered by the agency having jurisdiction over and responsibility for the activity. Participation in any of the above named nonathletic activities means (a) managing or taking part in an intercollegiate or other public contest, program, or performance under the jurisdiction of an official nonathletic agency; (b) holding, by official election or official appointment, any office, title, or honorary or representative position recognized by the constitution or governing regulations of an official nonathletic agency; (c) holding a special all-university honorary or representative position designated as such by the dean of students.
Appendix C

Institutional Rules on Student Services and Activities

There are in this printing of the *Institutional Rules on Student Services and Activities* (known as the *Institutional Rules*) a number of footnotes that cite portions of the *Rules and Regulations* of the Board of Regents of The University of Texas System (known as the Regents’ *Rules*). These footnotes are included because (1) all of the Regents’ *Rules* have full force and effect as concerns the University of Texas at Austin; (2) certain aspects of student services and activities are treated only in the Regents’ *Rules*; and (3) certain portions of the *Institutional Rules* have since their enactment been superseded or amended by the Regents’ *Rules*.

The Regents’ *Rules* are published at http://www.utsystem.edu/bor/rules/.

**CHAPTER 1. STUDENT ORIENTATION**

**SUBCHAPTER 1–100. GENERAL PROVISIONS**

**SEC. 1–101. PURPOSE AND APPLICATION**

(a) Student orientation programs are designed to aid new undergraduate students in adjusting to the academic and social life of the University.

(b) The primary purpose of a University orientation program is to help new undergraduates understand the nature of the University, the educational opportunities available to them, the values and functions of the University community, and the central objective of the University as an academic enterprise. It also permits students to participate in the testing program; to participate in academic advising; and to learn about matters relating to student registration, housing, campus activities, and other aspects of University life.

**SEC. 1–102. DEFINITIONS**

In this chapter, unless the context requires a different meaning,

(1) “coordinator” means coordinator of orientation;

(2) “dean” means the dean of students or the dean’s delegate or representative;

(3) “student” means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus; and

(4) “University” means the University of Texas at Austin.

Notes for Appendix C are given on page 202.
SUBCHAPTER 1–200. ADMINISTRATION OF ORIENTATION
SEC. 1–201. DUTIES OF COORDINATOR
The coordinator shall plan and direct all University orientation programs. In carrying out his or her responsibilities, the coordinator is administratively responsible to and shall report periodically to the dean.

SUBCHAPTER 1–300. STUDENT CONDUCT
SEC. 1–301. RULES AND REGULATIONS APPLICABLE TO STUDENT CONDUCT
Prospective students attending an orientation program are subject to the rules and regulations governing student discipline and conduct set out in chapter 11 of Institutional Rules.

CHAPTER 2. THE OFFICE OF ADMISSIONS AND THE OFFICE OF THE REGISTRAR
SUBCHAPTER 2–100. GENERAL PROVISIONS
SEC. 2–101. DEFINITIONS
In this chapter, unless the context requires a different meaning,

(1) “student” means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus; and

(2) “University” means the University of Texas at Austin.

SUBCHAPTER 2–200. THE OFFICE OF ADMISSIONS
SEC. 2–201. THE DIRECTOR OF ADMISSIONS
The director of admissions is the administrative officer responsible for supervising the Office of Admissions and reports to the provost.

(a) Serve as the coordinating office for University relations with high schools, junior and community colleges, and other educational institutions. A responsibility of this office is to disseminate information to prospective students about the University and about the admission process.

(b) Be responsible for the University's program of visitation to high schools and junior and community colleges. Develop outreach programs through which the University communicates with its constituents concerning the educational opportunities at the University.

(c) Receive and evaluate the admission credentials of each undergraduate applicant and determine the admission eligibility for these students and inform them of their admission status.

(d) Receive graduate student applications and credentials and coordinate them with the vice provost and dean of graduate studies and graduate departments to determine student admission eligibility; correspond with graduate students regarding their admission status.

(e) Receive and examine credentials of former students who have not been in residence during a long-session semester to ascertain their eligibility for reentry.

(f) Evaluate, in conjunction with the academic departments, the courses from other colleges, universities, and junior colleges to determine their transferability to the University.

(g) Determine students’ legal residence for admission and tuition purposes.¹

(h) Be responsible for maintaining and coordinating admissions programs with the various academic areas.

SUBCHAPTER 2–300. ADMISSIONS
SEC. 2–301. REQUIREMENTS, PROCEDURES, AND POLICIES
The requirements, procedures, and policies for admission and transfer to the University and for reentry after a semester's absence are set out in General Information and in the undergraduate, graduate, and law school catalogs.

SEC. 2–302. REVIEW AND APPEAL
(a) On request of a student, the director of admissions shall review an adverse decision of the Office of Admissions pertaining to admission or transfer.

(b) A student may appeal an adverse decision of the director of admissions to the provost.

¹ Determination of students’ legal residence for admission and tuition purposes could involve factors such as the student’s intent to reside in Texas and the student’s ties to the state, such as family connections or employment in the state.
SUBCHAPTER 2–400. RULES APPLICABLE TO NONRESIDENTS
SEC. 2–401. WHERE FOUND
General Information prescribes rules applicable to nonresidents and rules for determining nonresident status in appendix A.

SEC. 2–402. APPEAL
A student or applicant may appeal an adverse decision of the Office of Admissions pertaining to residence status through the Office of General Counsel of The University of Texas System to the Office of the Chancellor by following the established procedure administered through the Office of Admissions.

SUBCHAPTER 2–500. THE ADMISSIONS AND REGISTRATION COMMITTEE
SEC. 2–501. MEMBERSHIP
(a) The Admissions and Registration Committee has fourteen members. The members are
(1) six members from the General Faculty, appointed by the president for two-year terms;
(2) two staff members appointed by the president for staggered two-year terms;
(3) three students appointed by the president from a panel of names submitted by Student Government for one-year terms;
(4) one student appointed by the president from a panel of names submitted by the Graduate Student Assembly for a one-year term; and
(5) two members from the Faculty Council, appointed by the chair of the Faculty Council for one-year terms.
(b) The director of admissions and the registrar serve the committee as administrative advisers without vote.

SUBCHAPTER 2–600. THE OFFICE OF THE REGISTRAR
SEC. 2–601. THE REGISTRAR
The registrar is the administrative officer responsible for supervising the Office of the Registrar and reports to the vice president for student affairs.

SEC. 2–602. THE OFFICE OF THE REGISTRAR: DUTIES
The Office of the Registrar shall
(1) maintain the official catalog of courses;
(2) maintain, by department and subject, records and reports about the class sizes;
(3) assist departments in scheduling classes in a manner that results in optimum space utilization;
(4) supervise and administer registration procedures;
(5) prepare official publications, including bulletins, catalogs, and course schedules;
(6) prepare statistical studies and reports of enrollment;
(7) schedule final examinations, except in the School of Law;
(8) collect, record, and distribute grades;
(9) maintain official academic records and issue transcripts;
(10) prepare and issue official certifications regarding attendance, enrollment, and status; and
(11) prepare and issue diplomas.

SUBCHAPTER 2–700. JURISDICTION AND TRANSFER
SEC. 2–701. JURISDICTION
(a) Each student by registering enters a college or school of the University and is subject to the rules and regulations of that college or school. A student pursuing simultaneous majors in two colleges or schools is subject to the rules and regulations of both.
(b) Each student who takes a course in a college or school other than the college(s) or school(s) in which he or she is registered is subject to the requirements and rules applicable to that course in the college or school in which the course is taught.

SEC. 2–702. TRANSFER TO ANOTHER DIVISION
(a) Students who have completed forty-five or fewer semester hours of college credit and are not on scholastic dismissal are eligible to transfer between colleges and schools within the University regardless of their grade point average, provided they satisfy all conditions and procedures that apply to students who enter the new college or school and any program thereof when first admitted to the University. Students who have completed more than forty-five semester hours of credit must present a 2.00
University grade point average to qualify for transfer between colleges and schools within the University. Transfer students from other institutions are eligible to transfer between colleges and schools within the University upon completion of their first long-session semester or summer session at the University of Texas at Austin regardless of the number of semester hours accumulated, provided they satisfy all conditions and procedures that apply to students who enter the new college or school and any program thereof when first admitted to the University.

(b) Students must complete transfer procedures by the end of the eighth class day of the semester (or the fourth class day of the summer session).
(c) Graduate students not previously admitted to the University as undergraduates may transfer from the Graduate School to an undergraduate college or school only if they (1) meet the general conditions for transfer, (2) satisfy any pertinent admission requirements for that undergraduate college or school, and (3) have the additional approval of the director of admissions.

SUBCHAPTER 2–800. THE OFFICIAL TRANSCRIPT OF ACADEMIC RECORD
SEC. 2–801. NATURE OF TRANSCRIPT
(a) The provisions of chapter 9 of Institutional Rules describe the official transcript of academic record.
(b) A student may obtain from the Office of the Registrar a copy of his or her transcript of academic record by paying a fee prescribed by the registrar. The transcript includes the recorded results of the student's classwork at the University.

SUBCHAPTER 2–900. REPORTS OF ACADEMIC WORK
SEC. 2–901. SEMESTER REPORTS FROM REGISTRAR
At the end of each semester and at the end of the summer session, the registrar shall provide a report of each student's academic achievement to the student through a secure Web site and, upon request of the student prior to the end of the semester or summer session, through mail to the student at his or her local or permanent address.

CHAPTER 3. STUDENT FINANCIAL SERVICES
SUBCHAPTER 3–100. GENERAL PROVISIONS
SEC. 3–101. PURPOSE
(a) As a state institution of higher education, the University endeavors to provide higher education for all eligible persons and to assist in the pursuit of their studies those who do not have sufficient financial resources.
(b) The Office of Student Financial Services is responsible for administering certain funds for financial aid to students; for keeping abreast of programs relating to financial aid to higher education and to employment opportunities for students; for disseminating information relating to available financial aid programs and the cost of attending the University to enrolled students and prospective students; and for assisting students who have been accepted for enrollment at the University or who are enrolled at the University in obtaining loans, grants, scholarships, and employment to supplement payment of their educational expenses.

SEC. 3–102. DEFINITIONS
In this chapter, unless the context requires a different meaning,
(1) “director” means the director of student financial services or the director's delegate; and
(2) “University” means the University of Texas at Austin.

SUBCHAPTER 3–200. THE DIRECTOR OF STUDENT FINANCIAL SERVICES
SEC. 3–201. ADMINISTRATION OF FINANCIAL AID
(a) The director shall administer institutional, state, and federal programs for scholarships, loans, grants, and other specified financial aid in accordance with the legal provisions and limitations, if any, of particular funds, or in accordance with policies recommended by the Committee on Financial Aid to Students.
(b) The director is in charge of the Office of Student Financial Services and is administratively responsible to and shall report regularly to the vice president for student affairs.

SEC. 3–202. DUTIES OF STAFF
Staff members shall conduct interviews with and process applications for students who need assistance in financing their educational expenses.
SUBCHAPTER 3–300. THE COMMITTEE ON FINANCIAL AID TO STUDENTS

SEC. 3–301. MEMBERSHIP
(a) The Committee on Financial Aid to Students has fourteen members and at least three administrative advisers. The members are
(1) five members from the General Faculty, representing five colleges or schools of the University, appointed by the president for two-year staggered terms;
(2) two staff members appointed by the president for staggered two-year terms;
(3) five students (four undergraduate and one graduate), including at least two who are receiving or have received financial aid from the Office of Student Financial Services; four of the students are appointed by the president from a panel submitted by Student Government; the fifth student is appointed by the president from a panel submitted by the chair of the Graduate Student Assembly; student members shall be appointed for two-year staggered terms; and
(4) two members from the Faculty Council, appointed by the chair of the Faculty Council for one-year terms.
(b) The director, a representative of the dean of students, and a representative of the Office of Graduate Studies serve as administrative advisers without vote. The president may appoint additional nonvoting administrative advisers from the general administration areas of the University.
(c) A Subcommittee for Appeals is designated from the full committee. The subcommittee composed of the five members from the General Faculty as voting members and the administrative advisers without vote.

SEC. 3–302. DUTIES OF COMMITTEE
(a) The full committee initiates and reviews policies and procedures for the Office of Student Financial Services.
(b) The Subcommittee for Appeals hears appeals from decisions regarding awards or policies of the Office of Student Financial Services and makes recommendations to the vice president for student affairs.

SUBCHAPTER 3–400. DENIAL OF LOANS AND REVOCATION OF SCHOLARSHIPS

SEC. 3–401. PROCEDURE FOR DENIAL OR REVOCATION
(a) If a recipient of or an applicant for a loan, grant, scholarship, or Federal College Work-Study job administered by the Office of Student Financial Services is not entitled to financial aid under subsection (b), the recipient or applicant will be notified of the denial or revocation of aid and the reason(s) therefor in writing.
(b) Reasons for the denial or revocation of financial aid include, but are not limited to, the following:
(1) failure to maintain a satisfactory academic record; or
(2) failure to enroll for or to maintain the minimum academic course load requirement; or
(3) failure to show continuing need because of a change in financial status; or
(4) failure to meet requirements established by the financial aid agreement and the Committee on Financial Aid to Students; or
(5) failure to provide required financial documents; or
(6) background indication that the applicant might constitute an unnecessary credit risk in the matter of loans; or
(7) evidence of fraud, or intent to defraud.

SEC. 3–402. APPEAL
A person whose aid has been denied or revoked under subsection 3–401(b) may appeal the decision to the Committee on Financial Aid to Students. Decisions of the committee may be reviewed by the vice president for student affairs.

SUBCHAPTER 3–500. DISCIPLINARY OFFENSES

SEC. 3–501. PROCEDURES FOR INITIATING DISCIPLINARY ACTION
When there is evidence of fraud, or intent to defraud, or indications of other disciplinary offenses in regard to a student application for or receipt of aid, the Office of Student Financial Services will refer the student to the dean of students for disciplinary action.

SEC. 3–502. DISCIPLINARY REVIEW
Disciplinary review for student aid disciplinary offenses will be handled by the Office of the Dean of Students and governed by subchapter 11–200, “Administration of Discipline.”
CHAPTER 4. UNIVERSITY HEALTH SERVICES

SUBCHAPTER 4–100. GENERAL PROVISIONS

SEC. 4–101. PURPOSE
University Health Services exists primarily to assist the student to avoid or minimize any interruption in his or her academic program for medical reasons. Toward that end, University Health Services provides (1) a broad range of professional medical services for the prompt diagnosis and treatment of illnesses and injuries; (2) a variety of disease prevention and health promotion programs; (3) immunizations for vaccine-preventable diseases; and (4) other public health services such as responding to certain infectious diseases on campus.

For a detailed discussion of benefits and services offered, see the University Health Services brochure or Web site, http://www.utexas.edu/student/health/.

SEC. 4–102. DEFINITIONS
In this chapter, unless the context requires a different meaning,
(1) “director” means the director of University Health Services;
(2) “president” means the president of the University of Texas at Austin;
(3) “student” means a person enrolled at the University;
(4) “University” means the University of Texas at Austin; and
(5) “vice president” means the vice president for student affairs, or a delegate or representative of the vice president.

SUBCHAPTER 4–200. THE DIRECTOR AND ASSOCIATE DIRECTOR FOR CLINICAL SERVICES

SEC. 4–201. THE DIRECTOR
(a) The director is responsible for the overall operation of University Health Services and reports to the vice president for student affairs.
(b) The director is responsible for establishing the organizational structure and specifying functional relationships among organizational components, providing for the orderly development and management of the unit, supporting a policy on patients’ rights and responsibilities, and maintaining a program that evaluates the quality of care provided and appropriately addressing identified problems.

SEC. 4–202. THE ASSOCIATE DIRECTOR FOR CLINICAL SERVICES
(a) The associate director for clinical services is responsible for all medical activities of University Health Services.
(b) The associate director for clinical services or the associate director’s designate shall, in certain circumstances, notify the appropriate academic dean of any student whose medical condition indicates that withdrawal from the University would be in the best interest of the student (see section 4–402).

SUBCHAPTER 4–300. MEDICAL CLEARANCE REQUIREMENTS FOR NEW AND RETURNING STUDENTS, FEES, PAYMENT FOR SERVICES, ELIGIBILITY FOR UNIVERSITY HEALTH SERVICES

SEC. 4–301. MEDICAL CLEARANCE REQUIREMENTS
(a) All new students and returning students who have not attended the University for the past two years must provide proof of the following, certified by a physician or nurse, before they will be allowed to register:
(1) All students born after January 1, 1957:
   (A) documentation of two doses of Measles/Mumps/Rubella (MMR) vaccine given after 1968 with the first dose administered on or after the first birthday and the second dose administered at least thirty days after the first dose, or
   (B) documentation of measles and mumps immunity (by either physician diagnosed history of the disease or protective antibody titer) and documentation of rubella (by protective antibody titer only; physician diagnosed history of rubella is not accepted).
(2) All students born outside the United States: A PPD skin test for tuberculosis performed and interpreted in millimeters in the United States within one year of admission to the University.
(b) Students must complete and return a Prematriculation Immunization Record form to University Health Services prior to registration.
(c) Exclusion from requirements (1) and (2) may be allowed on the basis of medical contraindications or religious conflict. Any prospective new student requesting a waiver of requirements (1) and (2) must provide either
(1) an affidavit signed by a physician duly licensed under the Medical Practice Act, stating that in his or her opinion as a physician the required immunization(s) could be injurious to the student's health, or
(2) an affidavit signed by the student, or the student's parent or guardian if a minor, stating that the immunizations conflict with the tenets and practice of a recognized church or religious denomination of which the student is an adherent or member. During emergencies or epidemics declared by the commissioner of health of the State of Texas, exemption on the basis of religious conflict may be denied.

SEC. 4–302. FEES
University Health Services is supported entirely by the medical services fee and by charges for certain supplies and services. There is no charge for office visits during regular hours of operation; however, there are charges for many services and procedures such as laboratory tests, x-rays, physical therapy treatments, and medications. These charges are generally lower than the cost of comparable services in the local community. An after-hours fee is assessed for urgent care services after 5:00 PM on weekdays, on weekends, and on official University holidays.

SEC. 4–303. PAYMENT FOR SERVICES
Any student who incurs a charge for services rendered by University Health Services must satisfy such indebtedness expeditiously. Every possible assistance will be rendered to the student in making arrangements for satisfaction of incurred charges. If payment is not received and/or arrangements are not made within a specified period of time, the processing of the student's transcript, diploma, and/or continued registration will be denied until outstanding charges have been paid in full.

SEC. 4–304. ELIGIBILITY FOR UNIVERSITY HEALTH SERVICES
(a) An individual may use University Health Services if
(1) the person is regularly enrolled at the University;
(2) the person is participating in University-sponsored short-term activities such as seminars, institutes, and workshops, provided the sponsoring agency has entered into an agreement with University Health Services by properly completing the Request to Use the University Health Services form. Fees are based on rates charged to nonstudents.
(3) the person is not enrolled but was registered during the semester immediately preceding the time when services are requested, and the person pays a special fee. Eligibility extends for only one semester after the last semester the person was enrolled.
(4) the person is enrolled in and has paid a medical services fee to another university that has a cooperative agreement with the University.
(5) the person is a University faculty or staff member who is participating in a public health or immunization program. Faculty and staff members are not eligible for regular services, with the exception of immunizations, allergy injections, and certain educational programs.
(b) Registered students become eligible to use University Health Services during the week prior to the first day of class each semester. Specific eligibility dates are given in the official academic calendar published in General Information (pages vii–xi) and at http://www.utexas.edu/student/registrar/cals.html.

SUBCHAPTER 4–400. GENERAL ADMINISTRATIVE POLICIES
SEC. 4–401. INFORMED CONSENT
The parent or guardian of a minor student must give appropriate consent for treatment before care can be provided at University Health Services, except in cases where immediate medical care is required to stabilize a patient for transfer to an emergency facility.

SEC. 4–402. MEDICAL WITHDRAWAL FROM THE UNIVERSITY
Withdrawal from the University for medical reasons may (a) be initiated at the request of a student or (b) be mandatory when the medical condition of the student has been determined to constitute a direct threat to the health and safety of the student or to individuals who come in contact with the student. Withdrawal for either reason must be approved by the associate director for clinical services or the associate director's designate.

SEC. 4–403. REDUCED COURSE LOAD
Course load reductions are always the prerogative of the academic dean; where medical reasons are given, the role of the associate director for clinical services or the associate director's designate is advisory only.
SEC. 4–404. RESPONSIBILITY OF UNIVERSITY HEALTH SERVICES
Any intentional action on the part of the student which is against the advice of a University Health Services physician abrogates all responsibility on the part of University Health Services.

SEC. 4–405. REQUESTS TO ADMINISTER MEDICATIONS
Requests to administer medications ordered by a private physician must be within the scope of services offered at University Health Services, must be approved by the associate director for clinical services, and will be granted only if the student presents a written order from the prescribing physician which contains the following:
(1) the type of medication,
(2) the dosage schedule,
(3) any cautions and contraindications, and
(4) description of the method of administration.

SEC. 4–406. URGENT CARE SERVICES
(a) In case of a medical emergency where life or limb is threatened, 911 should be called. University Health Services is not equipped to manage medical emergencies.
(b) Urgent care is available to a student who sustains an acute injury or suffers a sudden illness requiring immediate medical attention from 8:00 AM until 8:00 PM Monday through Friday and from 11:00 AM until 3:00 PM Saturday and Sunday during the long session. Operating hours may vary during the summer, between semesters, and on University holidays. Hours are posted at http://www.utexas.edu/student/health/.
(c) There is a charge for urgent care services after 5:00 PM on weekdays, on weekends, and on official University holidays.

SEC. 4–407. TREATMENT AT OTHER FACILITIES
(a) University Health Services assumes no financial responsibility for a student’s care at another medical facility.
(b) A student who goes to or is taken to another medical facility for emergency or other treatment, regardless of geographical location or other circumstantial factors, is responsible for all resulting costs.

SEC. 4–408. PERSONAL PROPERTY
(a) University Health Services is not responsible for a student’s personal belongings; the student is responsible for arranging for the safekeeping of these articles.
(b) In instances wherein custody of a patient’s property by University Health Services is necessary, or wherein a patient leaves personal possessions in waiting rooms or clinics, University Health Services will exercise all prudent means of securing and returning such property to the owner, but cannot be held responsible for losses through theft.

SEC. 4–409. MEDICAL RECORDS
All original medical records and other documents of treatment, whether from University Health Services or another facility or provider, are the property of University Health Services. Medical information will be reported as required by state law. Additional information from patient records will be released only with informed written consent.

CHAPTER 5. UNIVERSITY-OWNED RESIDENCES
SUBCHAPTER 5–100. GENERAL PROVISIONS
SEC. 5–101. PURPOSE
University-owned residences are provided and operated with the welfare of students as the primary goal. The University provides a variety of living accommodations for students and endeavors to maintain a high quality of life within residences through the development of counseling, educational, and social programs in the residence units.

SEC. 5–102. APPLICATION
Student residents and their guests are subject to the applicable provisions of this chapter and to the provisions set forth in chapter 11 of Institutional Rules, sections 11–801, 11–803, and 11–804.

SEC. 5–103. DEFINITIONS
In this chapter, unless the context requires a different meaning,
(1) “immediate family” means a student’s spouse and/or children only;
(2) “residence” means a University-owned family housing unit, a University-owned residence hall or cooperative, or any other subsidiary facility;
(3) “student” means a person who has applied for or entered into a residence contract with the University or who occupies a room or dwelling in a residence; and
(4) “University” means the University of Texas at Austin.
SEC. 5–104. ELIGIBILITY
(a) To be eligible for residence in University residence halls or University Apartments, undergraduate students must be enrolled for at least twelve semester hours during each long-session semester (three hours in the summer) and graduate or law students, for at least nine semester hours each long-session semester or six dissertation hours (three hours in the summer). Exceptions for undergraduate students must be approved by the dean of the student’s college or school and the director of housing. The graduate dean and the director of housing must approve exceptions for graduate students. The director of housing will review the contract status of residents who drop below the minimum hours requirement to determine the necessity of contract cancellation.

(b) To be eligible for residence in University Apartments, students must be married and living with their spouses, single parents who are heads of households and living with their children, single graduate students, or single undergraduates who have completed at least thirty semester hours of coursework. Other extended family members may be allowed to reside with the student if the extended family member(s) are present to assist with child care responsibilities or if the extended family member(s) are legally/financially dependent on the student or the student’s spouse. Students must furnish proof of eligibility under these terms. Roommate options are available for single residents.

(c) Should residents violate any of the conditions of the contract, the director of housing may, in the future, refuse to contract any premises to those residents.

SUBCHAPTER 5–200. ADMINISTRATION OF HOUSING
SEC. 5–201. RESPONSIBILITIES OF SUPERVISORY OFFICIALS
The director of housing is responsible to the vice president for student affairs for discipline, counseling, and the quality of life in residences, and the fiscal and physical management of residences.

SEC. 5–202. RULE MAKING IN RESIDENCES
(a) The occupants of each student residence may make reasonable rules governing life in that residence.

(b) Residence rules may not conflict with University regulations, the Regents’ Rules, or state or federal law and shall take effect when they are approved by the director of housing with the approval of the vice president for student affairs. Such rules will be publicized to all residents immediately upon taking effect.

SUBCHAPTER 5–300. RESIDENCE HALL CONTRACTS
SEC. 5–301. TERMS OF CONTRACT
(a) Charges for housing and meals begin and end on the official dates of the contract period.

(b) The effective dates and terms and conditions of the contract are provided with each contract.

(c) Students who are under contract may not terminate the contract except as provided in the contract and in subchapter 5–400.

(d) Expenses incurred in collecting the total amounts due under a contract, including collection fees up to a maximum of $33 1/3 percent of the amount due, attorney’s fees, and other costs, including court costs, will be the responsibility of the obligor.

SEC. 5–302. ENFORCEMENT OF CONTRACTS
(a) The director of housing, or the director’s delegate, enforces residence contracts.

(b) The vice president for student affairs is the final level of appeal in contract disputes.

SEC. 5–303. STUDENT RESPONSIBILITY
(a) Each student shall meet obligations for housing and meals and shall observe all conditions of the contract. The student has the option to pay for housing and meals
(1) in full;
(2) in half payments due once each semester;
(3) in six payments due three times each semester; or
(4) for spring only, in three payments.

(b) Students who do not comply with the terms of the housing and meals contract may be subject to University disciplinary action as provided in chapter 11 of Institutional Rules.
**SUBCHAPTER 5–400. TERMINATION OF CONTRACTS**

**SEC. 5–401. GRADUATION**
Except as provided under section 5–405, students who leave the University at the end of the fall semester because of graduation will not be liable for room rent or meals charges beyond the end of the semester, provided notification of graduation is filed by the official cancellation date for the spring semester. Students will be billed for any damages to the premises and any other applicable charges. Students who cancel after the official cancellation date will be charged $300 in liquidated damages. Cancellations received after the residence halls open for the spring will be handled as withdrawals during the spring semester. Students who are released from a contract because of graduation will again become liable for the contract if they fail to graduate from the University during the original contract period.

**SEC. 5–402. VOLUNTARY WITHDRAWAL FROM THE UNIVERSITY**
Except as provided under section 5–405,

(1) Students who voluntarily withdraw from the University during a contract period are normally required to pay liquidated damages of $300 in addition to standard room and meals charges through the date of checkout. Students who withdraw from the University at the end of the fall semester will be billed through the end of the fall semester, provided notice of cancellation is received by the official cancellation date for the spring semester. Students who cancel after the official cancellation date will be charged $300 in liquidated damages. Cancellations received after the residence halls open for the spring will be handled as withdrawals during the spring semester. Students must normally move within twenty-four hours after withdrawing from the University.

(2) Students who are released from a contract because of voluntary withdrawal from the University will again become liable for the contract if they reenroll in the University during the original contract period.

**SEC. 5–403. REQUIRED WITHDRAWAL FROM THE UNIVERSITY**
Except as provided under section 5–405, students who are required by the University to withdraw from the University are not liable for paying room rent or meals charges beyond the date of moving, but they will pay all charges that accrue under the contract through the checkout date plus $300 in liquidated damages, any charges for damage to the premises, and any other applicable charges. The University shall refund any prepaid room or meals balance less any charges for damages to the premises or any other applicable charges. The University reserves the right to suspend a student from the residence halls for failure to abide by the terms and conditions of the contract. Students who fail to register as regularly enrolled students will be required to move as outlined in subsection 5–402(1).

**SEC. 5–404. WITHDRAWAL FROM UNIVERSITY-OWNED RESIDENCES DURING THE CONTRACT PERIOD**
Except as provided under section 5–405, students granted permission to move within the contract period are required to pay liquidated damages of $300 in addition to standard room and meals charges through the date of checkout.

**SEC. 5–405. UNIVERSITY APARTMENTS CONTRACTS**

(a) All contract actions require thirty days’ notice. Failure to give thirty days’ notice on intent to renew, vacate at the end of contract, or graduate will result in a $35 late fee. If a student unexpectedly must cancel his or her contract before it expires, there is no penalty if the student gives sixty days’ or more notice. If a student gives thirty-one to fifty-nine days’ notice, he or she will pay a penalty of 50 percent of one month’s rent. If the student gives one to thirty days’ notice, he or she will pay a penalty of 85 percent of one month’s rent.

(b) A resident who fails to maintain eligibility requirements must notify the Division of Housing and Food Service in writing within three days and pay rent for a minimum of thirty days or the number of days the apartment is occupied, whichever is greater, beyond the vacancy notice date. In addition, the resident will be required to pay 85 percent of the resident’s monthly rent as liquidated damages. The deposit is refunded, less any charges for damages.

(c) A resident suspended by the University, which includes enforced scholastic withdrawal, or required to move due to a change of family status, must file a written vacancy notice no later than the third day after such a change. Documentation is required. The resident must move within fifteen days of suspension or change in status or by the last day of the semester, whichever comes first, and pay rent for a minimum of fifteen days or through the end of the semester. The deposit is refunded, less a $50 processing fee.
(d) A resident will be released if all on-campus degree requirements are completed and confirmed by the dean of the college in writing, or if the resident graduates from the University. The resident must file a vacancy notice thirty days prior to vacancy. Failure to give required notice results in a $35 late fee. Failure to move out by the end of the month of graduation results in a charge of 85 percent of one month's rent plus $25 per day for each day following the month of graduation or completion of degree requirements, to a maximum of $500.

CHAPTER 6. STUDENT ORGANIZATIONS

SUBCHAPTER 6–100. GENERAL PROVISIONS

SEC. 6–101. DEFINITIONS

In this chapter, unless the context requires a different meaning,

(1) “authorized representative” means a person designated to represent an organization as required in subsection 6–303(a);

(2) “dean of students” means the dean of students or any delegate or representative of the dean of students;

(3) “hearing officer” means a person appointed by the president of the University to conduct hearings of alleged violations of a Regents' Rule, University regulation, or administrative rule;

(4) “organization” means a student group holding a valid registration under this chapter;

(5) “student” means a person who is currently enrolled in residence at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus, or who engaged in prohibited conduct while he or she met the above criteria.

(6) “University” means The University of Texas at Austin;

(7) “weekday” means Monday through Friday except for official University holidays; “day” means calendar day.

SUBCHAPTER 6–200. REGISTRATION

SEC. 6–201. REGISTRATION REQUIRED

Any group of students that wants to exercise any of the rights and privileges listed in section 6–301 shall apply to the dean of students to be registered as an organization.

SEC. 6–202. ELIGIBILITY

An organization is eligible for registration if

(1) three or more students sign its application for registration;

(2) it limits membership to students, faculty members, and staff members of the University;

(3) it does not deny membership on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status (but an organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the organization’s statement of faith);

(4) there are no financial bars against the organization;

(5) it is not under disciplinary penalty prohibiting registration; and

(6) it conducts its affairs in accordance with local, state, and federal laws, the Regents’ Rules, University regulations, and administrative rules.

SEC. 6–203. APPLICATION

A group of students that wants to become a registered student organization shall apply on a form prescribed by the dean of students. The form shall include

(1) the name of the proposed organization;

(2) the names of at least three students and any required signatures;

(3) a description of each prior application for registration and the action taken on it;

(4) an official statement of the proposed organization’s purpose and activities; and

(5) any other information reasonably required by the dean.

SEC. 6–204. USE OF UNIVERSITY NAME OR SPONSORSHIP

(a) Only an organization that is officially sponsored by the University may use the name of the University or an abbreviation of the name of the University or any of the University's trademarks or service marks as part of or in conjunction with its group name.
(b) No student, unregistered group, or registered student, faculty, or staff organization may use the name of the University or an abbreviation of the name of the University as part of its name. A student, group, or organization may use terms such as “campus” or “Texas campus” as part of its name.

(c) No student, unregistered group, or registered student, faculty, or staff organization may advertise or promote events or activities in a manner that falsely suggests that the event or activity is sponsored by the University.

SEC. 6–205. ACTION ON APPLICATION

(a) In considering a completed application, the dean of students shall not pass on the merits of the proposed organization’s purpose, but shall register the applicant unless it is ineligible under section 6–202.

(b) The dean approves the registration of an organization by signing the application form and placing it on file.

(c) If an organization is refused registration, the dean shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal in accordance with section 6–504.

SUBCHAPTER 6–300. RIGHTS AND DUTIES

SEC. 6–301. RECOGNITION AND ACTIVITIES

An organization is entitled

1. to be listed as a registered student organization;
2. to present a guest speaker on University property in accordance with subchapter 13–1000;
3. to raise funds or make other permissible solicitations on University property under section 13–205;
4. to reserve the use of University facilities under subchapter 10–200;
5. to hang banners under section 13–504;
6. to distribute literature under section 13–400;
7. to post signs under section 13–503;
8. to set up A-frames under section 13–505;
9. to set up a table under section 13–600;
10. to set up exhibits under section 13–700;
11. to publicly assemble under section 13–900; and
12. to use amplified sound under section 13–800.

SEC. 6–302. MEMBERSHIP

(a) An organization must restrict its membership to students, faculty members, and staff members of the University, but it may not deny membership on any basis that violates subsection 6–202(3).

(b) Membership within groups registered as student governance organizations is limited to individual groups that are registered student organizations.

SEC. 6–303. OBLIGATIONS

(a) Every registered student organization shall furnish to the dean of students at the beginning of each semester a list of at least three officers or other members of the organization who are authorized to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives, or information from the University. Each list shall be kept current and accurate throughout the semester by the organization, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed by the organization are authorized to speak for and represent the organization in its relations with the University and are authorized to receive for the organization official notices, directives, or information from the University.

(b) At the beginning of each semester, each registered student organization must file with the dean of students a written statement that the organization does not, and will not during the semester,

1. have as a member any person who is neither a student nor a member of the faculty or staff of the University,
2. deny membership on any basis prohibited by subsection 6–202(3), or
3. engage in activities that involve the subjection of a probationary member of the group to dangerous, harmful, or degrading acts. The Regents’ Rules, Series 50101, Number 2, Section 2.8 state that such acts are a violation with or without the consent of the probationary member.
If an organization fails or refuses to file the required statement, or if the dean determines that the statement is or has become false, disciplinary proceedings shall be initiated by the dean, after providing notice. The dean or the hearing officer may cancel the registered status of the organization or may impose other appropriate penalties.

(c) No organization may re-register or use the facilities of the University as long as it owes a monetary debt to the University and the debt is considered delinquent by the crediting University agency.

SUBCHAPTER 6–400. FISCAL AND ACCOUNTING PROCEDURES

SEC. 6–401. ACCOUNTING PROCEDURE
(a) An organization shall deposit in the dean of student's office all funds collected on the campus, unless such receipts are deposited in a regular University account. An authorized representative of the organization shall personally deposit all money.

(b) An organization shall make deposits weekly unless receipts exceed $50 a day, in which case it shall make deposits daily.

(c) Within thirty days after the beginning of each semester, the organization shall file with the dean of students a final report, signed by an authorized representative of the organization, fully disclosing the sources and amounts of money obtained from solicitations during the preceding semester or summer session, the purposes and amounts of the expenditures made during the preceding semester or summer session, and any other information required by the dean about solicitation activities during the preceding semester.

(d) Authorized banking representatives must comply with all banking procedures as published by the dean of students.

SEC. 6–402. TICKET SALES
(a) An organization that sponsors an event to which admission is charged, or that sponsors a raffle, must order tickets through the dean of students. Each ticket shall show the purchase price and shall be prenumbered unless it reserves a specific seat for a specific performance.

(b) In accordance with section 6–401, an organization shall deposit all money and checks received from ticket sales.

(c) On or before the eleventh weekday after ticket sales end, an organization shall file in the dean's office a final report including
(1) a list bearing the name of each recipient of a complimentary ticket;
(2) all unused tickets.

SUBCHAPTER 6–500. DISCIPLINE

SEC. 6–501. ORGANIZATIONAL RESPONSIBILITY FOR VIOLATIONS
(a) An organization violates a Regents' Rule, University regulation, or administrative rule when
(1) one or more of its officers or authorized representatives acting in the scope of their organizational capacities commit the violation;
(2) one or more of its members commit the violation after the action that constitutes the violation was approved by majority vote of those members of the organization present and voting;
(3) one or more members of a committee of the organization commit the violation while acting in the scope of the committee's assignment;
(4) a member of an organization acting with apparent authority of the organization commits the violation;
(5) one or more members of an organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
(6) one or more members of an organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action; or
(7) one or more members of an organization fail to report to appropriate University or civil authorities promptly their knowledge or any reasonable information about a violation.

(b) When the dean of students receives information that an organization has allegedly violated a Regents' Rule, University regulation, or administrative rule, he or she shall investigate the alleged violation. Upon completing the investigation, the dean may
(1) dismiss the allegation as unfounded; or
(2) summon the authorized representative(s) of the organization for a conference at which the organization can respond to the charges and, after conferring with the representative(s),
   (A) dismiss the allegation; or
   (B) find the organization in violation and impose a penalty.
(c) The dean of students may impose one or more of the penalties under section 6–502 when an organization fails, without good cause, to comply with a summons under subsection (b).

(d) Notwithstanding any other provision of this chapter, the dean of students or the president of the University may take immediate disciplinary action, pending a conference, against an organization that violates a rule or regulation of the University or The University of Texas System when, in the opinion of the official, the interest of the University or the University of Texas System would be served by interim action.

(e) A student may be disciplined for a violation under chapter 11 even though the organization of which the student is a member is penalized under this subchapter for the same violation or for a violation growing out of the same factual transaction.

SEC. 6–502. PENALTIES
(a) The dean of students, acting pursuant to section 6–501, or the hearing officer, after a hearing under this subchapter, may impose one or more of the following penalties for violation of a Regents’ Rule, University regulation, or administrative rule:

(1) place the organization on probation for not more than one calendar year;
(2) suspend for not more than one calendar year the organization's right to do one or more of the following:
   (A) publicly post signs;
   (B) set up a table or exhibit;
   (C) publicly assemble or demonstrate;
   (D) publicly raise funds or make a solicitation;
   (E) reserve the use of University rooms or spaces;
   (F) participate in intramural sports tournaments and events; or
   (G) maintain a University Web site.
(3) require restitution, educational seminars, and community service;
(4) suspend for not more than one calendar year the organization’s registration; or
(5) cancel the organization’s registration for not less than one calendar year.

(b) The dean or the hearing officer may impose conditions related to the offense, and failure to meet the conditions will be considered an additional violation.

SEC. 6–503. NOTICE
(a) The dean of students shall notify the accused organization by letter of his or her decision. The dean may send the letter to any authorized representative of the organization.

(b) The letter shall
(1) concisely describe the dean’s findings, identifying any violations and any charges on which no violation was found;
(2) state the penalty imposed, if any; and
(3) if any violation is found or any penalty imposed, advise the organization of its rights to appeal in accordance with section 6–504.

SEC. 6–504. GENERAL PROCEDURES FOR APPEAL
(a) An organization that has not had its registration suspended or canceled may appeal to the vice president for student affairs.

(b) An organization that has had its registration suspended or canceled may appeal to the vice president or to a hearing officer.

(c) (1) To appeal any decision, an authorized representative of the organization must give written notice of appeal to the dean of students within ten days after the day on which the decision or action being appealed is mailed to the organization. But if the decision is mailed between semesters, the notice of appeal is due on the tenth calendar day of the following semester.
(2) The notice of appeal may be informal, but it shall contain the organization’s name, the date of the decision or action, the name of the organization’s representative, and the reviewing authority to which the appeal is being made.

(d) Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under subsection 6–501(d).

(e) The organization must file all relevant documentation from the previous decision, including written arguments when appropriate, with the reviewing authority within twenty-one days after notice of appeal is given.

(f) The action of each reviewing authority shall be communicated in writing to the organization and the dean. The decision of the vice president shall be the final appellate review.
SEC. 6–505. APPEAL TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

(a) In the case of an appeal to the vice president for student affairs, arguments either against or in support of the decision will be considered and, at the discretion of the vice president, will be presented in writing rather than orally.

(b) The vice president may approve, reject, or modify the decision in question, or may require that the original decision be reopened for the presentation of additional evidence and reconsideration of the decision.

SEC. 6–506. APPEAL TO A HEARING OFFICER

(a) An authorized representative of the organization may challenge the hearing officer’s alleged lack of fairness or objectivity, but is not entitled to disqualify the person from serving. It shall be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another hearing officer shall be appointed.

(b) The hearing officer will review written arguments and then meet with both parties together to ask questions, seek clarification, and hear any final comments by the parties. The dean of students shall set the date, time, and place for this meeting and notify the organization.

(c) The hearing officer’s meeting with the parties is informal and is closed, except that, upon request of the organization, the meeting may be open. With the consent of or by invitation of the representative of the organization, the following persons may attend and may obtain (at their own expense) copies of the written documents submitted to the hearing officer:

1. one or two representatives of Student Government;
2. one or two staff members of the Daily Texan; and
3. not more than five members of the organization.

(d) The criteria on which the hearing officer’s decision will be based are fairness, reasonableness, and compliance with Institutional Rules. The hearing officer may approve, reject, or modify the dean of student’s decision.

(e) Either the organization or the dean may appeal the decision of the hearing officer to the vice president for student affairs. The party appealing shall give notice of appeal and file the documents from the earlier decision as provided in section 6–504. If the dean is the appellant, the notice of appeal shall be filed with the vice president, and on the same day, a copy shall be given or mailed to the organization.

CHAPTER 7. THE DIVISION OF RECREATIONAL SPORTS

SUBCHAPTER 7–100. GENERAL PROVISIONS

SEC. 7–101. PURPOSE
The University seeks to promote and conduct officially organized sports activities and athletic recreation programs for men and women. The purpose of these programs is

1. to provide students at the University with an opportunity for interesting and rewarding sports competition and recreation;
2. to present a varied program of sports and recreational activities so that every student has the opportunity to participate regardless of athletic ability;
3. to provide a competitive, recreational, and instructional program for members of the faculty and staff; and
4. to present opportunities for use of recreational facilities to student spouses and dependents, spouses and dependents of faculty and staff members, Austin community members, and special guests of the University.

SEC. 7–102. DEFINITIONS
In this chapter, unless the context requires a different meaning,

1. “student” means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus;
2. “University” means the University of Texas at Austin;
3. “director” means the director of the Division of Recreational Sports; and
4. “division” means the Division of Recreational Sports.
SUBCHAPTER 7–200. THE RECREATIONAL SPORTS COMMITTEE

SEC. 7–201. MEMBERSHIP
(a) The Recreational Sports Committee has fifteen members. The members are
   (1) six members from the General Faculty, appointed by the president for two-year
terms;
   (2) two staff members appointed by the president for two-year terms;
   (3) two students, a male and a female, designated by the Councils of Recreational
Sports and appointed by the president for one-year terms;
   (4) two other students, a male and a female, designated by Student Government and
appointed by the president for one-year terms;
   (5) one staff member designated by the Nonstudent Program and appointed by the
president to serve as a member without vote for a one-year term; and
   (6) two members from the Faculty Council, appointed by the chair of the Faculty
Council for one-year terms.
(b) The director of Recreational Sports shall serve as administrative adviser without vote.

SEC. 7–202. DUTIES OF COMMITTEE
The Recreational Sports Committee shall
   (1) advise on and approve matters of policy for the conduct of the division programs;
   (2) hear appeals of decisions of the Intramural Sports Council and the University of
Texas Sport Club Association Council; and
   (3) promulgate regulations designating the categories of persons who are entitled to
participate in the nonstudent programs.

SEC. 7–203. QUORUM
A majority of the committee constitutes a quorum and a majority of the quorum rules.

SEC. 7–204. APPELLATE JURISDICTION
The committee may appoint subcommittees to hear appeals other than appeals from
action taken under section 7–301.

SUBCHAPTER 7–300. PARTICIPATION IN RECREATIONAL SPORTS PROGRAMS

SEC. 7–301. GROUP ELIGIBILITY
(a) A group is eligible to participate in recreational sports programs if
   (1) its membership is not denied to anyone on any basis prohibited by applicable law,
      including but not limited to, race, color, religion, national origin, gender, age, dis-
      ability, citizenship, veteran status, or sexual orientation; and
   (2) it is not under a disciplinary penalty prohibiting participation.
(b) The application form for participating in recreational sports shall set out the provi-
sions of subsection (a)(1). By submitting an application, a group affirms that it is in
compliance with the policy against discrimination.

SEC. 7–302. INDIVIDUAL ELIGIBILITY
An individual is eligible to participate in recreational sports programs if he or she is not
under disciplinary penalty prohibiting participation and if he or she meets the require-
ments of rules governing the specific recreational sports program.

SEC. 7–303. RESERVATION OF RECREATIONAL SPORTS FACILITIES
(a) An individual or group eligible to participate in recreational sports programs may
reserve facilities through the office of facility operations.
(b) The provisions of subchapter 10–200 do not apply to the use of recreational sports
facilities for athletic purposes.

SUBCHAPTER 7–400. ADMINISTRATION OF THE RECREATIONAL SPORTS PROGRAMS

SEC. 7–401. THE DIRECTOR OF THE DIVISION OF RECREATIONAL SPORTS
(a) The director
   (1) shall establish and maintain effective working relations with other University
departments, with faculty and staff members, with students and student groups,
and with outside groups and special services that utilize recreational sports facili-
ties and programs;
   (2) shall formulate, plan, and administer, with approval of the Recreational Sports
Committee, the following kinds of programs:
      (A) a program of organized intramural competition in various sports;
      (B) a recreational program to provide leisure-time activities;
(C) the outdoor recreation program;
(D) a faculty-staff competitive, recreational, and instructional program; and
(E) the University of Texas Sport Club Association;

(3) shall receive written complaints of Intramural Sports Honor Code violations and
refer these complaints to the Intramural Sports Council for action;

(4) is responsible for developing program innovations in recreational sports, provid-
ing for program expansion, providing for acquisition of additional intramural
sport and recreational facilities, and supervising program staff;

(5) is responsible for the maintenance, repair, use, and security of all facilities and
equipment used in division programming; and

(6) is responsible for enforcing the eligibility requirements of subchapter 7–300.

(b) The director is administratively responsible to and shall report periodically to the vice
president for student affairs.

SEC. 7–402. THE INTRAMURAL SPORTS COUNCIL

(a) The Intramural Sports Council has ten members. The members are
(1) the director or the director's delegate; and
(2) nine student members, representing the participants in the intramural program.
(3) The director or the director's delegate shall serve as administrative adviser without
vote.

(b) The council shall
(1) elect a student chair to facilitate the business of the council;
(2) participate in the designation of one student, either male or female, to be
appointed to the Recreational Sports Committee for a one-year term;
(3) assist the intramural staff in formulating intramural program policies;
(4) rule on protests, individual or group eligibility, and related matters;
(5) formulate and compile an Intramural Sports Honor Code; and
(6) hear all alleged violations of the Intramural Sports Honor Code referred to it by
the director. The burden of proving each allegation rests with the individual or
group making the charge and all allegations must be presented in writing. A deci-
sion may be based on a violation of the spirit as well as the letter of the rules.

(c) A majority of the council constitutes a quorum and a majority of the quorum rules.

SEC. 7–403. THE UNIVERSITY OF TEXAS SPORT CLUB ASSOCIATION COUNCIL

(a) The University of Texas Sport Club Association (UTSCA) Council has ten members.
The members are
(1) the director or the director's delegate; and
(2) nine student members, representing the participants in the sport club program.
(3) The director or the director's delegate shall serve as administrative adviser without
vote.

(b) The council shall
(1) elect a student chair to facilitate the business of the council;
(2) participate in the designation of one student, either male or female, to be
appointed to the Recreational Sports Committee for a one-year term;
(3) assist the sport club staff in formulating sport club program policies;
(4) hear appeals of decisions of the sport club program administrators; and
(5) make recommendations on student organizations that have completed the appli-
cation process for UTSCA membership.

(c) A majority of the council constitutes a quorum and a majority of the quorum rules.

SUBCHAPTER 7–500. AREAS OF THE DIVISION

SEC. 7–501. THE INTRAMURAL SPORTS PROGRAMS

(a) The program of organized student sports competition for men provides the oppor-
tunity for competition among individual students and among teams representing
student groups or organizations such as fraternities, clubs, and residences, and/or
graduate or undergraduate teams organized solely for the purpose of competing in a
tournament or event.

(b) The program of intramural sports competition for women provides the opportunity
for organized competition among individual students and among teams represent-
ing student groups or organizations such as clubs, sororities, and residences, and/or
graduate or undergraduate teams organized solely for the purpose of competing in a
tournament or event.

(c) A program of coed intramurals provides the opportunity for men and women
students, faculty members, and staff members to form mixed teams for intramural
competition. Tournaments are offered in dual and team sports.
(d) The purpose of these programs is to provide the opportunity for competition among students and to foster the physical, social, and emotional benefits of participation in sports activities, accompanied by a sense of sportsmanship.

SEC. 7–502. THE INFORMAL RECREATION PROGRAM
(a) The informal recreation program provides an opportunity for students, faculty members, staff members, and their families to participate in unstructured recreational activities when facilities are not scheduled for formal programming.
(b) The purpose of the program is to assist the participant in developing beneficial and satisfying leisure-time sports activities.

SEC. 7–503. THE OUTDOOR RECREATION PROGRAM
(a) The outdoor recreation program provides equipment rental and supervised trips in a variety of activities such as backpacking, camping, canoeing, horseback riding, kayaking, nature hiking, and rock climbing. It is open to men and women students, faculty members, staff members, and their spouses, and the general public.
(b) The purpose of the outdoor recreation program is to provide an opportunity for men and women to experience outdoor, wilderness activities in safe, educationally oriented, supervised events.

SEC. 7–504. THE FITNESS/WELLNESS PROGRAM
(a) The fitness/wellness program offers fitness and mind/body classes, wellness workshops, massage service, personal training, fitness assessment, fitness clinics, and instructional programs. It is open to men and women students and Recreational Sports members, including faculty and staff members who purchase memberships to Recreational Sports.
(b) The purpose of the program is to provide participants with the opportunity to improve and maintain physical fitness and to engage in leisure-time activities.

SEC. 7–505. THE UNIVERSITY OF TEXAS SPORT CLUB ASSOCIATION
(a) The University of Texas Sport Club Association is composed of sport or physical-activity–related student organizations sponsored by the Division of Recreational Sports.
(b) The purpose of the University of Texas Sport Club Association is to promote interest in specific sport activities and to provide the opportunity for students to compete among themselves and in extramural competition with students from other colleges and universities, or with other approved sources of competition.
(c) The association offers sport club members opportunities for the development of leadership and organizational skills as well as opportunities for social interaction.
(d) The University of Texas Sport Club Association operates under the administration of the division.

CHAPTER 8. THE TEXAS UNION

SUBCHAPTER 8–100. GENERAL PROVISIONS
SEC. 8–101. PURPOSE
The union provides cultural, educational, social, and recreational programs as well as related goods, services, and facilities for the University and greater community.

SEC. 8–102. DEFINITIONS
In this chapter, unless the context requires a different meaning,

1. “board” means the Board of Directors of the Texas Union;
2. “chancellor” means the Office of the Chancellor of The University of Texas System;
3. “director” means the director of the Texas Union;
4. “president” means the chief administrative officer of the University of Texas at Austin;
5. “student” means a person enrolled in residence at the University;
6. “union” means the Texas Union;
7. “SEC” means the Texas Union Student Events Center;
8. “University” means the University of Texas at Austin; and
9. “vice president” means the vice president for student affairs at the University of Texas at Austin.
SUBCHAPTER 8–200. THE BOARD OF DIRECTORS OF THE TEXAS UNION

SEC. 8–201. MEMBERSHIP
(a) The board has nine voting members. The members are
(1) three members of the faculty, appointed by the president for three-year overlapping terms, one to be appointed each year, effective May 1; and
(2) six students, including the Student Government president, the SEC president, and four others as follows:
   (A) two students registered for at least six semester hours during each long-session semester of service, to be selected by the president of Student Government after announcement of the position opening in the Daily Texan and other appropriate media; appointments shall be ratified by a majority vote of the Student Assembly and shall become effective May 1 for two-year overlapping terms; and
   (B) two students registered for at least six semester hours during each long-session semester of service, to be elected for one-year terms by the student body during Student Government elections each year.
(b) The vice president, or the vice president’s delegate, and the director are members of the board without vote.

SEC. 8–202. OFFICERS
The officers of the board are the chair, the vice chair, and the director. The chair shall be elected each year from the student membership of the board by the voting members of the board to serve a term to extend from the first official board meeting of the fall semester until May 15 the following year or until a new chair is elected. To qualify for election as chair, a student shall have at least one year's experience on either the SEC or the board. This qualification may be waived by a two-thirds vote. Both outgoing and new board members shall be eligible to vote for chair. The vice chair of the board shall be a student member, chosen each semester by the elected chair. The Student Government president and the SEC president cannot serve as chair of the Board of Directors. The officers of the board shall perform the usual duties of their respective offices.

SEC. 8–203. MEETINGS
The board shall meet once a month during each long session, setting its own dates for meetings, formulating its own rules of procedure, and setting up and appointing such committees as it may deem necessary and desirable for the proper use of the facilities of the union consistent with the Regents’ Rules.

SEC. 8–204. EXECUTIVE COMMITTEE
(a) The board may authorize three of its voting members to serve between meetings as an executive committee.
(b) An executive committee may act for the board only during the period beginning May 15 of each year and ending the first day of registration for the fall semester, or during official University semester breaks or holiday periods. All actions taken by the executive committee are subject to ratification by the board.

SEC. 8–205. DUTIES
The board shall
(1) recommend rules, regulations, and procedures regarding the operation and use of the union;
(2) approve the SEC budget, appointment of SEC officers, all changes in the SEC by-laws, and the addition or deletion of any SEC committees;
(3) advise the president, through the vice president, on the selection of the union director;
(4) be involved in the future development of the union.

SUBCHAPTER 8–300. REVIEW OF BOARD ACTION
SEC. 8–301. REVIEW BY THE PRESIDENT
(a) The board shall deliver promptly to the president at least two copies of the minutes of each board or executive committee meeting.
(b) No recommendation of the board or executive committee shall have any force or effect until said recommendation has been approved by the president and has received such other approval as required.
(c) Every action of the board or of a committee or subcommittee of the board is subject to review by the president. The president may approve, reverse, or modify each such action.
Not later than ninety days after the close of each union fiscal year, the director shall furnish to the president at least two copies of a complete report of the fiscal affairs of the union during the preceding year to be distributed as the president may direct.

No budget or budget amendment adopted by the board is effective until it is approved by the president through normal budget procedure.

No expenditure shall be made by the board unless it is made pursuant to a budget item that has been adopted by the board and has received final approval from the president.

**SUBCHAPTER 8–400. THE DIRECTOR OF THE TEXAS UNION**

**SEC. 8–401. DUTIES OF DIRECTOR**

(a) The director is administratively responsible to and shall report periodically to the vice president, serves as the chief executive official in the union, and is responsible for the operation of the union building and its programs and activities. The director shall

1. coordinate all functions involving union facilities and the interests of the various groups served by the facilities;
2. consult with the board regarding the employment of appropriate staff members;
3. employ, supervise, and direct the work of all subordinate employees; and
4. be a member of all committees without vote.

(b) Annually, on or before November 15, the director shall submit to the board a report of union activities for the year. Copies of the report shall be distributed to the president and to others as the president may direct.

**SUBCHAPTER 8–500. THE TEXAS UNION STUDENT EVENTS CENTER**

**SEC. 8–501. PURPOSE**
The SEC is chartered by the Texas Union to organize and present a program of activities and events for the University student body in areas of general interest.

**SEC. 8–502. MEMBERS AND OFFICERS**

(a) The SEC is composed of the various committees, their chairs, and the officers of the SEC.

(b) The SEC has a president elected by the student body in the general student elections in the spring of each year and such other officers as approved by the Texas Union Board.

**SEC. 8–503. DUTIES**
The SEC is the decision making, coordinating, evaluating, and recommending body of the union’s activities and events program. The SEC shall

1. coordinate the union’s activities and events program;
2. evaluate the union activities and events program, and recommend changes to its components; and
3. recommend to the board actions, policies, and procedures affecting the union activities and events program.

**SEC. 8–504. REVIEW OF SEC ACTIONS BY THE BOARD**
All actions of the SEC are subject to review by the board.

**SUBCHAPTER 8–600. UNION FACILITIES**

**SEC. 8–601. RESERVATION AND USE OF UNION FACILITIES**

(a) Union facilities are reserved primarily for use by students, faculty members, and staff members. Union activities financed in whole or in part by the union fee are limited to activities in which all students are eligible to participate.

(b) In accordance with recommendations developed by the board, the director or the director’s representative may permit special persons, groups, or organizations to reserve and use portions of the union building when the intended use does not interfere with regular union programs or activities. The director may charge a reasonable rental fee for the use of union property or facilities by such persons, groups, or organizations. The director shall permit persons, groups, or organizations officially designated as guests of the University by the president, the chancellor, or the Board of Regents to use union facilities without cost. All requests for the use of union facilities are subject to prior reservations; for that reason, requests should be made as early as possible.

**SEC. 8–602. POLICY AGAINST DISCRIMINATION**
No person or organization shall be excluded from participation in or denied the benefits of union facilities, services, and programs on any basis prohibited by applicable law, including, but not limited to, race, color, religion, national origin, gender, age, disability, citizenship, veteran status, or sexual orientation.

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CHAPTER 9. EDUCATIONAL RECORDS

SUBCHAPTER 9–100. GENERAL PROVISIONS

SEC. 9–101. PURPOSE
The student educational records maintained by the University fall into two general categories: directory information and student records. The purpose of this chapter is to describe various kinds of educational records and to state the permissible uses of these records. These policies and procedures are in full accord with the final regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

SEC. 9–102. CONFIDENTIALITY OF RECORDS
(a) Directory information: That part of a student's educational record defined as directory information in section 9–201 is public information and will be made available to the public except as noted in subsection 9–201(a).
(b) Student records: Student records include all educational records except for directory information and are not public records. The University will maintain the confidentiality of these student records as indicated in section 9–202.
(c) Information in a student's educational record may be released by the University as directed by the president in an emergency if the information is necessary to protect the health or safety of the student or other persons.

SEC. 9–103. INFORMATION NOT RECORDED
No record will be kept that reflects a student's political attitudes, beliefs, or activities.

SEC. 9–104. DEFINITIONS
In this chapter, unless the context requires a different meaning,
(1) “educational record” means the official record of a student which is maintained by the University for use by the University and includes directory information and student records. “Educational record” does not include the personal records of University personnel which are maintained in the sole possession of and for the sole use of the maker thereof or a temporary substitute for the maker; the records of law enforcement units which are maintained solely for law enforcement purposes; employment records related exclusively to an individual's employment capacity; medical and psychological records; thesis or research papers; or records that only contain information about an individual after the individual is no longer a student at the University.
(2) “student” means a person enrolled on or after the first class day of the initial semester of attendance or formerly enrolled at the University;
(3) “president” means the president of the University of Texas at Austin; and
(4) “University” means the University of Texas at Austin.

SUBCHAPTER 9–200. DIRECTORY INFORMATION AND STUDENT RECORDS

SEC. 9–201. DIRECTORY INFORMATION
(a) “Directory information” is defined as a student's name, local and permanent addresses, electronic mail addresses, public username, telephone listing, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, enrollment status, degrees, awards and honors received (including selection criteria), the most recent previous educational institution attended, and other similar information. Other similar information includes a student's classification and expected date of graduation, the names and addresses of former students who are credited with funds remaining in their general property deposit, and student parking permit information.
(b) Directory information is public information and will be made available to the public except as noted in subsection 9–201(c).
(c) A currently enrolled student may request that all directory information not be made public by completing an appropriate request form in the Office of the Registrar during the first twelve class days of any semester or the first four class days of any summer term. This request will remain in effect until revoked by the student. In the event of such a request, this information will be treated as student records information, subsection 9–202(a)(1), and, in response to public inquiries, the University will state that it has no information to provide regarding the person about whom the inquiry has been made.
SEC. 9–202. STUDENT RECORDS

(a) Student records include educational records maintained by the University except for directory information. Student records include:

(1) official University academic and personal records relating to scholastic, disciplinary, and fiscal matters, as well as records maintained by University offices and agencies providing services sought voluntarily by individual students. The University shall not permit access to or the release of personally identifiable information contained in these records without the written consent of the student to any party other than the following:

(A) appropriate University administrators, faculty members, or staff members and appropriate administrators or staff members of the Texas Exes who require access to educational records in order to perform their legitimate educational duties, when such records are needed in furtherance of the educational or business purposes of the student or University;

(B) officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;

(C) federal, state, or local officials or agencies authorized by law;

(D) in connection with a student’s application for, or receipt of, financial aid;

(E) accrediting organizations or organizations conducting educational studies, provided these organizations do not release personally identifiable data and provided they destroy such data when it is no longer needed for the purpose for which it was obtained;

(F) the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;

(G) in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena; or

(H) to an alleged victim of any crime of violence or a nonforcible sexual offense, the results of the alleged perpetrator’s disciplinary proceeding may be released.

(b) Upon written request, the University shall provide a student access to his or her records described in subsection 9–202(a)(1), except for:

(1) financial records of the student’s parents or guardian; and

(2) confidential letters of recommendation where the student has signed a waiver of right of access to letters of recommendation which were placed in the educational records of the student after January 1, 1975, or confidential letters of recommendation placed in the educational records of the student prior to January 1, 1975.

(c) The official custodian of records at the University is the vice president and chief financial officer. Since the University does not maintain a central repository for student records, inquiries for access to specific student records should be made to the University office or agency concerned with the particular record. Requests for assistance in locating individual student records should be directed in writing to the custodian of records.

(d) A student may obtain copies of his or her records described in subsection 9–202(a)(1) at a cost of ten cents per page, except for an official transcript of academic record, $10, and an unofficial copy of the permanent academic record, $10. Educational records covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) normally will be made available within forty-five days of the request.

(e) The contents of a student’s educational record may be challenged by the student on the grounds that the record is inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. If the dispute cannot be resolved by informal proceedings, the student may request a formal hearing. The request must be made in writing to the custodian of records who, within a reasonable period of time after receiving such request, will inform the student of the date, place, and time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student’s choice, including attorneys, at the student’s expense. The hearing officer who will adjudicate such challenges will be appointed by the president. Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may
place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be maintained as part of the student’s records and released whenever the records in question are disclosed. Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of FERPA may request, in writing, assistance from the president.

(f) Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

(g) In addition to the procedures described in subsection 9–202(e), general categories of educational records are periodically reviewed and obsolete information is removed and destroyed in accordance with an established record retention schedule.

SEC. 9–203. OFFICIAL TRANSCRIPTS OF RECORDS

(a) The Office of the Registrar shall send, issue, or release a student’s official transcript of record only

(1) at the student’s written request;
(2) after formal authentication of the student’s identity; or
(3) in accordance with subsection 9–202(a)(1).

(b) A transcript of record shall contain only the information described in section 9–402 and shall not be furnished either in part or with information omitted or deleted.

(c) The registrar shall maintain a “Register of Requests for Official Transcripts.” The register of requests is part of the student record.

(d) Withholding of an official transcript or degree may be imposed upon a student who fails to pay a debt owed the University, and the penalty terminates upon payment of the debt.

(e) The dean of students, the president, or the Office of the Chancellor may withhold the issuance of a transcript or a degree pending a hearing against a student who violates a rule or regulation of The University of Texas System or the University when, in the opinion of the official, the interest of The University of Texas System or the University would be served by interim action.

SUBCHAPTER 9–300. DISCIPLINARY RECORDS

SEC. 9–301. DISCIPLINARY RECORD

(a) The University shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of a diploma. A written record of any other penalty assessed shall be maintained for at least five years. The disciplinary record shall reflect the nature of the charge, the penalty assessed, and any other pertinent information.

(b) The contents of a student’s disciplinary record may be made available by the president or the president’s delegate to appropriate University officials who have a legitimate educational interest.

(c) The contents of a student’s disciplinary record may be made available to persons outside the University only upon written request of the student, or in accordance with state and federal law.

SUBCHAPTER 9–400. OFFICIAL TRANSCRIPTS

SEC. 9–401. OFFICE OF THE REGISTRAR

The registrar compiles, maintains, and administers official transcripts of record.

SEC. 9–402. CONTENT OF TRANSCRIPTS

Each student’s official transcript of record contains the following information:

(1) name of the student;
(2) birthdate;
(3) name and city of high school attended and date of graduation (unless admitted as a transfer student);
(4) transfer credits, if any;
(5) courses taken, hours completed, grades received, grading system, and grade point average;
(6) for undergraduate students, a symbol showing scholastic probation or dismissal, if any, during the period of probation or dismissal; for graduate students, a symbol showing scholastic dismissal;
(7) type of degree granted by the University and honors received; and
(8) date of graduation from the University.
CHAPTER 10. USE OF UNIVERSITY PROPERTY, ROOMS, AND SPACES

SUBCHAPTER 10–100. GENERAL PROVISIONS

SEC. 10–101. PURPOSE AND APPLICATION
(a) The University permits the orderly use of rooms and spaces on its property, as provided in this chapter, to further the educational process. The University does not endorse any statement or activity that does not represent official University action.
(b) This chapter authorizes and regulates the reservation of University rooms and spaces; the identification of persons present on University property; and the use of alcoholic beverages on University property. Speech, assembly, and expression by students, faculty members, and staff members on University property are further protected and regulated in chapter 13.
(c) No person or organization may use a University facility for any purpose other than in the course of the regular mission of the University or the University of Texas System unless authorized by the Regents’ Rules. Any authorized use must be conducted in compliance with the provisions of the Regents’ Rules, the approved rules and regulations of the University, and applicable federal, state, and local laws and regulations.

SEC. 10–102. GENERAL DEFINITIONS—CATEGORIES OF SPEAKERS AND USERS
As used in this chapter, unless the context requires a different meaning,
(1) “Academic or administrative unit” means any office or department of the University.
(2) “Faculty member and staff member” includes any person who is employed by the University.
(3) “Registered student, faculty, or staff organization” includes a registered student organization under chapter 6, a faculty or staff organization under the Regents’ Rules, Series 40201, and Student Government and any unit or subdivision thereof.
(4) “Registered student organization” includes a student organization registered under chapter 6; the phrase also includes Student Government and any subdivision thereof.
(5) “Student” means a person who is currently enrolled in residence at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus.

SEC. 10–103. OTHER GENERAL DEFINITIONS
As used in this chapter,
(1) “dean of students” means the dean of students or the dean’s delegate or representative;
(2) “room or space” includes any room or space, indoors or outdoors, owned or controlled by the University;
(3) “University” means The University of Texas at Austin; and
(4) “weekday” means Monday through Friday, except for official University holidays; “day” means calendar day, except for days on which the University is officially closed.

SUBCHAPTER 10–200. RESERVATION OF A ROOM OR SPACE ON UNIVERSITY PROPERTY

SEC. 10–201. PERMISSION TO USE
(a) Academic and administrative units, and registered student, faculty, and staff organizations, may reserve the use of a room or space on University property for purposes permitted by the Regents’ Rules. Academic and administrative units of the University shall have priority in reserving the use of rooms and spaces, except that they shall not have priority in the use of weekday amplified sound areas defined in section 13–802. Organizations may not reserve the Main Plaza between 8:00 AM and 5:00 PM on weekdays; during that time, it is reserved for University-sponsored events and for unscheduled uses.
(b) An organization with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the room or space promptly at the beginning of its reserved time.
(c) Reservations are not required but are strongly encouraged. A person or organization planning to use a room or space without a reservation may find the facility locked or in use by another person or organization. The University Police rely on a list of scheduled events, and a large group without a reservation is likely to attract their courteous but inquiring attention.

**SEC. 10–202. APPLICATION**

(a) (1) All organizations wishing to reserve an outdoor space, including academic and administrative units, shall apply to the dean of students on a form prescribed by the dean.

(2) Registered student organizations wishing to reserve a general purpose classroom shall apply to the dean of students on a form prescribed by the dean. Faculty and staff members, registered faculty and staff organizations, and academic and administrative units wishing to reserve a general purpose classroom shall apply to the registrar on a form prescribed by the registrar.

(3) Reservations for rooms and spaces controlled by academic or administrative units other than the registrar and the dean of students shall be made through the unit that controls the room or space. These rooms and spaces controlled by other units include Special Use Facilities (the Texas Student Union, the Performing Arts Center, the Erwin Special Events Center), athletic facilities, classrooms that are not general purpose classrooms, many conference rooms, reception areas, and the like, and other specialized rooms and spaces. Some of these rooms and spaces are dedicated to special purposes and are subject to special rules. Academic and administrative units are encouraged to make the rules and procedures for reserving rooms and spaces, and a list of the rooms and spaces that may be reserved, readily available on a Web site or on a flyer or pamphlet conveniently available at the unit's office.

(b) The dean of students shall maintain, on a Web site or on a flyer or pamphlet conveniently available at the dean's office,

(1) the procedures for reserving outdoor spaces, or for registered student organizations reserving general purpose classrooms, and any additional rules applicable to such reservations; and

(2) a list of general purpose classrooms.

**SEC. 10–203. CONSIDERATION OF APPLICATION**

(a) The dean of students shall approve a properly completed application to reserve an outdoor space, and shall facilitate a properly completed application to reserve a general purpose classroom, unless the dean finds that

(1) the proposed use of the room or space would violate one or more of the general rules in subchapters 13–200 and 13–300;

(2) another event or exhibit has been scheduled for the proposed time and location, or so near that there is a practical conflict;

(3) the room or space requested is inadequate to accommodate the proposed use;

(4) the proposed use of the room or space would violate reasonable and nondiscriminatory fire, health, or safety standards;

(5) the proposed use of the room or space would constitute an immediate and actual danger to students, faculty members, or staff members or to the peace or security of the University that available law enforcement officials could not control with reasonable effort;

(6) the applicant is under a disciplinary penalty prohibiting reserving the use of a University room or space, or prohibiting the proposed use of the room or space; or

(7) the applicant owes a monetary debt to the University and the debt is considered delinquent by the crediting agency.

(b) If the dean does not approve an application under subsection (a), upon request he or she shall give the applicant a written statement of the grounds for refusal within three weekdays.

**SUBCHAPTER 10–300. REGULATIONS APPLICABLE TO UNIVERSITY PROPERTY**

**SEC. 10–301. IDENTIFICATION**

(a) Any person shall identify himself or herself when requested by an institutional representative while on any property or in any building owned or controlled by the University or the University of Texas System. A person identifies himself or herself by

(1) giving his or her name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and
(2) stating truthfully whether he or she is a student or employee of the University or University of Texas System.

(b) An “institutional representative” is any regent, executive officer, administrative officer, attorney, peace officer, or security officer of the University or of the University of Texas System.

(c) Any person who refuses to identify himself or herself in accordance with subsection (a) may be convicted of a misdemeanor punishable by a fine of not more than $200.

(d) Any student, faculty member, or staff member who refuses to identify himself or herself in accordance with subsection (a) is subject to disciplinary action, including expulsion from the University in the case of a student.

SEC. 10–302. USE OF ALCOHOLIC BEVERAGES

The use of alcoholic beverages is prohibited on property and in buildings and facilities owned or controlled by the University or the University of Texas System. However, the chief administrative officer of the University or the System may waive this prohibition with respect to any specific event sponsored by the University or the University of Texas System. Meetings or events sponsored by registered faculty, staff, or student organizations are not events sponsored by the University or the University of Texas System. State law relating to alcoholic beverages will be strictly enforced at all times on property controlled by the System and its component institutions.

SUBCHAPTER 10–400. APPEAL

SEC. 10–401. PROCEDURES FOR APPEAL

(a) An organization aggrieved by a decision under this chapter is entitled to appeal to the vice president for student affairs by giving written notice to the dean of students on or before the fifth weekday after the day the decision is announced. The notice may be informal but shall contain the organization’s name and mailing address, a concise description of the decision complained of, the organization’s reasons for disagreeing with the decision, and the date the decision was announced.

(b) When timely notice of appeal is received, the dean of students shall prepare and send to the vice president for student affairs a copy of the written statement of the reason given for the dean’s decision. The vice president shall provide the organization with an opportunity for a hearing and the organization shall be notified at least one weekday before the date of the hearing.

SEC. 10–402. FURTHER REVIEW BY PETITION

The dean of students or the organization may petition in writing through the vice president for student affairs to the president of the University to review the decision being appealed. The president may establish an ad hoc committee to review the appeal and make recommendations regarding it. The president reviews appeals solely at his or her discretion.

CHAPTER 11. STUDENT DISCIPLINE AND CONDUCT

SUBCHAPTER 11–100. GENERAL PROVISIONS

SEC. 11–101. INTRODUCTION

(a) Students at the University neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey and conduct themselves in accordance with both the penal and civil statutes of the local, state, and federal government and the Rules and Regulations of the Board of Regents of the University of Texas System, University regulations, and administrative rules, and to observe standards of conduct appropriate for an academic institution. They may be disciplined by the University for violating these standards of conduct on the campus or off the campus when the incident occurs in connection with an institution-oriented activity, or has a substantial connection to the interests of the University, or when the behavior is prohibited by University policy regardless of where it occurs, even if they are or may be penalized by civil authorities for the same act. Institutional disciplinary penalties shall not, however, be used merely to duplicate the penalties imposed by civil authority.

(b) This chapter contains regulations for dealing with alleged student violations of University standards of conduct in a manner consistent with the requirements of procedural due process. In addition to the general standards of conduct set forth in subsection (a), subchapter 11–800 contains descriptions of specific standards of conduct to which students must adhere.

(c) Additional regulations and procedures regarding academic discipline in the School of Law are given in the Honor Code in the law school catalog.
SEC. 11–102. APPLICATION
(a) This chapter applies to individual students and states the function of faculty and
administrative staff members of the University in disciplinary proceedings.
(b) Individuals who are not currently enrolled at the University remain subject to the
disciplinary process for conduct that occurred while they were students.
(c) A student is subject to discipline for prohibited conduct that occurs while participat-
ing in off-campus activities sponsored by the University, including field trips, intern-
ships, rotations, or clinical assignments.

SEC. 11–103. DEFINITIONS
In this chapter, unless the context requires a different meaning,
(1) “complaint” is a written statement of the essential facts constituting a violation of
a Regents’ Rule, University regulation, or administrative rule;
(2) “dean” means the dean of students or the dean’s delegate or representative;
(3) “faculty member” means a person who is employed by the University for the
purpose of teaching a class, and who has authority to assign grades for the class;
(4) “hearing officer” means a person appointed by the president to conduct hearings of
alleged violations of a Regents’ Rule, University regulation, or administrative
rule; whenever a case involves a student in the School of Law, the hearing officer
shall be a faculty member in the School of Law;
(5) “president” means the president of the University of Texas at Austin;
(6) “student” means a person currently enrolled at the University, or who is accepted
for admission or readmission to the University, or who has been enrolled at
the University in a prior semester or summer session and is eligible to continue
enrollment in the semester or summer session that immediately follows, or who is
attending an educational program sponsored by the University while that person
is on campus, or who engaged in prohibited conduct at a time when he or she
met the above criteria.
(7) “University” means the University of Texas at Austin; and
(8) “weekday” means Monday through Friday, except for official University holidays;
“day” means calendar day, except for days on which the University is officially
closed.

SUBCHAPTER 11–200. ADMINISTRATION OF DISCIPLINE
SEC. 11–201. ADMINISTRATION BY DEAN OF STUDENTS
The dean shall have primary authority and responsibility for the administration of student
discipline. The dean works cooperatively with faculty members in the disposition of
scholastic violations, with appropriate staff members in the Division of Housing and Food
Service in the disposition of residence halls violations, and with other appropriate staff
members in the disposition of other types of violations. The dean may delegate to faculty
members the authority to dispose of scholastic discipline cases and may delegate to Uni-
versity staff members the authority to dispose of designated student disciplinary matters as
deemed appropriate.

SEC. 11–202. HEARING OFFICER
The hearing officer(s) will be appointed in accordance with procedures established by
the president. The president may appoint an individual to coordinate the work of the
hearing officers.

SUBCHAPTER 11–300. INITIATION OF DISCIPLINARY PROCEEDINGS
SEC. 11–301. INVESTIGATION
(a) Upon receiving information that a student has allegedly violated a Regents’ Rule,
University regulation, or administrative rule, the dean shall investigate the alleged
violation. After completing the preliminary investigation, the dean may
(1) dismiss the allegation as unfounded; or
(2) summon the student for a conference and, after conferring with the student,
   (A) dismiss the allegation; or
   (B) proceed administratively under section 11–303; or
   (C) prepare a complaint based on the allegation and proceed under subchapter
      11–400.
(b) Pending a hearing or other disposition of the allegations against a student, the dean
may take such immediate interim disciplinary action as is appropriate to the circum-
stances, including suspending the right of the student to be present on the campus
and to attend classes, or otherwise altering the status of a student when the continu-
ing presence of the student poses a potential danger to persons or property, or poses a
potential threat of disrupting the academic process or any activity authorized by the
University.
(c) A student who is suspended or whose status is altered under subsection (b) is entitled to a hearing at his or her request by a hearing officer under subchapter 11–400. If requested by the student, such a hearing shall be conducted within ten days after the interim disciplinary action was taken, unless the student agrees in writing to a hearing at a later time or waives a hearing and accepts the decision of the dean of students under section 11–303.

(d) Searches of student-occupied premises or of a student’s personal possessions shall be only as authorized by law.

SEC. 11–302. SUMMONING STUDENT
(a) The dean may summon a student to appear in connection with an alleged violation by sending a message to the student by letter or by e-mail at the address appearing in the registrar’s records.

(b) The message shall direct the student to appear at a specific time and place at least three weekdays after the date of the message.

(c) The dean may bar or cancel the enrollment or otherwise alter the status of a student (or of a former student under subsection 11–102[b]) who fails without good cause to comply with a summons sent under subsection (a). A letter sent to the local address listed in the registrar’s records, a letter hand delivered to the student, or an e-mail message sent to the address in the registrar’s records shall constitute full and adequate notice. The failure of a student to provide current addresses, refusal to accept delivery of a letter, or failure to receive an e-mail message because the mailbox is full or the message is inappropriately forwarded, shall not constitute good cause for failure to comply with the summons. (Policies on the use of e-mail for official correspondence are given on pages 235–236.)

SEC. 11–303. ADMINISTRATIVE DISPOSITION OF VIOLATIONS
In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the dean of students shall assess a penalty (or penalties) pursuant to subchapter 11–500 that is appropriate to the charges and inform the student of such action in writing. The decision of the dean of students on penalty may be appealed as in the case of a decision rendered subsequent to a hearing in accordance with subchapter 11–600. The appeal is limited to the issue of penalty, and no transcript will be required.

SEC. 11–304. SCHOLASTIC VIOLATIONS
(a) When a faculty member has reason to suspect that a student has violated University regulations concerning scholastic dishonesty, the faculty member may
(1) refer the case to the dean of students, who shall proceed under section 11–301, or
(2) meet with the student(s) involved and discuss the alleged violation and the evidence that supports the charge. After conferring with the student, the faculty member may dismiss the allegation or proceed under subsection (b) or (c).

(b) In any case where a student accused of scholastic dishonesty does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the faculty member may assess an academic penalty pursuant to section 11–503, and shall inform the student of such action in writing, and report the disposition of the incident to the dean of students. The dean of students may summon the student for consideration of an additional disciplinary penalty.

(c) In a case where a student accused of scholastic dishonesty disputes the facts upon which the charges are based, or chooses not to waive the right to a hearing before a hearing officer, the faculty member shall refer the matter to the dean of students who shall then proceed under section 11–301.

(d) A student may appeal the decision of a faculty member under subsection (b) by giving written notice to the dean of students within fourteen days from the date on which the decision was announced. The appeal is conducted in accordance with subchapter 11–600. The appeal is restricted to the issue of penalty, and no transcript shall be required.

SUBCHAPTER 11–400. HEARING
SEC. 11–401. DUTIES OF THE HEARING OFFICER
In those cases in which the accused student disputes the facts upon which the charges are based, or chooses not to waive the hearing procedure, such charges shall be heard and determined by a hearing officer. The hearing officer will preside over the hearing and shall
(1) ascertain that the dean has satisfactorily performed the requirements of section 11–402;
(2) rule on the admissibility of evidence and objections to the procedure; render a written decision which shall contain findings of fact and conclusions as to
whether or not a violation has occurred; assess a penalty, or penalties; and provide
the student and the dean with a copy of the decision;
(3) certify the hearing record upon notice of appeal.

SEC. 11–402. DUTIES OF DEAN
The dean shall
(1) set the date, time, and place for the hearing and notify the accused student of the
date, time, and place;
(2) arrange for recording the hearing as provided in subsection 11–407(e); and
(3) furnish a suitable room, necessary equipment, and clerical assistance for a hearing.

SEC. 11–403. NOTICE
(a) The dean shall notify the accused student by letter of the date, time, and place for
the hearing. The notice shall be delivered in person or mailed to the student at the
address appearing in the registrar's records.
(b) The letter shall specify a hearing date at least ten days after the date of the letter
unless the hearing is being held under the conditions required in subsection
11–301(c). A letter sent to the address listed in the registrar's records shall constitute
full and adequate notice and will be considered to have been received on the third
day after the day of mailing, excluding any intervening Sunday. A student may
request, in writing, that an earlier date be set if feasible to arrange. The hearing officer
for good cause may postpone the hearing and shall notify the dean and the accused
student of the new hearing date.
(c) A letter mailed under subsection (a) shall
(1) direct the accused student to appear on the date and at the time and place specified;
(2) advise the accused student of his or her rights
(A) to a private hearing;
(B) to appear in person and to have an adviser at the hearing;
(C) to challenge the person designated to hear the charges;
(D) to know the identity of each witness who will testify against him or her;
(E) to present testimony of witnesses, to present documentary and other evidence,
to argue in his or her own behalf;
(F) to cross-examine each witness who testifies against him or her;
(G) to be assisted by an adviser; and
(H) to appeal under subchapter 11–600;
(3) contain the name of the person appointed to act as hearing officer;
(4) contain the names of witnesses who may testify against the accused student, a
brief summary of the testimony to be given by each, and a list of documentary
and other evidence that will be offered against him or her; the University may
supplement the list of witnesses and documents for good cause, as determined by
the hearing officer;
(5) contain a copy of the complaint, which entails a written statement of the charges;
and
(6) notify the accused student that if he or she is advised by an attorney, the dean's
adviser may be an attorney from the Office of the General Counsel of the Univer-
sity of Texas System. An adviser may confer with and advise the dean or accused
student, but shall not be permitted to question witnesses, introduce evidence,
make objections, or present arguments to the hearing officer.9
(d) At least five days before the hearing, the dean will make available a copy of docu-
ments to be introduced at the hearing.
(e) The dean may suspend or otherwise alter the status of an accused student who fails
without good cause to comply with a letter sent under this section, or the dean may
proceed with the hearing in the student's absence. The failure of a student to provide
an address change or forwarding address, or the refusal to accept delivery of a letter
shall not constitute good cause for failure to comply with a letter sent under this
section.

SEC. 11–404. PRELIMINARY MATTERS
(a) Charges arising out of a single transaction or occurrence against one or more students
may, at the discretion of the dean, be heard together, but the hearing officer for good
cause shown may grant a separate hearing.
(b) At least five days before the hearing date, the student shall furnish the dean with a
list of any witnesses who may testify on behalf of the student, together with a sum-
mary of each witness's testimony and a copy of any documents and other evidence
he or she may offer; the student may supplement the list of witnesses and documents
for good cause, as determined by the hearing officer.
(c) At least five days before the hearing date, the student concerned shall furnish the hearing officer with
1. any objection that, if sustained, would postpone the hearing;
2. the name of the adviser, if any, who will appear with the student; and
3. a request for a separate hearing, if any, and the grounds for such a hearing.

SEC. 11–405. CHALLENGES TO THE HEARING OFFICER
The accused student may challenge the hearing officer’s alleged lack of fairness or objectivity, but is not entitled to disqualify the person from serving. The challenge must be in writing, state the reasons for the challenge, and be submitted to the hearing officer through the office of the dean at least three days prior to the hearing. It shall be up to the challenged person to determine whether he or she can serve with fairness and objectivity. If the challenged person disqualifies himself or herself, another hearing officer shall be appointed.

SEC. 11–406. PROCEDURE
(a) The hearing is informal and closed, except that, with the consent of the accused student and the dean, the hearing may be open.
(b) The hearing officer shall proceed generally as follows:
1. the dean reads the complaint;
2. the hearing officer informs the accused student of his or her rights listed in subsection 11–403(c)(2);
3. the dean presents the University’s witnesses and evidence;
4. the accused student presents his or her witnesses and evidence;
5. the dean and the accused student present rebuttal evidence and argument;
6. the hearing officer decides whether a violation has occurred and assesses a penalty in accordance with section 11–408.

SEC. 11–407. EVIDENCE
(a) Legal rules of evidence do not apply to hearings under this subchapter; the hearing officer may admit and give effect to evidence that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. The hearing officer shall exclude irrelevant, immaterial, and unduly repetitious evidence. The hearing officer shall give effect to the rules of privilege recognized by law.
(b) Upon a hearing of the charges, the University has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of credible evidence. 
(c) A witness shall testify unless the testimony is privileged or is excluded by the hearing officer.
(d) All evidence shall be offered during the hearing and made a part of the hearing record. The hearing officer shall decide whether a violation has occurred and assess an appropriate penalty solely on the basis of admitted evidence. The hearing officer may consider an accused student’s disciplinary record only in determining an appropriate penalty.
(e) A recording shall be made of the hearing under supervision of the dean. If either party appeals, the president may request that the recording be transcribed and both parties will be furnished a copy.

SEC. 11–408. DECISION
The person hearing the charges shall render a written decision as to whether the accused student has committed a violation, and shall set forth findings of fact in support of the decision. The penalty or penalties shall also be stated in the decision. The accused student and the dean of students shall each be given a copy of the decision.

SEC. 11–409. RECORD
(a) The hearing record consists of
1. a copy of the notice required under section 11–403;
2. the recording of the hearing, together with all documentary and other evidence admitted;
3. written motions, pleas, and any other materials considered by the hearing officer; and
4. the decisions of the hearing officer.
(b) If notice of appeal is timely given as provided in section 11–601, the dean shall prepare the record; the hearing officer shall certify its completeness and accuracy; and the dean shall send it to the president, with a copy to the student appellant, on or before the tenth day after the record has been certified.
SUBCHAPTER 11–500. PENALTIES

SEC. 11–501. AUTHORIZED DISCIPLINARY PENALTIES

(a) The dean, under subchapter 11–300, or the hearing officer after a hearing under sub-
chapter 11–400, may impose one or more of the following penalties for violation of a
Regents’ Rule, University regulation, or administrative rule:
(1) admonition;
(2) warning probation;
(3) disciplinary probation;
(4) withholding of grades, official transcript, and/or degree;
(5) bar against readmission, and/or drop from current enrollment, or drop from
   enrollment in one or more courses;
(6) restitution;
(7) suspension of rights and privileges, including, but not limited to, participation in
   athletic or extracurricular activities and residing in or entering University housing;
(8) failing grade for an examination or assignment or for a course and/or cancellation
   of all or any portion of prior course credit, or other academic penalty;
(9) denial of degree;
(10) deferred suspension;
(11) suspension from the University for a specified period of time;
(12) expulsion (permanent separation from the University);
(13) revocation of degree or withdrawal of diploma;
(14) other penalty as deemed appropriate under the circumstances.

(b) If a violation of a Regents’ Rule, University regulation, or administrative rule, other
than section 11–804(a)(12) or 13–204, is committed because of the race, color,
religion, national origin, gender, age, disability, citizenship, veteran status, or
sexual orientation of a student or students directly harmed by the violation, such a
discriminatory purpose shall be treated as an aggravating factor for the purpose of
determining the appropriate penalty under section 11–501(a). For a complete set of
cross-references to all regulation of harassment on the campus, see section 13–204(c).

SEC. 11–502. NATURE OF DISCIPLINARY PENALTIES

(a) An admonition is a written reprimand from the dean to the student on whom it is
imposed. This penalty constitutes disciplinary action but does not establish a formal,
reportable disciplinary record for the student.

(b) Warning probation is the lesser form of probation indicating that the student has
been notified that he or she has engaged in unacceptable behavior and that further
violations of the regulations may result in more severe disciplinary action. The
dean or the hearing officer may impose conditions related to the offense, such as
counseling, educational seminars, or unpaid work assignments. Failure to meet the
condition(s) shall be considered an additional violation. This penalty constitutes
disciplinary action but does not establish a formal, reportable disciplinary record for
the student.

(c) Disciplinary probation is the greater form of probation indicating that the student
has engaged in unacceptable behavior and may be required to report to the dean on a
regular basis during the probationary period. Further violations will result in consider-
ation of suspension. The dean or the hearing officer may impose conditions related to
the offense, such as counseling, educational seminars, or unpaid work assign-
ments. Failure to meet the condition(s) shall be considered an additional violation.

(d) The dean or hearing officer may withhold the issuance of an official transcript,
grade, diploma, or degree to a student alleged to have violated a rule or regulation
of the University of Texas System or the University which would reasonably allow
the imposition of such penalty. The dean may take such action pending a hearing,
resolution by administrative disposition, and/or exhaustion of appellate rights when,
in the opinion of the dean, the best interests of the University of Texas System or the
University would be served by this action.

(e) A bar against readmission and/or a drop from current enrollment or a drop from one
or more courses may be assessed as a penalty as appropriate under the circumstances.
A bar against readmission and/or a drop from current enrollment may also be
imposed on a student who fails to respond to a summons by the dean to discuss an
alleged violation of the Regents’ Rules, University regulations, or administrative rules.
If imposed under these circumstances, the penalty shall be lifted when the student
responds to the summons as requested.
Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension of rights and privileges is an elastic penalty. The dean or the hearing officer may impose limitations to fit the particular case, as in the suspension of rights and privileges to enter or reside in University housing facilities. Suspension of eligibility for official athletic and nonathletic extracurricular activities prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; from taking part in a registered student organization’s activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity.

A failing grade or other academic penalty may be assigned to a student for a course in which he or she was found guilty of scholastic dishonesty.

A student found guilty of scholastic dishonesty may be denied his or her degree.

Deferred suspension may be imposed on a student for whom suspension from the institution is an appropriate penalty, but for whom there are mitigating circumstances as determined by the dean or hearing officer. If a student is found to have violated any rule of the University or the University of Texas System while the penalty of deferred suspension is in effect, the penalty for such a violation will be immediate suspension. The facts of the case may be decided by a University hearing officer and/or appealed to the president, but the penalty may not. The dean or hearing officer may impose conditions related to the offense, and failure to meet such conditions shall be considered an additional violation.

Suspension from the University prohibits, during the period of suspension, the student on whom it is imposed from entering the University campus without prior written approval of the vice president for student affairs; from being initiated into an honorary or service organization; and from receiving credit for scholastic work done during the period of the suspension. The dean or hearing officer may, however, permit the receipt of credit for scholastic work completed at another institution during the period of suspension, except when suspension is imposed for scholastic dishonesty. The dean or hearing officer may impose conditions related to the offense, and failure to meet such conditions or terms of the penalty shall be considered an additional violation.

Suspension from the institution and/or suspension of rights and privileges is the recommended penalty that shall be assessed for violation of the rules against illegal use, possession, and/or sale of a drug or narcotic on campus.

Expulsion from the University includes the same prohibitions as those for suspension.

Revocation of the degree and withdrawal of the diploma may be imposed when the violation involves scholastic dishonesty or otherwise calls into question the integrity of the work required for the degree.

Other penalties may be imposed when, in the opinion of the dean or the hearing officer, the best interests of the University of Texas System or the University would be served.

SEC. 11–503. AUTHORIZED ACADEMIC PENALTIES

A faculty member, under section 11–304, or the dean of students or hearing officer may impose one or more of the following penalties for scholastic dishonesty:

1. written warning that further scholastic violations may result in a more severe penalty;
2. no credit or reduced credit for the paper, assignment, or test in question;
3. retaking of examination or resubmission of assignment;
4. failing grade or reduced final grade for the course.

The dean of students, with approval of the student’s academic dean, may assign an academic penalty for violation of a University regulation concerning scholastic dishonesty to a student who fails without good cause to comply with subsection 11–302(c) or subsection 11–403(e).

A student who is in violation of a University regulation concerning scholastic dishonesty may also be subject to one or more of the penalties in section 11–501.
SUBCHAPTER 11–600. APPEAL

SEC. 11–601. RIGHT TO APPEAL

(a) Either the dean of students or the accused student may appeal a disciplinary decision to the president of the institution.14

(b) An appeal from a disciplinary decision shall be made by giving written notice to the president within fourteen days after the parties have been notified of the decision. If the decision is sent by mail, the date the decision is mailed initiates the fourteen-day period. The notice is informal, but shall contain the student’s name, the date of the decision or action, if any, and the name of the accused student’s adviser, if any. If the dean is the appellant, a copy of the notice shall be given or mailed to the accused student at the address listed in the registrar’s records on the same day notice is served by the dean.

(c) Notice of appeal timely given by an accused student suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under subsection 11–301(b). Official transcripts, diplomas, grades, or degrees may also be withheld pending conclusion of the appeal as permitted by subsection 11–502(d).

SEC. 11–602. CONSIDERATION OF APPEAL

(a) The decision will be reviewed upon the basis of the certified record of the hearing, if any. Both parties may, at the discretion of the president, submit oral or written arguments to support their position. In the case of a faculty or administrative disposition of the charges, the decision will be based upon review of written arguments provided by the student and the faculty member or the dean as appropriate. In order for the written arguments to be considered, they must be filed with the president within fourteen days after notice of appeal is given, or fourteen days after certification of the hearing transcript, if any.15

(b) The president may approve, reject, or modify the decision in question, or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that if the finding as to guilt is upheld in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the recommended penalty is prescribed by subsection 11–502(l). The action of the president shall be communicated in writing to the accused student and the dean of students within thirty days after the appeal and related documents have been received. The decision of the president shall be the final appellate review.16

SUBCHAPTER 11–700. DISCIPLINARY RECORDS17

SEC. 11–701. ACCESS TO DISCIPLINARY RECORDS

(a) Disciplinary records are confidential and may not be disclosed in whole or part except on the dean’s authorization as provided in chapter 9. Invasion of the accused student’s privacy will be avoided to the greatest extent possible.

(b) A permanent written disciplinary record shall be kept for every student assessed a penalty of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of a diploma. A written record of any other penalty assessed will be maintained for at least five years.

(c) The disciplinary record shall be separate from the student’s academic record and shall be confidential, and shall not be revealed except on request of the student or in accordance with applicable state and federal law.

SEC. 11–702. NOTICE TO THE REGISTRAR

(a) The dean shall notify the Office of the Registrar and other appropriate administrative offices if a disciplinary penalty restricts a student from being enrolled at the University during the period of the penalty. The bar may be imposed by the dean if one of the following penalties has been assessed because of violation of a Regents’ Rule or University rule or regulation:

(1) bar against readmission;
(2) suspension from the University; or
(3) expulsion from the University.

(b) The dean shall notify the registrar and the academic dean if any of the penalties of withholding grades, official transcript or degree, denial of degree, or revocation of degree and withdrawal of diploma are imposed.
SUBCHAPTER 11–800. STUDENT STANDARDS OF CONDUCT

SEC. 11–801. CONDUCT EXPECTED OF STUDENTS

This subchapter describes offenses for which a disciplinary proceeding may be initiated, but the University expects from its students a higher standard of conduct than the minimum required to avoid discipline. The University expects all students to obey the law, to show respect for other members of the University community, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars.

SEC. 11–802. SCHOLASTIC DISHONESTY

(a) The dean or a faculty member may initiate disciplinary proceedings under section 11–300 against a student accused of scholastic dishonesty.

(b) “Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), or the attempt to commit such an act.

(c) “Cheating” includes, but is not limited to,

(1) copying from another student’s test paper;
(2) using during a test materials not authorized by the person giving the test;
(3) failing to comply with instructions given by the person administering the test;
(4) possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
(5) using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
(6) collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with an assignment without authority;
(7) discussing the contents of an examination with another student who will take the examination;
(8) divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
(9) substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
(10) paying or offering money or other valuable thing to another person or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
(11) falsifying research data, laboratory reports, and/or other academic work offered for credit; and
(12) taking, keeping, misplacing, or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

(d) “Plagiarism” includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit.

(e) “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

(f) “Falsifying academic records” includes, but is not limited to, altering or assisting in the altering of any official record of the University or the University of Texas System, and/or submitting false information or omitting requested information that is required for or related to any academic record of the University or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.
(g) “Misrepresenting facts” to the University or an agent of the University or the University of Texas System includes, but is not limited to, providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

SEC. 11–803. FINANCIAL TRANSACTIONS WITH THE UNIVERSITY

Students who owe debts to the University may be denied admission or readmission to the University and may have their official transcripts, grades, diplomas, and degrees to which they would otherwise be entitled withheld until the debt is paid. Students who write bad checks to the University for tuition and fees will have their registration canceled. Bad checks written to the University for other purposes will subject the student to legal and/or disciplinary action. Matters relating to student financial transactions will be directed by the appropriate administrative office to the Office of Accounting.

SEC. 11–804. CERTAIN OTHER OFFENSES

(a) Notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal laws on account of the violation, the dean may initiate disciplinary proceedings under subchapter 11–300 against a student who

(1) engages in conduct that violates any provision of federal, state, and/or local laws, whether or not the violation occurs on University property or in connection with any University oriented activity;

(2) possesses, uses, or displays firearms, facsimile firearms, ammunition, explosives, or other weapons on property owned or controlled by the University, without written permission from the dean;

(3) conducts himself or herself in a manner that impedes, interferes with, or disrupts any University teaching, research, administrative, disciplinary, public service, learning, or other authorized activity;

(4) conducts himself or herself in a manner that endangers the health or safety of any student or employee of the University, or of visitors on the campus;

(5) damages, defaces, destroys, tampers with, or takes without authorization property of the University or property located on the campus and belonging to any student or employee of the University or visitor on the campus;

(6) is in possession of or makes use of University keys for unauthorized purposes;

(7) engages in activities that subject a probationary member of a group to dangerous, harmful, or degrading acts (Regents’ Rules, Series 50101, Number 2, Section 2.8 states that such acts are a violation with or without the consent of the probationary member);

(8) uses or possesses alcoholic beverages without proper authorization in a University classroom building, laboratory, auditorium, library building, museum, faculty or administrative office, intercollegiate and intramural athletic facility, residence hall or any campus area;

(9) engages in illegal use, possession, and/or sale of a drug or narcotic;

(10) engages in speech, either orally or in writing, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;

(11) enters, walks, runs, lies, plays, remains, or is in the water of any fountain or other artificial body of water, which is not designed and maintained for recreational or therapeutic purposes, located on the University campus, or who dumps, throws, places, or causes to be placed any material, object, trash, person, animal, waste, or debris in the water of any fountain, or other artificial body of water located on the University campus, or who damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility, tree, shrub, or memorial located on the University campus;

(12) engages in harassment. Harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University. For a complete set of cross-references to all harassment policies on the campus, see section 13–204(c).

(13) engages in the unauthorized use of property, equipment, resources, supplies, buildings, or facilities owned or controlled by the University or the University of Texas System, including the unauthorized entry into property, buildings, or facilities owned or controlled by the University or the University of Texas System;
(14) furnishes false information to or withholds material information from any University staff member acting in the course of his or her duties;
(15) refuses to identify himself or herself to a University official, faculty member, or staff member acting in his or her official capacity;
(16) alters or assists in the altering of any official nonacademic record or document (including parking permits) of any University office or The University of Texas System; or
(17) otherwise engages in conduct that is inappropriate for members of an academic institution (such conduct includes but is not limited to pranks, public nudity, harassing phone calls or e-mail, and berating or otherwise abusive behavior).
(b) In the case of disruptive activity on the campus of the University, neither the dean nor the president, or any representative of them, shall negotiate or attempt to negotiate with any person or persons so engaged. When such a situation arises, the dean or the president, or their representative, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention, and may initiate disciplinary proceedings under subchapter 11–300.24
(c) It is unlawful for any person on any property of the University to refuse to identify himself or herself to an institutional representative in response to a request. A person identifies himself or herself by giving his or her name and complete address substantiated by a current driver’s license, voter registration card, or other official documentation, and by stating truthfully whether or not he or she is a student or employee of the University. An institutional representative includes any member of the Board of Regents or the executive secretary to the board; any executive officer or administrative officer of the system; any administrative officer of the University; and any attorney, peace officer, or security officer of the System or the University acting pursuant to the authority of Texas law.25
(d) Any person who violates any provision of the Regents’ Rules of the University of Texas System, the rules and regulations of the University of Texas at Austin, including but not limited to administrative rules of campus offices, or specific instructions issued by an administrative official acting in the course of his or her authorized duties, is subject to disciplinary penalty.
(e) It is a violation for a student to attempt to commit any violation of University rules or regulations, or to assist another person or persons in committing any violation of University rules or regulations.
(f) It is a violation to engage in action that interferes with or obstructs the student judicial process. This includes, but is not limited to, failing to appear for a meeting when summoned by letter or e-mail to do so, failing to appear at or testify at a hearing, attempting to intimidate, harass or unduly influence a potential witness or complainant, and failing to complete judicial sanctions.

CHAPTER 12. COUNSELING, LEARNING, AND CAREER SERVICES

SUBCHAPTER 12–100. GENERAL PROVISIONS

SEC. 12–101. PURPOSE
The purpose of the services is to provide a broad spectrum of personal counseling, psychiatric, learning assistance, and career development services for students to help them promote, maintain, and improve their mental health and maximize their college experience.

SEC. 12–102. DEFINITIONS
In this chapter, unless the context requires a different meaning,
(1) “director” means the director of Counseling, Learning, and Career Services;
(2) “services” means Counseling, Learning, and Career Services;
(3) “University” means the University of Texas at Austin;
(4) “student” means a person enrolled at the University or a person accepted for admission or readmission to the University while that person is on the campus and is eligible for services.

SUBCHAPTER 12–200. ADMINISTRATION

SEC. 12–201. DUTIES OF THE DIRECTOR
(a) The director shall
(1) maintain and administer the programs of the services so that they relate meaningfully to the needs of the student body and of the faculty;
(2) appoint assistants and coordinators for various phases of program planning, administration, and development; and
(3) designate specific staff members who will perform assigned duties in the absence of the director.

(b) The director is in charge of Counseling, Learning, and Career Services, is administratively responsible to, and shall report regularly to the vice president for student affairs.

SEC. 12–202. DUTIES OF THE ASSOCIATE AND ASSISTANT DIRECTORS
(a) The associate and assistant directors are responsible for the duties assigned by the director.

(b) During the director’s absence, the associate and assistant directors assume the duties of the director.

SUBCHAPTER 12–300. SERVICES PROVIDED
SEC. 12–301. SERVICES PROVIDED TO STUDENTS
The services provide general and specific functions which include
(1) individual counseling for personal, learning, and career-related issues;
(2) group programs and workshops for personal and educational development;
(3) psychiatric evaluation and medication services;
(4) mental health consultation and outreach services;
(5) stress management and biofeedback resources;
(6) academic tutoring for many entry-level, lower-division courses;
(7) resource library for major and career decision making;
(8) mental health, career, and learning assessments; and
(9) internship and graduate school application information and assistance.

SEC. 12–302. SERVICES PROVIDED TO THE UNIVERSITY
The services provide consultation and crisis intervention to faculty members, University residence personnel, and administrators for the resolution of problems of mutual responsibility and concern.

SUBCHAPTER 12–400. COUNSELING AND MENTAL HEALTH CENTER RECORDS
SEC. 12–401. CONFIDENTIALITY OF RECORDS
(a) Confidentiality of the records of the Counseling and Mental Health Center, a component agency of Counseling, Learning, and Career Services, is governed by the laws of the State of Texas and applicable federal law.

(b) With certain exceptions, a student is entitled to review or have access to the content of his or her confidential records.

CHAPTER 13. SPEECH, EXPRESSION, AND ASSEMBLY
SUBCHAPTER 13–100. GOVERNING PRINCIPLES
SEC. 13–101. FREEDOM OF SPEECH, EXPRESSION, AND ASSEMBLY
(a) The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty members, and staff members have the right to assemble, to speak, and to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

(b) Students, faculty members, and staff members are free to express their views, individually or in organized groups, orally or in writing or by other symbols, on any topic, in all parts of the campus, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. Teaching, research, and other official functions of the University shall have priority in allocating the use of space on campus.

(c) Except as expressly authorized by subchapter 13–200, the University shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement and administration of these rules or otherwise.

SEC. 13–102. SCOPE OF THIS CHAPTER AND RELATED PROVISIONS
(a) This chapter protects and regulates speech, expression, and assembly of students, faculty members, and staff members that is not part of the teaching, research, or other official functions of the University, not otherwise sponsored by the University or any academic or administrative unit, and not submitted for academic credit.

(b) This chapter also regulates certain speech that is part of the teaching, research, or other official functions of the University:
(1) Section 13–204 on harassment applies to all speech on campus.
(2) This entire chapter applies to speech by academic and administrative units, and
speech that is submitted for academic credit, in outdoor locations on the campus.

The dean of students administers and schedules outdoor signs, tables, exhibits,
public assemblies, and amplified sound, even for faculty members, staff members,
and administrative and academic units, because scheduling through a single office
is necessary to avoid conflicts.

(c) Any program or event sponsored by an academic or administrative unit of the Uni-
versity shall have priority in the use of space and facilities over any speech, expres-
sion, and assembly that is not sponsored by an academic or administrative unit,
except that programs or events sponsored by an academic or administrative unit
shall not have priority in the use of weekday amplified sound areas defined in section
13–802. This chapter does not limit other existing authority of University officials to
authorize programs and events sponsored by an academic or administrative unit and
not provided for in this chapter.

(d) Additional rules concerning free speech and academic freedom of faculty members
are found in the Regents’ Rules, Series 31004, Number 2, Sections 1 and 2.

(e) Underlying rules concerning free speech of students are found in the Regents’ Rules,
Series 40501, 80101, 80103, and 80104. Chapter 13 of the Institutional Rules imple-
ments those provisions and applies them to the Austin campus.

(f) Rules restricting access to the campus and restricting speech on the campus by
persons who are not students, faculty members, or staff members are found in the
Regents’ Rules, Series 40501.

(g) Rules protecting and regulating speech on University computer networks are promul-
gated by Information Technology Services, and are currently found in ITS Policies,
Responsible Use of Information Technology, http://www.utexas.edu/its/policies/
responsible.html.

(h) Rules requiring University employees to make clear that controversial statements are
made in their personal capacity are found in the Regents’ Rules, Series 10403, Number
2, Section 10. Rules restricting use of University equipment, supplies, services, and
working hours for political activities are found in the Regents’ Rules, Series 30103,
Number 2, Section 13.

SEC 13–103. GENERAL DEFINITIONS—CATEGORIES OF SPEAKERS
As used in this chapter,

(1) “Academic or administrative unit” means any office or department of the
University.
(2) “Faculty member and staff member” includes any person who is employed by the
University.
(3) “Off-campus person or organization” means any person, organization, or business
that is not an academic or administrative unit, a registered student, faculty, or
staff organization, or a student, faculty member, or staff member.
(4) “University person or organization” includes academic and administrative units,
registered student, faculty, and staff organizations, and individual students,
faculty members, and staff members. This phrase describes the most inclusive
category of potential speakers on campus; all persons and organizations of any
kind are either an “off-campus person or organization” or a “University person or
organization.”
(5) “Registered student, faculty, or staff organization” includes a registered student
organization under chapter 6, a faculty or staff organization under the Regents’ Rules,
Series 40201, and Student Government and any unit or subdivision thereof;
(6) “Student” means a person who is currently enrolled in residence at the University,
or who is accepted for admission or readmission to the University, or who has
been enrolled at the University in a prior semester or summer session and is eligi-
brable to continue enrollment in the semester or summer session that immediately
follows, or who is attending an educational program sponsored by the University
while that person is on campus.

SEC. 13–104. OTHER GENERAL DEFINITIONS
(a) “Amplified sound” means sound whose volume is increased by any electric, elec-
tronic, mechanical, or motor-powered means. Shouting and group chanting are not
amplified sound and are not subject to the special rules on amplified sound, but are
subject to general rules on disruption.
(b) “Dean of students” means the dean of students or any delegate or representative of
the dean of students.
“Main Plaza” means the area bounded by the south wall of the Tower, the line of the first north-south hedge immediately west of Garrison Hall, the north edge of Inner Campus Drive, and the line of the first north-south hedge immediately east of Battle Hall. The Main Plaza includes the south steps and south porches of the Tower.

“Room or space” includes any room or space, indoors or outdoors, owned or controlled by the University.

“University” means the University of Texas at Austin.

“Weekday” means Monday through Friday, except for official University holidays; “day” means calendar day, except for days on which the University is officially closed.

**SUBCHAPTER 13–200. PROHIBITED EXPRESSION**

**SEC. 13–201. OBSCENITY**

No person or organization shall distribute or display on the campus any writing or visual image, or engage in any public performance, that is obscene. A writing, image, or performance is “obscene” if it is obscene as defined in Texas Penal Code, Section 21.08 or successor provisions, and is within the constitutional definition of obscenity as set forth in decisions of the United States Supreme Court.

**SEC. 13–202. DEFAMATION**

(a) No person shall make, distribute, or display on the campus any statement that unlawfully defames any other person.

(b) A statement unlawfully defames another person if it is false, if the false portion of the statement injures the reputation of the other person, and if the speaker has the constitutionally required state of mind as set forth in decisions of the United States Supreme Court.

**SEC. 13–203. INCITEMENT TO IMMINENT VIOLATIONS OF LAW**

No person shall make, distribute, or display on the campus any statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law.

**SEC. 13–204. HARASSMENT**

(a) No person shall make, distribute, or display on the campus any statement that constitutes verbal harassment of any other person. This section applies to all speech on the campus, including speech that is part of teaching, research, or other official functions of the University.

(b) (1) “Verbal harassment” means hostile or offensive speech, oral, written, or symbolic, that

(A) personally describes or is personally directed to one or more specific individuals; and

(B) is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the victim’s ability to participate in or benefit from the services, activities, or privileges provided by the University; and

(C) is not necessary to the expression of any idea described in paragraph (2) of this subsection.

(2) To make an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea is not verbal harassment, even if some listeners are offended by the argument or idea. The categories of sexually harassing speech set forth in Policy 4.B.2 of the Revised Handbook of Operating Procedures are rarely, if ever, necessary to argue for or against the substance of any political, religious, philosophical, ideological, or academic idea.

(3) Verbal harassment may consist of threats, insults, epithets, ridicule, personal attacks, or the categories of harassing sexual speech set forth in Policy 4.B.2 of the Revised Handbook of Operating Procedures, and is often based on the victim’s appearance, personal characteristics, or group membership, including but not limited to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, ideology, political views, or political affiliation.

(c) Harassment can also consist of nonverbal conduct, such as hazing, practical jokes, damage to property, and physical assault. In the case of sexual harassment and sexual misconduct, sexual conduct is often central to the offense. These forms of harassment are prohibited by section 11–804(a)(12) of these Institutional Rules, by Policy 4.A.3 and Policy 4.B.2 of the Revised Handbook of Operating Procedures, and by Regents’ Rule, Series 30105. Some forms of harassment violate the Prohibition of Campus Violence, Policy 2.A.3 in the Revised Handbook of Operating Procedures. For enhanced penalties for disciplinary offenses motivated by the race, color, or national origin of
a student harmed by the offense, see section 11–501(b). To the extent of any conflict in the definition of verbal harassment, the more detailed definition in this section controls.

(d) The harassment that this section prohibits does not exhaust the category of speech that is unnecessary and inappropriate to vigorous debate in a diverse community of educated people. An essential part of higher education is to learn to separate substantive argument from personal offense, and to express even the deepest disagreements within standards of civility that reflect mutual respect, understanding, and sensitivity among the diverse population within the University and in the larger society. These are community norms, even though they cannot be enforced by disciplinary rules.

(e) Verbal harassment has been interpreted very narrowly by the federal courts. Policies on verbal harassment or hate speech at many universities have been held unconstitutional, either because they prohibited harassment only when it was based on race, sex, and similar categories, or because they failed to protect the expression of potentially offensive ideas. This policy should be interpreted as narrowly as need be to preserve its constitutionality.

(f) (1) A student who believes he or she has been harassed should report the alleged violation to the dean of students.

(2) A faculty member or staff member who believes he or she has been harassed should report the alleged violation to the Office of Equal Opportunity Services.

(3) Alternatively, any person who believes he or she has been harassed may report the alleged violation to the Office of Equal Opportunity Services or to any University official, administrator, or supervisor. A faculty member is not an “official, administrator, or supervisor” for this purpose unless that faculty member holds an administrative position.

(4) Any University official, administrator, or supervisor who receives a report of alleged harassment shall promptly refer that report and the complainant to the Office of Equal Opportunity Services, or to the dean of students, as appropriate. A complaint whose report is not forwarded to the Office of Equal Opportunity Services, or to the dean of students, has not initiated proceedings for providing a remedy to the complainant or for imposing discipline on the alleged harasser.

(5) Investigation of the information provided, and any remedial or disciplinary proceedings, shall proceed under the procedures set out in the harassment policies cross-referenced in section 13–204(c).

SEC. 13–205. SOLICITATION

(a) (1) No person shall make, distribute, or display on the campus any statement that offers or advertises any product or service for sale or lease, or requests any gift or contribution, except as authorized in paragraph (b), by section 13–403, or by the Regents’ Rules.

(2) Words or symbols on personal apparel, or on decals or bumper stickers affixed to a vehicle by an owner of that vehicle, are not solicitation within this definition.

(3) Unadorned acknowledgments or thanks to donors are not solicitation within this definition.

(b) (1) A registered student, faculty, or staff organization may advertise or sell merchandise, publications, food, or nonalcoholic beverages, or request contributions, for the benefit of the organization, for the benefit of another registered student, faculty, or staff organization, or for the benefit of an organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. No organization may sell items obtained on consignment. No organization may request contributions for an off-campus tax-exempt organization for more than fourteen days in any fiscal year.

(2) Registered student, faculty, and staff organizations, and academic and administrative units, may sell, distribute, or display literature that contains advertising, subject to the limits in section 13–403. Individual students, faculty members, and staff members may distribute or display such literature, but may not sell it.

(3) Individual students, faculty members, and staff members may post advertisements for roommates, subleases, and sales of used goods that the seller has personally owned and used, but only on a bulletin board designated for that purpose by an academic or administrative unit in space that the unit occupies or controls. Any unit that designates a bulletin board for this purpose may regulate that bulletin board under the procedures set forth in section 13–506.

(4) A resident of a University residence hall or apartment building may occasionally invite one or more salespersons to come to the resident’s room or apartment, and in that room or apartment, the salesperson may offer products or services for sale to other residents of that residence hall or apartment building.
(5) A registered student, faculty, or staff organization may collect admission fees for programs scheduled in advance under chapter 10; provided, that neither University persons nor organizations may collect admission fees for the exhibition of movies on the campus.

(6) A registered student, faculty, or staff organization may collect membership fees or dues at meetings of the organization scheduled in advance under chapter 10.

(7) A registered student, faculty, or staff organization may sell charitable raffle tickets on behalf of an organization that is authorized to conduct a charitable raffle under the Texas Charitable Raffle Enabling Act, Texas Occupations Code, Chapter 2002, or successor provisions.

(c) A registered student organization that receives funds from solicitations under this section shall deposit and account for such funds under the rules in section 6–401(a).

(d) More detailed regulation of solicitation appears in the Regents’ Rules, Series 80103. The provisions most relevant to students, faculty members, and staff members have been incorporated here.

SUBCHAPTER 13–300. GENERAL RULES ON MEANS OF EXPRESSION

SEC. 13–301. DISRUPTION

(a) Except as expressly authorized in section 13–802, or by an authorized University official responsible for a program or event sponsored by an academic or administrative unit, no speech, expression, or assembly may be conducted in a way that disrupts or interferes with any

(1) teaching, research, administration, or other authorized activities on the campus;

(2) free and unimpeded flow of pedestrian and vehicular traffic on the campus; or

(3) signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.

(b) (1) The term “disruption” and its variants, as used in this rule, are distinct from and broader than the phrase “disruption of activities,” as used in the Regents’ Rules, Series 30103, Number 2, Section 2, and the phrase “disruptive activities,” as used in the Regents’ Rules, Series 40502. This rule is concerned not only with deliberate disruption, but also with scheduling and coordination of events to manage or minimize the inevitable conflicts between legitimate events conducted in close proximity.

(2) Except in the most extreme cases, interference and disruption are unavoidably contextual. Intentional physical interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any distracting sound may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. Occasional heckling in the speaker’s pauses may not disrupt a political speech, but persistent heckling that prevents listeners from hearing the speaker does disrupt a political speech. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. We cannot escape relying on the judgment and fairness of University authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important to remind administrators and law enforcement officials that their judgments should not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.

(c) Potentially disruptive events can often proceed without disruption if participants, administrators, and law enforcement officials cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators and law enforcement officials should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges or arrest.

SEC. 13–302. DAMAGE TO PROPERTY

(a) No speech, expression, or assembly may be conducted in a way that damages or defaces property of the University or of any person who has not authorized the speaker to damage or deface his or her property.

(b) No person may damage, deface, or interfere with any sign, table, or exhibit posted or displayed by another person or organization acting under the rules in this chapter.
SEC. 13–303. COERCING ATTENTION
(a) No person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication.
(b) No person may persist in requesting or demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication.

SEC. 13–304. COSPONSORSHIP
(a) Neither registered student, faculty, or staff organizations, nor individual students, faculty members, or staff members, may cosponsor any event on campus with an off-campus person or organization. Only academic or administrative units with authority delegated from the president of the University may cosponsor events with an off-campus person or organization.
(b) An event is a prohibited cosponsorship if an individual or a student, faculty, or staff organization
(1) depends on an off-campus person or organization for planning, staffing, or management of the event; or
(2) advertises the event as cosponsored by an off-campus person or organization; or
(3) operates the event as agent of, or for the benefit of, an off-campus person or organization, except for solicitation of charitable contributions under the authority of section 13–205(b)(1); or
(4) distributes any proceeds of the event to an off-campus person or organization, except for
   (A) the proceeds of charitable contributions solicited under the authority of section 13–205(b)(1); or
   (B) payment of a fair market price for goods or services provided to the University person or organization; or
(5) reserves a room or space for the use of an off-campus person or organization; or
(6) engages in any other behavior that persuades the dean of students that an off-campus person or organization is in fact responsible for the event, in full or in substantial part.
(c) The following facts do not, in and of themselves, indicate a prohibited cosponsorship:
   (1) that a University person or organization endorses an off-campus person or organization or its message;
   (2) that a University person or organization sells, distributes, or displays literature prepared by an off-campus person or organization or containing contact information for an off-campus person or organization;
   (3) that a University person or organization has purchased goods or services from an off-campus provider;
   (4) that a registered student, faculty, or staff organization has invited a guest speaker under subchapter 13–1000;
   (5) that a registered student, faculty, or staff organization has received financial contributions to support the event from an off-campus donor.
(d) The purpose of this rule is to preserve the limited space on campus for the use of students, faculty members, and staff members, and the rule shall be interpreted to serve that purpose. It is not the purpose of this rule to prevent students, faculty members, or staff members from exercising their right to associate with other persons or organizations holding views similar to their own.

SEC. 13–305. OTHER RULES WITH INCIDENTAL EFFECTS ON SPEECH
(a) Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference here. For example, libraries typically have highly restrictive rules concerning noise; laboratories and rooms containing the electrical and mechanical infrastructure of the University typically have safety rules and rules excluding persons without specific business there; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways. Speech within classrooms is generally confined to the subject matter of the class; the right to attend a class at all is subject to registration and payment of tuition; individual professors may have rules of decorum in their classroom. These kinds of rules limit the right of students, faculty members, and staff members to enter and speak in the places to which these rules apply.
(b) Reasonable and nondiscriminatory rules of this kind generally control over the rights of free speech guaranteed in this chapter. But even these kinds of rules are subject to the constitutional right of free speech. Such rules must be viewpoint neutral. Such rules cannot regulate speech more restrictively than they regulate other activities that cause the problems to be avoided by the rule. Such rules should not restrict speech more than is reasonably necessary to serve their purpose. Such rules cannot ban unobtrusive forms of communication with no potential for disruption even in the specialized environment subject to the localized rule. Thus, for example, means of silent expression or protest confined to the speaker's immediate person, such as armbands, buttons, and t-shirts, are nearly always protected because they are rarely disruptive in any environment.

SUBCHAPTER 13–400. DISTRIBUTION OF LITERATURE
SEC. 13–401. GENERAL RULE ON DISTRIBUTION OF LITERATURE
(a) Registered student, faculty, and staff organizations, and academic and administrative units, may sell, distribute, or display literature on campus, subject to the rules in this subchapter and to the general rules in subchapters 13–200 and 13–300. Individual students, faculty members, and staff members may distribute or display literature but may not sell it. In either case, no advance permission is required.
(b) "Literature" means any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for distribution to potential readers.

SEC. 13–402. NOT-FOR-PROFIT LITERATURE ONLY
(a) Except as expressly authorized by the Regents' Rules or by contract with the University, no person or organization may sell, distribute, or display on campus any publication operated for profit. A registered student, faculty, or staff organization may sell publications operated for profit as part of a fund-raiser authorized by, and subject to the limits of, section 13–205(b)(1).
(b) A publication is operated for profit if any part of the net earnings of the publication, or of its distribution, inures to the benefit of any private shareholder or individual.

SEC. 13–403. LIMITS ON ADVERTISING
Literature distributed on campus may contain the following advertising:
(1) advertising for a registered student, faculty, or staff organization, or an academic or administrative unit;
(2) advertising for an organization that is tax exempt under Section 501(c)(3) of the Internal Revenue Code;
(3) paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising; and
(4) other advertising expressly authorized by the Regents' Rules or by contract with the University.
All other advertising in literature distributed on campus is prohibited.

SEC. 13–404. IDENTIFICATION
All literature distributed on campus must identify the University person or organization responsible for its distribution.

SEC. 13–405. CLEAN UP OF ABANDONED LITERATURE
Any person or organization distributing literature on campus shall pick up all copies dropped on the ground in the area where the literature was distributed.

SUBCHAPTER 13–500. SIGNS AND BANNERS
SEC. 13–501. GENERAL RULE ON SIGNS
(a) “Sign” means any method of displaying a visual message to others, except that transferring possession of a copy of the message is distribution of literature and not a sign.
(b) Subject to the rules in this subchapter and to the general rules in subchapters 13–200 and 13–300, a University person or organization may display a sign by holding or carrying it, by displaying it at a table (see subchapter 13–600), or by posting it on a kiosk, bulletin board, or other designated location. Signs may not be posted in any other location.

SEC. 13–502. HAND-HELD SIGNS
(a) Students, faculty members, and staff members may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. No advance permission is required.
(b) Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring any other person.

(c) Any person holding or carrying a sign at a speech, performance, or other event shall exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.

(d) A law enforcement officer or the dean of students, or an usher or other University employee if authorized by officials responsible for managing the venue, may warn any person that his or her sign is being handled in violation of paragraphs (b) or (c). If the violation persists after a clear warning, the law enforcement officer, dean, authorized usher, or other authorized employee may confiscate the sign.

SEC. 13–503. SIGNS ON KIOSKS

(a) A kiosk is an outdoor structure, attached to the ground in a fixed location, designed for the posting of signs.

(b) University persons and organizations may post signs on kiosks. No advance permission is required. Individuals may not post on kiosks any sign advertising goods or services for sale (see section 13–205).

(c) No sign posted on a kiosk may be larger than 11 inches by 17 inches.

(d) Each sign posted on a kiosk must identify the University person or organization that posted the sign, and must state the date the sign was posted or the date of the event being advertised. No sign advertising an event may be posted on a kiosk more than fourteen days before the date of the event.

(e) The person or organization that posts a sign on a kiosk must remove that sign not later than fourteen days after it was posted, or twenty-four hours after the event it advertised, whichever is earlier.

(f) No sign may be posted on a kiosk on top of another properly posted sign.

(g) No person or organization may post more than two signs on the same kiosk at the same time.

(h) The dean of students may remove any sign that violates any of the rules in this section.

SEC. 13–504. BANNERS

(a) “Banner” means a sign hung from a structure, or between two buildings, structures, or poles.

(b) (1) The dean of students shall designate places where banners may be hung in outdoor locations not occupied or controlled by any other academic or administrative unit.

(2) Other academic and administrative units may designate one or more places where banners may be hung in indoor or outdoor locations that the unit occupies or controls.

(c) (1) Academic and administrative units and registered student, faculty, and staff organizations may hang banners in locations designated under paragraph (b). Individuals may not hang banners.

(2) Advance permission is required from the unit administering the location, and usually, advance reservations are required. Academic and administrative units advertising official University events or programs may be given priority. In locations administered by academic or administrative units other than the dean of students, organizations affiliated with the unit administering the location may be given priority.

(d) (1) In locations administered by the dean of students, each banner may be hung for one week. The banner may be renewed from week to week if space is available, but usually, other organizations are waiting their turn and renewal is not possible.

(2) Other units administering a location for banners may limit the time each banner may hang. Any such time limit shall be applied without discrimination to all organizations, except that academic and administrative units may be given preference.

(e) The dean of students shall maintain, on a Web site or on a flyer or pamphlet conveniently available at the dean’s office,

(1) a list of outdoor locations where banners may be hung;

(2) the academic or administrative unit that administers banners at each outdoor location; and

(3) a current description of the rules and procedures for reserving the right to hang a banner in locations administered by the dean of students.
(f) The unit administering a banner location may require that the physical work of hanging the banners be performed only by employees of Physical Plant or other appropriate University personnel.

SEC. 13–505. A-FRAMES
(a) “A-frame” means a movable and self-supporting sign board designed to stand on the ground.
(b) A-frames are subject to the rules on exhibits in subchapter 13–700.

SEC. 13–506. SIGNS IN OTHER DESIGNATED LOCATIONS (INCLUDING DEPARTMENTAL BULLETIN BOARDS)
(a) Each academic or administrative unit of the University may authorize the posting of signs in spaces that unit occupies and controls. Such authorization may be granted by general rule, by stamping or initialing individual signs, or by long-standing tradition.
(b) Signs in spaces occupied by academic or administrative units may be
(1) confined to bulletin boards or other designated locations;
(2) subjected to viewpoint-neutral rules limiting the size of signs, limiting how long they may be posted, requiring each sign to show the date it was posted and the name of the person or organization who posted it, and similar rules designed to facilitate fair and equal opportunities to post signs;
(3) confined to official statements or business of the unit, or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.
(c) Each academic or administrative unit shall post on or near each bulletin board or other designated location that it administers
(1) either the rules applicable to that bulletin board or location, or a particular office or Web site where the rules applicable to that bulletin board or location may conveniently be found; and
(2) if a stamp or initials are required on signs before they are posted on that bulletin board or location, the name and office location of the person whose stamp or initials are required.
This notice shall be posted in the upper left corner of each bulletin board or other designated location for posting signs, or conspicuously in another nearby location. If no such notice is posted, then the only applicable rules are those contained in subchapters 13–200 and sections 13–301 to 13–304.
(d) Within the scope of the subject matters permitted on a particular bulletin board or other designated location, no academic or administrative unit shall discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed on a sign.
(e) This section does not apply to any enclosed bulletin board or display case that is accessible only to authorized personnel for official University business.

SUBCHAPTER 13–600. TABLES
SEC. 13–601. GENERAL RULE ON TABLES
University persons or organizations may set up tables from which to display literature and disseminate information and opinions, subject to the rules in this subchapter and to the general rules in subchapters 13–200 and 13–300. No advance permission is required.

SEC. 13–602. LOCATIONS
(a) Subject to the restrictions in paragraph (b) and subject to the rules on disruption of other functions and interference with vehicular and pedestrian traffic (see section 13–301), University persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location.
(b) (1) Tables may not be set up on the Main Plaza.
(2) Tables may not be set up inside any library, classroom, laboratory, performance hall, stadium, or office, or in any hallway less than ten feet wide, without permission from the academic or administrative unit that controls the space, or from the faculty member or staff member who controls the space at a particular time.
(3) An academic or administrative unit may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit. Academic and administrative units are encouraged to clearly state any such rules in writing, and to publish those rules on a Web site or on a flyer or pamphlet conveniently available at the chief administrative office of the unit.
(c) If any table is set up in a prohibited or disruptive location, any University employee pointing out the violation shall also point out other locations, as nearby as is reasonably possible, where the table is permitted.
SEC. 13–603. IDENTIFICATION
Each table must have a sign or literature that identifies the University person or organization sponsoring the table.

SEC. 13–604. CLEANUP AROUND TABLES
Any person or organization sponsoring a table shall remove litter from the area around the table at the end of each day.

SEC. 13–605. SOURCES OF TABLES
Persons and organizations may supply their own tables. In addition, the dean of students maintains a supply of tables that may be reserved and checked out for use on campus. The dean of students shall maintain, on a Web site or on a flyer or pamphlet conveniently available at the dean’s office, a current description of the rules and procedures for reserving and checking out tables.

SUBCHAPTER 13–700. EXHIBITS AND A-FRAMES

SEC. 13–701. GENERAL RULE ON EXHIBITS
(a) “Exhibit” means an object or collection of related objects, designed to stand on the ground or on a raised surface, which is not a table, is designed for temporary display, and is not permanently attached to the ground. An A-frame sign (see section 13–505) is an exhibit.

(b) University persons and organizations may erect exhibits, subject to the rules in this subchapter and to the general rules in subchapters 13–200 and 13–300. Advance permission is required from the dean of students, except that an academic unit may authorize indoor exhibits in a space that it occupies and controls. Exhibits may not be erected on the Main Plaza between 8:00 AM and 5:00 PM on weekdays.

SEC. 13–702. APPLICATION PROCESS
A person or organization desiring to erect an exhibit shall apply on a form prescribed by the dean of students.

SEC. 13–703. CRITERIA FOR APPROVAL
(a) The dean of students shall authorize an exhibit described in a completed application under section 13–702 unless the dean finds that use of the proposed space for the proposed exhibit must be disapproved under the criteria in section 10–203.

(b) The dean shall specify the location of each exhibit to reduce the hazard to visually impaired pedestrians.

(c) The dean shall advise each applicant how to correct, if possible, any conditions that preclude approval of his or her application. Even if an applicant is entitled to have its application approved as submitted, the dean may give advice about other possible locations, or about modifications to the exhibit, that would avoid potential problems or make the proposed exhibit more workable.

SEC. 13–704. TIME LIMITS
(a) In locations administered by the dean of students, each exhibit may be displayed for fourteen days. The exhibit may be renewed for an additional fourteen days if space is available.

(b) The exhibit must be removed at the end of each day and may be reerected each morning. However, the vice president for student affairs or the dean of students may authorize overnight exhibits in designated locations. Overnight exhibit locations shall be listed on a Web site, or on a flyer or pamphlet conveniently available in the dean’s office.

SEC. 13–705. CLEAN UP AROUND EXHIBITS
Any person or organization sponsoring an exhibit shall remove litter from the area around the exhibit at the end of each day.

SEC. 13–706. LIABILITY
Any person or organization sponsoring an exhibit assumes full responsibility for the exhibit, including all injuries or hazards that may arise from the exhibit. The University shall not be liable for any damage that may occur to the exhibit, and any person or organization sponsoring the exhibit shall indemnify the University for any claims arising from the exhibit’s presence on campus.

SUBCHAPTER 13–800. AMPLIFIED SOUND

SEC. 13–801. GENERAL RULE ON AMPLIFIED SOUND
University persons and organizations may use amplified sound on campus at designated times and locations, subject to the rules in this subchapter and to the general rules in subchapters 13–200 and 13–300. Advance permission is required. This subchapter creates limited exceptions to the general rule on disruption in section 13–301.
SEC. 13–802. LOCATION AND TIMES OF WEEKDAY AMPLIFIED SOUND AREAS

(a) (1) The West Mall Amplified Sound Area is the extreme east end of the West Mall, adjacent to the west steps of the Tower.
(2) University persons and organizations may use amplified sound in this area from 11:30 AM to 1:30 PM Monday through Friday.

(b) (1) The Union Patio Amplified Sound Area is the flagstone area between the Texas Union and the Flawn Academic Center.
(2) University persons and organizations may use amplified sound in this area from 11:30 AM to 1:30 PM Monday through Friday.

(c) (1) The East Bus Circle Amplified Sound Area is the grassy area south of the East Mall Fountain and east of Steindam Hall.
(2) University persons and organizations may use amplified sound in this area from 8:00 AM to 5:00 PM Monday through Friday.

(d) (1) The East Mall Amplified Sound Area is the area bounded by the west side of Speedway Avenue, by the south end of Welch Hall, by the top of the steps at the east side of Inner Campus Drive, and by the north end of Waggener Hall.
(2) Permanent speakers will be installed in the planters in this area. This area may not be used until those speakers are installed. Thereafter, University persons and organizations may use amplified sound in this area from 8:00 AM to 5:00 PM Monday through Friday.

(e) (1) The Battle Oaks Amplified Sound Area is the area bounded by the north wall of Hogg Auditorium, by an extension drawn northward from the east wall of the Texas Union, by the south edge of the sidewalk on the south side of 24th Street, and by the west edge of the sidewalk on the west side of Inner Campus Drive.
(2) University persons and organizations may use amplified sound in this area from 8:00 AM to 5:00 PM Monday through Friday.

(f) (1) The Mustangs Amplified Sound Area is the area bounded by the sidewalk on the east side of San Jacinto Boulevard, by the west wall of the Texas Memorial Museum, and by the outer edge of the two stairways on either side of the lawn.
(2) University persons and organizations may use amplified sound in this area from 8:00 AM to 5:00 PM Monday through Friday.

(g) (1) The San Jacinto Amplified Sound Area is the area bounded by the south wall of the Art Building, by the east edge of the sidewalk on the east side of San Jacinto Boulevard, by the north edge of the sidewalk on the north side of 23rd Street, and by the west edge of the sidewalk on the west side of Trinity Avenue.
(2) University persons and organizations may use amplified sound in this area from 8:00 AM to 5:00 PM Monday through Friday.

(h) (1) The LBJ Fountain Amplified Sound Area is the area bounded by the east edge of Robert Dedman Drive, by the first sidewalk north of the LBJ Fountain, by a line drawn tangent to the west side of the LBJ Fountain and parallel to Robert Dedman Drive, and by the base of the hill on the south side of the Fountain.
(2) University persons and organizations may use amplified sound in this area from 8:00 AM to 5:00 PM Monday through Friday.

(i) (1) The vice president for student affairs may designate additional areas for weekday use of amplified sound.
(2) If the dean of students concludes that it is unworkable to use the Union Patio Amplified Sound Area and the Battle Oaks Amplified Sound Area at the same time, the dean may close the Union Patio Amplified Sound Area or refuse to schedule simultaneous events in the two areas.

SEC. 13–803. REGULATION AND SCHEDULING OF WEEKDAY AMPLIFIED SOUND

(a) The dean of students may prescribe rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of weekday amplified sound areas, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact. All such rules shall be reasonable and nondiscriminatory.

(b) (1) Persons or organizations wishing to use a weekday amplified sound area must reserve a particular area at a particular time. Reservations must be made with the dean of students on a form prescribed by the dean. The dean of students shall approve a properly completed application to reserve an amplified sound area, unless the application must be disapproved under the criteria in section 10–203 or under rules promulgated by the dean under the authority of this section.
(2) The dean may limit the number or frequency of reservations for each person or organization to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.
(3) In the Union Patio or Battle Oaks Amplified Sound Area, the dean shall reserve some time slots each week for emergency reservations by persons or organizations responding to events that have occurred, or issues that have arisen, since the preceding week.

(c) Amplified sound in the West Mall and Union Patio Amplified Sound Areas is in fact disruptive of teaching, administration, and research in the Tower, in the Flawn Academic Center, in Parlin Hall, and in Battle Hall. The disruption inherent in this use of amplified sound is expressly authorized, but no other disruption is authorized. Disruption is permitted to this extent because otherwise, it would be necessary to ban all use of amplified sound in and near the center of campus during working hours. The hours are limited because otherwise, work in these important buildings would be continuously disrupted.

(d) Between 8:00 AM and 5:00 PM Monday through Friday, all persons and organizations must use sound equipment owned or controlled by the University. Some sound equipment may be borrowed, and other sound equipment may be rented for a nominal fee, from the dean of students.

(e) Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.

(f) Any designations of additional areas, any additional rules regulating the designated areas, and the rules and procedures for reserving the right to use a designated area, shall be clearly stated on a Web site or on a flyer or pamphlet conveniently available at the dean of student’s office.

SEC. 13–804. AMPLIFIED SOUND ON EVENINGS AND WEEKENDS

(a) With advance permission, University persons and organizations may use amplified sound in any outdoor location on campus, including the weekday amplified sound areas designated in section 13–802, after 5:00 PM Monday through Friday, and after 8:00 AM Saturday and Sunday, except for the early morning hours excluded in paragraph (b).

(b) If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday, or Thursday evening, the sound must be turned off by 1:00 AM on the following day. If amplified sound is authorized for an event on a Friday or Saturday evening, the sound must be turned off by 2:00 AM on the following day.

(c) On evenings and weekends, speakers may provide their own sound equipment. Some sound equipment may be borrowed, and other sound equipment may be rented for a nominal fee, from the dean of students.

(d) The dean of students may prescribe reasonable and nondiscriminatory rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of amplified sound on evenings and weekends, to mediate any conflict with University functions and other nearby activities, and to manage environmental impact.

(e) Use of amplified sound on evenings and weekends requires advance permission from the dean of students. Persons and organizations shall apply on a form prescribed by the dean. The dean shall authorize amplified sound as described in a completed application unless the application must be disapproved under the criteria in section 10–203 or under rules promulgated by the dean under the authority of this section. The dean shall advise each applicant how to correct, if possible, any conditions that preclude approval of its application. Even if an applicant is entitled to have its application approved as submitted, the dean may give advice about other possible locations, or about modifications to the proposed event, that would avoid potential problems or make the proposed event more workable.

SEC. 13–805. AMPLIFIED SOUND INDOORS

Amplified sound sufficient to be heard throughout the room may be used in any room in any building, but the dean of students may limit or prohibit sound that would be disruptive outside the room. Reservations may be required. Rules concerning use of University buildings are contained in chapter 10.

SUBCHAPTER 13–900. PUBLIC ASSEMBLIES WITHOUT AMPLIFIED SOUND

SEC. 13–901. GENERAL RULE ON PUBLIC ASSEMBLIES

(a) “Publicly assemble” and “public assembly” include any gathering of persons, including discussions, rallies, and demonstrations. The rules of subchapter 13–800 apply to any use of amplified sound at a public assembly.
(b) University persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. This right to assemble is subject to the rules in this subchapter, to the general rules in subchapters 13–200 and 13–300, and to the rules on use of University property in chapter 10. No advance permission is required.

SEC. 13–902. RESERVATION OF SPACE
(a) University persons or organizations who wish to publicly assemble in a particular room or space at a particular time may reserve the room or space under the provisions in subchapter 10–200.
(b) An organization with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the room or space promptly at the beginning of its reserved time.
(c) Reservations are not required but are strongly encouraged. A person or organization planning to use a room or space without a reservation may find the facility locked or in use by another person or organization. The University Police rely on a list of scheduled events, and a large group without a reservation is likely to attract their courteous but inquiring attention.

SEC. 13–903. NOTICE AND CONSULTATION
Persons or organizations who are planning a public assembly with more than fifty participants are strongly encouraged to notify and consult with the dean of students as soon as practicable after the point at which the planners anticipate or plan for more than fifty participants. Persons or organizations planning smaller assemblies are encouraged to consult the dean of students if there is uncertainty about applicable University rules, the appropriateness of the planned location, or possible conflict with other events. The dean has much experience in helping student organizations structure events in ways that both comply with the University's rules and achieve the organization's goals for the event. The dean can help identify appropriate space and potentially conflicting events. The dean can help the planners avoid unintended disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.

SUBCHAPTER 13–1000. GUEST SPEAKERS
SEC. 13–1001. DEFINITIONS
“Guest speaker” means a speaker or performer who is not a student, faculty member, or staff member.

SEC. 13–1002. WHO MAY PRESENT
Registered student, faculty, and staff organizations, and academic and administrative units, may present guest speakers on University property. In the case of registered student organizations, advance permission from the dean of students is required. Individuals may not present a guest speaker.

SEC. 13–1003. LOCATION AND FORM OF PRESENTATION
(a) A guest speaker may present a speech or performance, or lead a discussion, at a time announced in advance, in a fixed indoor location, or in a fixed outdoor location approved by the dean of students. A guest speaker may distribute literature to persons who attend the speech, performance, or discussion.
(b) A guest speaker may not
(1) accost potential listeners who have not chosen to attend the speech, performance, or discussion; or
(2) distribute literature to persons who have not chosen to attend the speech, performance, or discussion; or
(3) help staff a table or exhibit set up under subchapter 13–600 or 13–700.

SEC. 13–1004. APPLICATION
(a) A registered student organization that wishes to present a guest speaker shall apply to the dean of students, on a form prescribed by the dean, at least forty-eight hours before the scheduled event or any planned advertising for the event, whichever is earlier. The application shall be combined with an application under section 10–202 to reserve the use of a University room or space for the event.
(b) The dean shall approve an application properly made under subsection (a) unless it must be disapproved under the criteria in section 10–203.
SEC. 13–1005. OBLIGATIONS OF PRESENTING ORGANIZATION
A student, faculty, or staff organization that presents a guest speaker must make clear that
(1) the organization, and not the University, invited the speaker; and
(2) the views expressed by the speaker are his or her own and do not necessarily
represent the views of the University, the University of Texas System, or any com-
ponent institution.

SUBCHAPTER 13–1100. RESPONDING TO SPEECH, EXPRESSION, AND
ASSEMBLY
SEC. 13–1101. GENERAL RULE ON RESPONDING
University persons and organizations may respond to the speech, expression, or assembly
of others, subject to all the rules in this chapter.

SEC. 13–1102. APPLICATIONS OF SECTION 13–1101
(a) Responders may not damage or deface signs or exhibits, disrupt public assemblies,
block the view of participants, or prevent speakers from being heard.
(b) Means of response that are permitted in many locations and without advance
permission or reservation, such as signs, tables, distribution of literature, and public
assembly without amplified sound, may be used immediately and in any location
authorized in this policy.
(c) Means of response that require advance permission or reservation, such as banners,
A-frames, exhibits, and amplified sound, may be used as soon as the needed permis-
sion or reservation may be arranged. Banner space and some amplified sound areas
may be unavailable on short notice because of earlier reservations, but the dean of
students shall expedite approval of A-frames, exhibits, and available banner space
and amplified sound areas where necessary to permit appropriate response to other
speech, assembly, or expression.
(d) Means of response that are confined to authorized locations, such as banners and
amplified sound, may be used only in those locations. It is not possible to respond
to amplified sound with amplified sound in the same location; similarly if an exhibit
or public assembly is in a location where amplified sound is not permitted, it is not
possible to respond with amplified sound in that location. In either case, it is possible
to respond with amplified sound in another location and to use signs or distribution
of literature to advertise the response at the other location.

SUBCHAPTER 13–1200. ENFORCEMENT AND APPEALS
SEC. 13–1201. POLICE PROTECTION
(a) It is the responsibility of the University to protect the safety of all persons on campus
and to provide police protection for speakers, public assemblies, persons staffing or
viewing exhibits, and other events. The normal patrolling of officers during regu-
lar duty areas in the area of such events will be at the cost of the University. When
the magnitude, timing, or nature of an event requires overtime hours from police
officers (including contract hours for officers hired from other departments or private
security agencies), the University will, to the extent specified in subsections (b) and
(c), charge the cost of overtime or contract officers to the person or organization
sponsoring the event or exhibit that requires overtime police protection. The purpose
of subsections (b) and (c) is to charge for police overtime where reasonably possible,
but not to charge for police overtime made necessary by the content of speech at the
event or by the controversy associated with any event.
(b) A reasonable and nondiscriminatory fee for overtime police work will be charged for
events that require overtime police protection, and
(1) charge a price for admission, or
(2) pay a speaker, band, or other off-campus person or organization for services at the
event.
Persons or organizations planning such events should budget for the cost of police
protection.
(c) The University shall have the sole power to decide, after reasonable consultation with
the person or organization planning the event, whether and to what extent overtime
police protection is required. No fee shall be charged for officers assigned because of
political, religious, philosophical, ideological, or academic controversy anticipated
or actually experienced at the event. All fees shall be based on the number of officers
required for an uncontroversial event of the same size and kind, in the same place
and at the same time of day, handling the same amount of cash.
(d) Nothing in this section applies to any interdepartmental charge or transfer among
units or accounts funded by the University.
SEC. 13–1202. RESPONSE TO VIOLATIONS  
(a) A student who violates a prohibition in this chapter may be disciplined under the procedures in chapter 11.  
(b) A faculty member who violates a prohibition in this chapter may be disciplined under applicable procedures provided by other rules. If no such procedures exist, violations by faculty members shall be referred to the Office of the Executive Vice President and Provost.  
(c) A staff member who violates a prohibition in this chapter may be disciplined under applicable procedures provided by other rules. If no such procedures exist, violations by staff members shall be referred to Human Resource Services.  
(d) Authorized University personnel may prevent imminently threatened violations, or end ongoing violations, of a prohibition in this chapter, by explanation and persuasion, by reasonable physical intervention, by arrest of violators, or by any other lawful measures. Alternatively or additionally, they may initiate disciplinary proceedings under paragraph (a), (b), or (c). Discretion regarding the means and necessity of enforcement shall be vested in the chief of police, or in University personnel designated by the president, as appropriate, but such discretion shall be exercised without regard to the viewpoint of any speaker.  
(e) Persons and organizations on the campus shall comply with instructions from University administrators and law enforcement officials at the scene. A person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may test the propriety of that order in an appeal under section 13–1203.

SEC. 13–1203. APPEALS  
(a) A person or organization that is denied permission for an activity requiring advance permission under this chapter may appeal the denial of permission.  
(b) A person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may, on or before the fifth weekday after complying with the order, file an appeal to determine the propriety of the order limiting the speech, expression, or assembly. The question on appeal shall be whether, under the circumstances as they reasonably appeared at the time of the order, the appellant’s speech, expression, or assembly should have been permitted to continue. Such an appeal may be useful to clarify the meaning of a rule, or to resolve a factual dispute that may recur if the appellant desires to resume the speech, expression, or assembly that was limited by the order.  
(c) An appeal authorized by this section shall be heard under the procedures set out in subchapter 10–400.
Policy on Sex Discrimination and Sexual Harassment

I. GENERAL POLICY GUIDELINES

A. POLICY STATEMENT

It is the policy of the University of Texas at Austin to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty members, staff members, and visitors to promptly report sex discrimination and sexual harassment.

B. SCOPE

This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors, or contractors.

C. DEFINITIONS

1. **Sex discrimination**, including sexual harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of sex.

2. **Sexual harassment** is a form of sex discrimination that can occur when
   a. the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or
   b. the submission to or rejection of unwelcome physical conduct of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or
   c. unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Source: *Revised Handbook of Operating Procedures, Policy 4.B.2*
Physical conduct that, depending on the totality of circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to,
- unwelcome intentional touching; or
- deliberate physical interference with or restriction of movement.

Verbal conduct is defined as oral, written, or symbolic expressions that
- personally describe or are personally directed at a specific individual or group of identifiable individuals; and
- are not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

Verbal conduct that, depending on the totality of circumstances present, may constitute sexual harassment includes, but is not limited to,
- explicit or implicit propositions to engage in sexual activity;
- gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
- gratuitous remarks about sexual activities or speculation about sexual experiences;
- persistent, unwanted sexual or romantic attention;
- subtle or overt pressure for sexual favors;
- exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials;
- deliberate, repeated humiliation or intimidation based upon sex.

The examples on this list are rarely, if ever, necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

Constitutionally protected expression cannot be considered harassment under this policy.

II. GENERAL PROCEDURES

A. REPORTING

A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any University official, administrator, or supervisor. Students are encouraged to report such incidents to the Office of the Dean of Students; employees and campus visitors are encouraged to report to Equal Opportunity Services. Incidents should be reported as soon as possible after the time of their occurrence.

No person is required to report sex discrimination or sexual harassment to the alleged offender.

B. REFERRAL RESPONSIBILITY

Every supervisor, administrator, and University official is responsible for promptly reporting incidents of sex discrimination and sexual harassment that come to their attention to either the Office of the Dean of Students or Equal Opportunity Services.

C. RESOLUTION OPTIONS

A person who believes that he or she has been subjected to sex discrimination or sexual harassment and seeks to take action may use either the informal resolution process or the formal complaint process, or both. The informal resolution and formal complaint resolution processes described in this policy are not mutually exclusive, and neither is required as a precondition for choosing the other; however, they cannot both be used at the same time.

III. INFORMAL RESOLUTION PROCEDURE

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

A request for informal resolution must be made within ninety days of the date of the alleged incident to either the Office of the Dean of Students or the Office of the Director of Equal Opportunity Services, who shall determine whether the nature of the problem is such that it can be resolved by agreement on an informal basis, and if so, which office will do so. A request for informal resolution will not extend the ninety-day time limit for filing a formal complaint.

Methods for informal resolution may include, but are not limited to, coaching the person on how to directly address a situation which is causing a problem; mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct
occurred; assisting a department or division with the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the sex discrimination and sexual harassment policy. The University shall document any informal resolution. Such documentation shall be retained by the Office of the Dean of Students or Equal Opportunity Services as appropriate and will be kept confidential to the extent permitted by law. An informal resolution meeting shall not be considered a precondition for the filing of a written complaint.

IV. COMPLAINT RESOLUTION PROCEDURE

A. DEFINITIONS

1. Complaint means a signed document alleging sex discrimination, including sexual harassment under this policy.

2. Complainant means a person who submits a written complaint alleging sex discrimination, including sexual harassment under this policy.

3. Respondent means the person designated to respond to a complaint. Generally the respondent would be the person alleged to be responsible for the prohibited discrimination or sexual harassment alleged in a complaint. The term “respondent” may be used to designate persons with direct responsibility for a particular action or those persons with administrative responsibility for procedures and policies in those areas covered in a complaint.

4. Notification takes place two days after the date of posting of any document in the United States mail, properly addressed, or upon the date of receipt of any document, when placed in the campus mail, properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint.

B. COMPLAINT PROCEDURE

1. Complaint

A complaint alleging sex discrimination or sexual harassment must be submitted in writing to Equal Opportunity Services or the Office of the Dean of Students. The complaint must contain the following information:

- Name and UT identification number of the complainant(s)
- Contact information, including address, telephone number, e-mail address
- Name of person(s) directly responsible for alleged violation(s)
- Date(s) and place(s) of alleged violations
- Nature of alleged violation(s) as defined in this policy
- Detailed description of the specific conduct that is the basis of alleged violation(s)
- Copies of documents pertaining to the alleged violation(s)
- Names of any witnesses to alleged violation(s)
- Action requested to resolve the situation
- Complainant’s signature and date of filing
- Any other relevant information

The following communications do not constitute a complaint and will not be investigated or resolved pursuant to the complaint resolution process:

- Oral allegations
- E-mail correspondence
- Anonymous communications
- Courtesy copies of correspondence or a complaint filed with others
- Inquiries that seek advice or information only
- Precomplaint consultations and informal resolution activities

2. Time Limit

A written complaint must be filed within ninety calendar days of the occurrence of the alleged violation. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty calendar days after the end of that semester.

3. Acknowledgment

Within five working days after receipt of a written complaint, Equal Opportunity Services or the Office of the Dean of Students, as appropriate, will send the complainant a brief acknowledgment of the complaint, stating that the complaint will be evaluated, and advising the complainant(s) that he or she will be contacted within a given time. The acknowledgment letter will include a copy of these complaint procedures.
4. **Complaint Evaluation**

A formal investigation will be initiated if a complaint is complete, timely, within the scope of this policy, and articulates sufficient specific facts, which, if determined to be true, would support a finding that this policy was violated. The University may not proceed with a complaint investigation under a variety of circumstances, for instance,

- a person fails to provide a written, signed complaint;
- a complaint fails to describe in sufficient detail the conduct that is the basis of the complaint;
- the conduct described in the complaint is not covered by this policy;
- the complaint is not timely;
- the complainant declines to cooperate in the University's investigation;
- the complaint has been withdrawn; or
- an appropriate resolution or remedy has already been achieved, or has been offered and rejected.

If it is determined that the University will not proceed with a complaint investigation, Equal Opportunity Services or the Office of the Dean of Students, as appropriate, will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten working days of the notification, he or she may appeal the determination not to proceed with a complaint investigation to the vice president for employee and campus services or the vice president for student affairs, as appropriate. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint was in error. The appropriate vice president will respond within twenty working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to Equal Opportunity Services or the Office of the Dean of Students, as appropriate, for investigation in accordance with the procedures outlined below.

5. **Notification of Respondent**

If it is determined that the University will proceed with a complaint investigation, Equal Opportunity Services or the Office of the Dean of Students will give the respondent written notification of the complaint investigation. The notification letter will include a copy of the written complaint. The notification letter will provide the respondent an opportunity to submit a written response to the allegations within ten working days, unless unusual circumstances warrant additional time. The notification letter will include a statement advising the respondent that retaliation against the complainant is prohibited and will subject the respondent to appropriate disciplinary action.

6. **Investigation Responsibility**

The Office of the Dean of Students is responsible for conducting formal investigations of complaints against students alleging sex discrimination and sexual harassment. Equal Opportunity Services is responsible for conducting formal investigations of complaints against nonstudents alleging sex discrimination and sexual harassment. If a complaint is directed against an individual who would otherwise play a role in investigating and attempting to resolve the complaint, the function assigned to that person by these procedures will be delegated to another person.

7. **Investigative Process and Findings**

The investigator will interview both the complainant and the respondent(s) and persons who are considered to have pertinent factual information related to the complaint. The investigator shall also gather and examine documents relevant to the complaint. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Findings will be based on the totality of circumstances surrounding the conduct complained of, including but not limited to the context of that conduct, its severity, frequency, whether it was physically threatening, humiliating, or was simply offensive in nature.

8. **Representation**

During the complaint process, the complainant(s) and the respondent(s) may designate and thereafter be accompanied by an adviser of his or her choosing at meetings and interviews at which he or she is present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.
9. Submission of Evidence
During the complaint investigation process, the complainant(s) and the respondent(s) will provide Equal Opportunity Services or the Office of the Dean of Students, as appropriate, with all documents relied upon regarding the issues raised in the complaint.

a. The investigator will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within thirty working days of receipt of the respondent’s statement, unless unusual circumstances require more time. The appropriate vice president to act on complaints against faculty and staff members will be the vice president over the area where the respondent is employed. The appropriate vice president to act on complaints against contractors and visitors will be the vice president for employee and campus services. If a complaint is directed against a vice president who would otherwise act on a complaint, the function assigned to that vice president will be delegated to another person.

b. The appropriate vice president will promptly notify the complainant and the respondent that the investigation has been completed and attach a copy of the proposed statement of findings. Student identifiable information, if any, which is confidential by law, will be redacted. Within ten working days from the date of notification, the complainant and respondent may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have.

c. Within fifteen days of the notification to the complainant and the respondent that the investigation has been completed, the appropriate vice president and the investigator shall meet to discuss the findings and review the record, along with any comments and proposed corrections submitted by the complainant and respondent.

d. Within fifteen working days from that meeting, the vice president shall take one of the following actions: 1) request further investigation into the complaint; 2) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or 3) find that this policy was violated.

e. If the vice president determines that this policy was violated, he or she, following consultation with the investigator or other knowledgeable persons as appropriate, shall determine a disciplinary action that is appropriate for the severity of the conduct. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension without pay, and termination.

f. The vice president shall inform the complainant and the accused individual and the appropriate unit head in writing of his or her decision, and shall attach a copy of the final statement of findings. Copies of the vice president's letter, the attached statement of findings, and relevant documents shall also be sent to the Office of the Dean of Students or Equal Opportunity Services as appropriate.

11. Report of Findings and Recommendation—Complaints Against Students
a. The investigator will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the dean of students within thirty working days of receipt of the respondent's statement, unless unusual circumstances require more time.

b. The dean of students and the investigator shall meet within fifteen working days to discuss the findings, and review the record.

c. Within fifteen working days from that meeting, the dean of students shall take one of the following actions: 1) request further investigation into the complaint; 2) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or 3) find that this policy was violated.

d. If the dean of students determines that this policy was violated, the dean, following consultation with the investigator or other knowledgeable person(s) as appropriate, shall determine whether to initiate a disciplinary action appropriate for the severity of the conduct pursuant to Appendix C, chapter 11, pages 177–187. Disciplinary actions can include, but are not limited to, documented warning, the imposition of conditions, probation, suspension, and dismissal.

e. As required by federal law, any disclosure of the findings and decision of the Office of the Dean of Students will be governed by the provisions of the Family Educational Rights and Privacy Act.
V. MISCELLANEOUS

A. EMPLOYEE GRIEVANCE OF A DISCIPLINARY ACTION

Any employee disciplined pursuant to this policy, except faculty members, teaching assistants, assistant instructors, or members of The University of Texas at Austin Police Department (each of whom are subject to separate procedures), may grieve that action by submitting a written grievance, within ten working days of the imposition of the disciplinary action, to the president's office. Ordinarily, the president will assign responsibility for review and action on the appeal of the vice president's action to another vice president; however, when required by unusual circumstances, the president may review and handle a grievance pursuant to this policy.

If the disciplinary action that is being grieved does not involve termination, demotion, or suspension without pay, the vice president shall thoroughly review and finally decide the matter within thirty calendar days of its receipt unless unusual circumstances require more time.

If the disciplinary action that is being grieved involves termination, demotion, or suspension without pay of an employee who is covered by section 9.49 of the *Handbook of Operating Procedures*, the vice president who is assigned to review the grievance shall follow the procedures for appealing such actions contained in that section.

Complainants will be required to appear and testify at hearings that may be a part of such proceedings.

B. RETALIATION PROHIBITED

A student, faculty member, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in an investigation of such a complaint, is subject to disciplinary action, up to and including dismissal from the University.

C. FILING OF FALSE COMPLAINTS

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal from the University.

D. EFFECT ON PENDING PERSONNEL ACTIONS

The filing of a sex discrimination, sexual harassment, or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated University rules or policies.

E. RELATIONSHIP OF COMPLAINT PROCESS TO OUTSIDE AGENCY TIME LIMITS

The filing of a sex discrimination or sexual harassment complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

F. TITLE IX GRIEVANCE PROCEDURE

This complaint procedure shall also constitute the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, “complaint” is synonymous with “grievance.”

G. TIME FRAMES

Time frames mentioned in these procedures may be extended for good cause, such as holidays or when classes are not in session, or when it is necessary to complete an investigation due to difficulties reaching witnesses or parties to the complaint.

H. DOCUMENTATION AND CONFIDENTIALITY

The University shall maintain documents related to complaints under this policy as required by law. The Office of the Dean of Students shall be primarily responsible for records related to complaints against students. The Office of Equal Opportunity Services shall be primarily responsible for records related to complaints against nonstudents. The confidentiality of a complaint under this policy and all documents, correspondence, interviews, and discussions relating to the investigation of the information contained in a complaint will be maintained on a need-to-know basis to the extent permitted by law. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a complaint or otherwise relating to the investigation of a complaint under this policy is subject to disciplinary action.
I. CONSENSUAL RELATIONSHIPS
 Participation of a supervisor, teacher, adviser, or coach in a consensual romantic or sexual relationship with a subordinate employee or student in all cases creates a prohibited conflict of interest that must be addressed under the policy on consensual relationships (Revised Handbook of Operating Procedures, Policy 4.A.2).

J. SEXUAL MISCONDUCT
 Employee conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is unprofessional and/or inappropriate for worksites and teaching locations, may constitute prohibited sexual misconduct under the policy on sexual misconduct (Appendix E, pages 210–211).

For assistance: Questions regarding this policy should be directed to the Office of the Dean of Students or Equal Opportunity Services.
Appendix E

Policy on Sexual Misconduct

I. GENERAL POLICY GUIDELINES

A. POLICY STATEMENT
   It is the policy of the University of Texas at Austin to provide an educational and working environment for students, faculty members, staff members, and visitors that is free from sexual misconduct. The University encourages students, faculty members, staff members, and visitors to promptly report incidents of sexual misconduct and will respond appropriately, including taking disciplinary action when warranted, in response to sexual misconduct by its students, faculty members, staff members, visitors, and contractors.

B. DEFINITIONS
   Sexual misconduct is behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and working environment.
   Behaviors that may constitute sexual misconduct include but are not limited to:
     - Repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present
     - Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting, even if not objected to by those present
     - Failure to observe the appropriate boundaries of the supervisor/subordinate or faculty member/student relationship, including the participation of a supervisor, teacher, adviser, or coach in an unreported consensual romantic or sexual relationship with a subordinate employee or student

II. PROCEDURES FOR REPORTING AND RESPONDING TO SEXUAL MISCONDUCT

There are a number of ways in which concerns or complaints related to sexual misconduct can be addressed; however, no student, faculty member, staff member, or visitor is required to report or allege a violation of the sexual misconduct policy to the person who is the subject of the complaint. Concerns will be kept confidential to the extent permitted under the law.

A. REPORTING TO EQUAL OPPORTUNITY SERVICES
   Faculty members, staff members, students, and visitors who wish to complain about sexual misconduct may raise their concerns directly with Equal Opportunity Services (EOS). Incidents should be reported as soon as possible after the time of their occurrence, preferably within ninety days. EOS will work with affected University units to resolve the concern. If the complainant is a student, EOS will work with the dean of students office to determine how the complaint will be handled.

Source: Revised Handbook of Operating Procedures, Policy 4.A.3
B. REPORTING TO THE OFFICE OF THE DEAN OF STUDENTS

Students may also complain of sexual misconduct directly to the Office of the Dean of Students, which will work with Equal Opportunity Services to determine how the complaint will be handled. Incidents should be reported as soon as possible after the time of their occurrence, preferably within ninety days. Allegations of sexual misconduct that concern another student will be handled through Student Judicial Services, in accordance with Appendix C, chapter 11, pages 177–187.

C. REPORTING TO A SUPERVISOR, ADMINISTRATOR, OR UNIVERSITY OFFICIAL

University faculty and staff members may also bring an allegation of sexual misconduct to their immediate supervisor or to another University administrator or official in their supervisory chain. The reports should be made as soon after the incident as possible, preferably within ninety days. Supervisors, administrators, and University officials are responsible for promptly contacting Equal Opportunity Services to discuss incidents of sexual misconduct prior to taking action in response to them. Supervisors, administrators, and University officials who become aware of possible sexual misconduct on the part of faculty members, staff members, or students do not need to wait for a complaint to respond to it; however, they need to consult with the Office of Equal Opportunity Services about the matter before taking action.

III. MISCELLANEOUS

A. DOCUMENTATION

Equal Opportunity Services will document the existence and resolution of incidents of sexual misconduct. It will maintain the confidentiality of those documents to the extent permitted by law.

B. GRIEVANCE OF A DISCIPLINARY ACTION

A faculty or staff member receiving discipline as a result of this policy may file a grievance/appeal through the use of the appropriate grievance/appeal procedure. Any student receiving discipline as a result of this policy may file an appeal through the use of the appeal process outlined in Appendix C, subchapter 11-600, page 184.

For assistance: Students with questions regarding this policy are directed to the Office of the Dean of Students. All other questions may be addressed to Equal Opportunity Services.
Appendix F

Prohibition of Hazing

Under state law (V.T.C.A., Education Code §51.936 and §37.151 et seq.), individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the dean of students firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

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

The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

A. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
B. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
C. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
D. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

E. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

The Rules and Regulations of the Board of Regents of The University of Texas System, Series 50101, Number 2, Section 2.8, provide that

(a) Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

(b) Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Activities which under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of subsections 6.303(b)(3) and 11–804(7) of the Institutional Rules on Student Services and Activities include but are not limited to

1. Adapted from ARCH Chapter and Undergraduate Councils of Delta Tau Delta Fraternity.
The University of Texas at Austin recognizes human immunodeficiency virus (HIV) as a serious public health threat and is committed to encouraging an informed and educated response to questions raised by faculty members, staff members, and students. Guidelines in this policy have been developed to address the medical, educational, legal, administrative, and ethical issues involved.

The purpose of this policy is to provide guidelines for the University for compliance with Section 51.919, Texas Education Code, and for responding to specific situations involving persons with AIDS or HIV infections in the areas of administrative policy, residence life, health education, testing for HIV infection, confidentiality of information related to persons with AIDS or HIV infection, and patient care. The policy is applicable to students and employees of the University.

Throughout this appendix, “HIV infection” denotes the total spectrum of the disease, from HIV seropositive but asymptomatic infection to fully developed AIDS.

**GENERAL POLICIES**

1. **Institutional committee.** The University committee to oversee educational programs related to AIDS and HIV and to advise the administration on the implementation of these policies will include, as a minimum, representation from the faculty, the student body, and administrative areas such as housing services, health services, counseling services, and food services.

2. **Admissions.** The existence of HIV infection will not be considered in admissions decisions unless current scientific information indicates required academic activities may expose others to risk of transmission.

3. **Employment.** The existence of HIV infection will not be used to determine suitability of applicants for employment by the University. An HIV-infected employee will remain employed as long as he or she meets job performance standards and does not engage in job-related activities that current scientific information indicates may expose others to risk of transmission.

4. **Class attendance.** A student with HIV infection will be allowed to attend all classes without restrictions, as long as the student is physically and mentally able to participate and perform assigned work, and poses no health risk to others.

5. **Access to facilities.** A person with HIV infection will not be denied access to any University facility on the basis of HIV-positive status.

6. **Residential housing.** The University residential housing staff will not exclude HIV-positive students from University housing, and will not inform other students that a person with HIV infection lives in University housing.

Source: Excerpted from the *Handbook of Operating Procedures*, section 7.26
7. **Testing for HIV infection.**

A. **Mandatory testing.** No program for mandatory HIV testing of employees, students, or patients will be undertaken without that person's consent unless required by law or court order, or as specified by section G below.

B. **Voluntary testing and counseling.** University Health Services will offer or refer students, faculty members, and staff members for confidential or anonymous HIV counseling and testing services. All testing conducted by the University will include counseling before and after the test. Unless required by law, test results will be revealed to the person tested only when the opportunity is provided for immediate, individual, face-to-face counseling about:

1. the meaning of the test result;
2. the possible need for additional testing;
3. measures to prevent transmission of HIV;
4. the availability of appropriate health care services, including mental health care, and appropriate social and support services in the geographic area of the person’s residence;
5. the benefits of partner notification; and
6. the availability of partner notification programs.

C. **Informed consent.**

1. Unless otherwise authorized or required by law, no HIV test will be performed without informed consent of the person to be tested.
2. Consent will be written on a separate form, or the medical record will document that the test has been explained and consent has been obtained. The consent form will state that post-test counseling will be offered or the medical record will note that the patient has been informed that post-test counseling will be offered.

D. **Reporting of test results.** HIV test results will be reported in compliance with all applicable statutory requirements, including the Communicable Disease Prevention and Control Act, Texas Health and Safety Code, Chapter 81.

E. **Conditions of HIV testing of employees at University's expense.** Employees will be informed that they may request HIV testing and counseling at the University's expense, if:

1. The employee documents possible exposure to HIV while performing duties of employment; and
2. The employee was exposed to HIV in a manner that is capable of transmitting HIV as determined by guidelines developed in accordance with statements of the Texas Department of State Health Services and the Centers for Disease Control.

F. **Qualifying for workers' compensation benefits.** State law requires that an employee must provide a written statement of the date and circumstances of the exposure to HIV infection and document that within ten days after the exposure, the employee had a test result that indicated absence of HIV infection. An employee who may have been exposed to HIV while performing duties of employment may not be required to be tested, but refusal to be tested may jeopardize workers' compensation benefits.

G. **Testing following potential exposure to HIV.** The University will develop guidelines and protocols for employees and students who have been exposed to material that has a potential for transmitting HIV as a result of employment or educational assignments. Testing of employees or students exposed to such material will be done within seven days after exposure and will be repeated after one, three, and six months. These guidelines follow Texas Department of State Health Services, United States Public Health Service, and Centers for Disease Control guidelines. In cases of exposure of an employee or student to another individual’s (“Individual” in this paragraph) blood or body fluid, the University, at University expense, may test that Individual for HIV infection with or without the Individual’s consent, provided that the test is performed under approved institutional guidelines and procedures that provide criteria for testing and that respect the rights of the person being tested. This includes post-test counseling as specified in section B. If the test is done without the Individual’s consent, the guidelines must ensure that any identifying information concerning the Individual's test will be destroyed as soon as the testing is complete and the person who may have been exposed is notified of the result. Test results will be reported in compliance with all applicable statutory requirements, as specified in section D.
8. **Confidentiality of records.** Except where release is required or authorized by law, information concerning the HIV status of students, employees, or patients and any portion of a medical record will be kept confidential and will not be released without written consent. HIV status in personnel files and workers’ compensation files is to remain confidential and have the confidentiality status of medical records.

9. **Safety precautions.** The University will develop guidelines for health care workers and students in the health professions concerning prevention of transmission of HIV and concerning health care workers who have HIV infection. Each University health care worker who is involved in hands-on patient care should complete an educational course about HIV infection based on the model education program and workplace guidelines developed by the Texas Department of State Health Services and the guidelines of this policy.

10. **Education.**
    A. **Employee education pamphlet.** The University will provide each employee an educational pamphlet about methods of transmission and prevention of HIV infection. The pamphlet will be the Texas Department of State Health Services educational pamphlet or a pamphlet based on the model developed by the Texas Department of State Health Services. The pamphlet will be provided to new employees on the first day of employment and to all employees annually.
    B. **Information on prevention provided to students.**
        1. The University will routinely offer students education based on the model HIV education and prevention program developed by the Texas Department of State Health Services and tailored to the students’ cultural, educational, language, and developmental needs.
        2. University Health Services will provide information on prevention of HIV infection, including:
           (a) the value of abstinence and long-term mutual monogamy,
           (b) information on the efficacy and use of condoms, and
           (c) state laws relating to the transmission and to conduct that may result in the transmission of HIV.
        3. The employee educational pamphlet will be available to students on request.
    C. **Guidelines for laboratory courses.** Departments offering laboratory courses requiring exposure to material that has potential for transmitting HIV will adopt safety guidelines for handling such material and distribute these guidelines to students and staff members prior to such exposure.
    D. **Distribution of policy.** The University will make this policy on HIV infection available to students, faculty members, and staff members by including the policy in the student, faculty, and personnel guides if practicable, or by any other method.
    E. **Education of students entering health professions.** Each college or school offering medical, dental, nursing, allied health, counseling, and/or social work degree programs should include within the program curricula information about:
        1. methods of transmission and methods of prevention of HIV infection,
        2. federal and state laws, rules, and regulations concerning HIV infection and AIDS, and
        3. the physical, emotional, and psychological stress associated with the care of patients with terminal illnesses.

11. **Unemployment compensation benefits.** The University will inform employees via employee or faculty guides that state law provides that an individual will be disqualified for unemployment compensation benefits
    A. if the Texas Workforce Commission finds that the employee left work voluntarily rather than provide services included within the course and scope of employment to an individual infected with a communicable disease, including HIV. This disqualification applies if the University provided facilities, equipment, training, and supplies necessary to take reasonable precautions against infection.
    B. if the Texas Workforce Commission finds that the employee has been discharged from employment based on a refusal to provide services included within the course and scope of employment to an individual infected with a communicable disease, including HIV. This disqualification applies if the University provided facilities, equipment, training, and supplies necessary to take reasonable precautions against infection.

12. **Health benefits.** No University student or employee will be subjected to impermissible discrimination under a health benefits plan endorsed by the University on the basis of a positive HIV test result.
Appendix H

Prohibition of Sexual Assault

It is the policy of the University of Texas at Austin to strive to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. The University should foster an understanding of difference and cultivate the ethical and moral issues that are the basis of a humane social order. Therefore, the University will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape.

A student who individually, or in concert with others, participates or attempts to participate in a sexual offense, including but not limited to sexual assault or abuse of, threats against, or the unwanted touching of an intimate area of any other student, is subject to disciplinary action by the University, notwithstanding any action that may or may not be taken by the civil authorities.

A student may file a complaint against another student by directly contacting the Student Judicial Services area of the Office of the Dean of Students at (512) 471-1201. Students may choose to file a complaint with the Student Judicial Services staff whether or not they choose to press criminal charges. Students who wish to file a complaint against a faculty or staff member may contact the associate dean of students at the same number; however, this policy does not apply to cases involving an assault by a faculty or staff member. See Appendix D, “Policy on Sex Discrimination and Sexual Harassment,” pages 203–209; and Appendix J, “Prohibition of Campus Violence,” pages 225–226.

The University of Texas at Austin Counseling and Mental Health Center [(512) 471-3515] and the nonprofit organization SafePlace [(512) 267-SAFE] are available to provide support services for anyone affected by any form of sexual assault. Students who may have been assaulted by someone who is not affiliated with the University may contact any of the available University support services listed under “Programs and Support Services.”

When a student reports that the campus regulations prohibiting sexual assault have been violated, informal procedures that provide for the protection of the emotional health and physical safety of the complainant may be invoked. For example, a student who lives on...
campus may be moved to another campus living environment if he or she chooses or may be allowed to drop a class. Such arrangements will be facilitated through the Office of the Dean of Students. If the complainant provides credible evidence that the accused student presents a continuing danger to person or property or poses an ongoing threat of disrupting the academic process, the Office of the Dean of Students may take interim disciplinary action against the accused student as appropriate.

Students who wish to file a complaint that will be addressed by the University disciplinary system will work with the Student Judicial Services area of the Office of the Dean of Students. The details of the University conduct rules as well as possible sanctions that may be imposed against a student found guilty of a violation of University rules and regulations, may be found in Appendix C, chapter 11, pages 177–187.

Notwithstanding the rights of the accused student, a complainant under this policy is entitled to the following rights:

- The right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness. (The accused student has the same right.)
- The right to have a support person present during the hearing. This person is not entitled to represent the complainant nor to assist him or her with his or her testimony. If the support person is to act as a witness, the hearing officer may require him or her to testify prior to the complainant.
- The right not to have evidence of his or her past sexual history with third parties admitted as evidence.
- The right to have the hearing closed to spectators unless both the accused and the complainant consent in writing to have the hearing open to the public.
- The right to know the outcome of the hearing as defined by federal law.

**PROGRAMS AND SUPPORT SERVICES**

Below is a list of educational and preventive programs and support services on campus that address the issue of sexual assault. Brochures and other printed materials are available from each office. Additional information may be obtained by calling the numbers listed.

**COUNSELING AND MENTAL HEALTH CENTER, (512) 471-3515**

Individual and group counseling services that address all aspects of sexual assault
Developmental workshops
Twenty-four-hour telephone counseling and referral services, (512) 471-CALL (471-2255)
Outreach programming

**OFFICE OF THE DEAN OF STUDENTS: GREEK LIFE AND EDUCATION, (512) 471-9700**

Educational workshops conducted for individual fraternities and sororities
System-wide programs held for all members of the Greek community

**UNIVERSITY HEALTH SERVICES: HEALTH PROMOTION RESOURCE CENTER, 471-8252**

Sexual assertiveness training
Educational and prevention information
Staff development programs
Testing for sexually transmitted diseases after an assault
Presentations upon request

**OFFICE OF THE DEAN OF STUDENTS: UNDERGRADUATE ORIENTATION PROGRAMS**

Programs to provide awareness of sexual assault on campus and resources for prevention and support

**UNIVERSITY OF TEXAS POLICE DEPARTMENT**

Crime prevention presentations that include issues related to assault
Escort van, evening hours
Crime statistics information

**UNIVERSITY RESIDENCE HALLS**

Resident Assistant training on issues related to sexual assault
Discussion of issues related to sexual assault in floor meetings
Educational programs in the residence halls
Safety handbook
Individual and group support and follow-up
Appendix I

Nondiscrimination Policy

I. GENERAL POLICY GUIDELINES

A. POLICY STATEMENT

It is the policy of the University of Texas at Austin to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, age, disability, citizenship, and veteran status. Pursuant to University policy, this policy also prohibits discrimination on the basis of sexual orientation. Discrimination on the basis of gender, including sexual harassment, is addressed by Appendix D, pages 203–209.

B. SCOPE

This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege discrimination by University employees, students, visitors, or contractors.

C. DEFINITIONS

1. **Discrimination** is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their race, color, religion, national origin, age, disability, citizenship, veteran status, or sexual orientation.

2. **Harassment** as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, national origin, age, disability, citizenship, veteran status, or sexual orientation when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual’s or group’s academic or work performance; or of creating a hostile academic or work environment.

3. **Verbal conduct** is defined as oral, written, or symbolic expressions that
   - personally describe or are personally directed at a specific individual or group of identifiable individuals; and
   - are not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea
   Constitutionally protected expression cannot be considered harassment under this policy.\(^1\)

1. Complaints of full-time faculty members who are notified that they will not be reappointed, or that the subsequent academic year will be their terminal appointment, and who contend that such decisions were made for unlawfully discriminatory reasons will be referred to the Office of the Executive Vice President and Provost for handling pursuant to the Regent’s Rules, Series 31008, Number 2, Section 6.

2. For further information concerning harassment, see Appendix C, section 13-204, pages 190–191; for information concerning enhanced student penalties for offenses motivated by race, color, or national origin, see section 11-501(b), page 182.

Source: Revised Handbook of Operating Procedures, Policy 4.B.1
II. GENERAL PROCEDURES

A. REPORTING
A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy should report the incident to any University official, administrator, or supervisor. A faculty member is not an “official, administrator, or supervisor” for this purpose unless that faculty member holds an administrative position. Students are encouraged to report such incidents to the Office of the Dean of Students; employees and campus visitors are encouraged to report to Equal Opportunity Services. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report discrimination or harassment to the alleged offender.

B. REPORTING RESPONSIBILITY
Every supervisor, administrator, and University official is responsible for promptly reporting incidents of discrimination and harassment in violation of this policy that come to their attention to either the Office of the Dean of Students or Equal Opportunity Services.

C. RESOLUTION OPTIONS
A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy and seeks to take action may use either the informal resolution process or the formal complaint process, or both. The informal resolution and formal complaint resolution process described in this policy are not mutually exclusive, and neither is required as a precondition for choosing the other; however, they cannot both be used at the same time.

III. INFORMAL RESOLUTION PROCEDURE
Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

A request for informal resolution must be made within ninety calendar days of the date of the alleged incident to either the Office of the Dean of Students or the Office of the Director of Equal Opportunity Services, who shall determine whether the nature of the problem is such that it can be resolved by agreement on an informal basis, and if so, which office will do so. A request for informal resolution will not extend the ninety-day time limit for filing a formal complaint.

Methods for informal resolution may include, but are not limited to, coaching the person on how to directly address a situation which is causing a problem; mediating the dispute with the parties; aiding in the modification of a situation in which the offensive conduct occurred; assisting a department or division with the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of the requirements of the nondiscrimination policy.

The University shall document any informal resolution. Such documentation shall be retained by the Office of the Dean of Students or Equal Opportunity Services as appropriate and will be kept confidential to the extent permitted by law. An informal resolution meeting shall not be considered a precondition for the filing of a written complaint.

IV. COMPLAINT RESOLUTION PROCEDURE

A. DEFINITIONS
Complaint. Complaint means a signed document alleging discrimination, including harassment under this policy.

Complainant. Complainant means a person who submits a written complaint alleging discrimination, including harassment under this policy.

Respondent. Respondent means the person designated to respond to a complaint. Generally the respondent would be the person alleged to be responsible for the prohibited discrimination or harassment alleged in a complaint. The term “respondent” may be used to designate persons with direct responsibility for a particular action or those persons with administrative responsibility for procedures and policies in those areas covered in a complaint.

Notification. Notification takes place two days after the date of posting of any document in the United States mail, properly addressed, or upon the date of receipt of any document, when placed in the campus mail, properly addressed. Written communications to a complainant are properly addressed when sent to the address given in the complaint or the last address given since the filing of the complaint.
B. COMPLAINT PROCEDURE

1. **Complaint.** A complaint alleging discrimination or harassment must be submitted in writing to Equal Opportunity Services or the Office of the Dean of Students. The complaint must contain the following information:
   - Name and UT identification number of the complainant(s)
   - Contact information, including address, telephone number, e-mail address
   - Name of person(s) directly responsible for alleged violation(s)
   - Date(s) and place(s) of alleged violation(s)
   - Nature of alleged violation(s) as defined in this policy
   - Detailed description of the specific conduct that is the basis of alleged violation(s)
   - Copies of documents pertaining to the alleged violation(s)
   - Names of any witnesses to alleged violation(s)
   - Action requested to resolve the situation
   - Complainant's signature and date of filing
   - Any other relevant information

   The following communications do not constitute a complaint and will not be investigated or resolved pursuant to the complaint resolution process:
   - Oral allegations
   - E-mail correspondence
   - Anonymous communications
   - Courtesy copies of correspondence or a complaint filed with others
   - Inquiries that seek advice or information only
   - Precomplaint consultations and informal resolution activities

2. **Time Limit.** A written complaint must be filed within ninety calendar days of the occurrence of the alleged violation. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty calendar days after the end of that semester.

3. **Acknowledgment.** Within five working days after receipt of a written complaint, Equal Opportunity Services or the Office of the Dean of Students, as appropriate, will send the complainant a brief acknowledgment of the complaint, stating that the complaint will be evaluated, and advising the complainant(s) that he or she will be contacted within a given time. The acknowledgment letter will include a copy of these complaint procedures.

4. **Complaint Evaluation.** A formal investigation will be initiated if a complaint is complete, timely, within the scope of this policy, and articulates sufficient specific facts, which, if determined to be true, would support a finding that this policy was violated. The University may not proceed with a complaint investigation under a variety of circumstances, for instance,
   - a person fails to provide a written, signed complaint;
   - a complaint fails to describe in sufficient detail the conduct that is the basis of the complaint;
   - the conduct described in the complaint is not covered by this policy;
   - a complaint is not timely;
   - the complainant declines to cooperate in the University’s investigation;
   - the complaint has been withdrawn; or
   - an appropriate resolution or remedy has already been achieved, or has been offered and rejected.

   If it is determined that the University will not proceed with a complaint investigation, Equal Opportunity Services or the Office of the Dean of Students, as appropriate, will send a notification letter explaining the reason(s) to the complainant, with a copy to the alleged offender. The notification letter will also include a statement informing the complainant that, within ten working days of the notification, he or she may appeal the determination not to proceed with a complaint investigation to the vice president for employee and campus services or the vice president for student affairs, as appropriate. The request for appeal must be a signed, written document articulating why the decision to dismiss the complaint was in error. The appropriate vice president will respond within twenty working days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision to dismiss is overturned, the complaint is sent back to Equal Opportunity Services or the Office of the Dean of Students, as appropriate, for investigation in accordance with the procedures outlined below.
5. **Notification of Respondent.** If it is determined that the University will proceed with a complaint investigation, Equal Opportunity Services or the Office of the Dean of Students will give the respondent written notification of the complaint investigation. The notification letter will include a copy of the written complaint. The notification letter will provide the respondent an opportunity to submit a written response to the allegations within ten working days, unless unusual circumstances warrant additional time. The notification letter will include a statement advising the respondent that retaliation against the complainant is prohibited and will subject the respondent to appropriate disciplinary action.

6. **Investigation Responsibility.** The Office of the Dean of Students is responsible for conducting formal investigations of complaints against students alleging discrimination and harassment in violation of this policy. Equal Opportunity Services is responsible for conducting formal investigations of complaints against nonstudents alleging discrimination and harassment in violation of this policy. If a complaint is directed against an individual who would otherwise play a role in investigating and attempting to resolve the complaint, the function assigned to that person by these procedures will be delegated to another person.

7. **Investigative Process and Findings.** The investigator will interview both the complainant and the respondent(s) and persons who are considered to have pertinent factual information related to the complaint. The investigator shall also gather and examine documents relevant to the complaint. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Findings will be based on the totality of circumstances surrounding the conduct complained of, including, but not limited to, the context of that conduct, its severity, frequency, whether it was physically threatening, humiliating, or was simply offensive in nature.

8. **Representation.** During the complaint process, the complainant(s) and the respondent(s) may designate and thereafter be accompanied by an adviser of his or her choosing at meetings and interviews at which he or she is present; however, no representative may examine witnesses or otherwise actively participate in a meeting or interview.

9. **Submission of Evidence.** During the complaint investigation process, the complainant(s) and the respondent(s) will provide Equal Opportunity Services or the Office of the Dean of Students, as appropriate, with all documents relied upon regarding the issues raised in the complaint.

   a. The investigator will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the appropriate vice president within thirty working days of receipt of the respondent's statement, unless unusual circumstances require more time. The appropriate vice president to act on complaints against faculty and staff members will be the vice president for the area where the respondent is employed. The appropriate vice president to act on complaints against contractors and visitors will be the vice president for employee and campus services. If a complaint is directed against a vice president who would otherwise act on a complaint, the function assigned to that vice president will be delegated to another person.
   b. The appropriate vice president will promptly notify the complainant and the respondent that the investigation has been completed and attach a copy of the proposed statement of findings. Student identifiable information, if any, which is confidential by law, will be redacted. Within ten working days from the date of notification, the complainant and respondent may each submit, for consideration by the appropriate vice president, such comments and corrections as they may have.
   c. Within fifteen working days of the notification to the complainant and respondent that the investigation has been completed, the appropriate vice president and the investigator shall meet to discuss the findings, and review the record, along with any comments and proposed corrections submitted by the complainant and respondent.
   d. Within fifteen working days from that meeting, the vice president shall take one of the following actions: a) request further investigation into the complaint; b) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or c) find that this policy was violated.
e. If the vice president determines that this policy was violated, he or she, following consultation with the investigator or other knowledgeable persons as appropriate, shall determine a disciplinary action that is appropriate for the severity of the conduct. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension without pay, and termination.

f. The vice president shall inform the complainant and the accused individual and the appropriate unit head in writing of his or her decision, and shall attach a copy of the final statement of findings. Copies of the vice president’s letter, the attached statement of findings, and relevant documents shall also be sent to the Office of the Dean of Students or Equal Opportunity Services as appropriate.

11. Report of Findings and Recommendation—Complaints Against Students

a. The investigator will provide a proposed statement of findings, copies of relevant documents, and any physical evidence considered to the dean of students within thirty working days of receipt of the respondent’s statement, unless unusual circumstances require more time.

   The dean of students and the investigator shall meet within fifteen working days to discuss the findings, and review the record.

b. Within fifteen working days from that meeting, the dean of students shall take one of the following actions: a) request further investigation into the complaint; b) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or c) find that this policy was violated.

c. If the dean of students determines that this policy was violated, the dean, following consultation with the investigator or other knowledgeable persons as appropriate, shall determine whether to initiate a disciplinary action appropriate to the severity of the conduct pursuant to Appendix C, chapter 11, pages 177–187. Disciplinary actions can include, but are not limited to, a documented warning, the imposition of conditions, probation, suspension, and dismissal.

d. As required by federal law, any disclosure of the findings and decision of the Office of the Dean of Students will be governed by the provisions of the Family Educational Rights and Privacy Act.

V. MISCELLANEOUS

A. GRIEVANCE OF A DISCIPLINARY ACTION

1. Any employee disciplined pursuant to this policy, except faculty members, teaching assistants, assistant instructors, or members of the University of Texas Police Department (each of whom are subject to separate procedures), may grieve that action by submitting a written grievance, within ten working days of the imposition of the disciplinary action, to the president’s office. Ordinarily, the president will assign responsibility for review and action on the appeal of the vice president’s action to another vice president; however, when required by unusual circumstances, the president may review and handle a grievance pursuant to this policy.

2. If the disciplinary action that is being grieved does not involve termination, demotion, or suspension without pay, the vice president shall thoroughly review and finally decide the matter within thirty calendar days of its receipt unless unusual circumstances require more time.

3. If the disciplinary action that is being grieved involves the termination, demotion, or suspension without pay of an employee who is covered by section 9.49 of the Handbook of Operating Procedures, the vice president who is assigned to review the grievance shall follow the procedures for appealing such actions contained in that section. Complainants will be required to appear and testify at hearings that may be a part of such proceedings.

4. Any student disciplined under this policy has the right to appeal as provided in Appendix C, section 11-600, pages 184. The student must give written notice of appeal to the president within fourteen calendar days after all parties are notified of the decision. A timely notice of appeal suspends the imposition of the penalty until the appeal is finally decided. Interim action may be taken as authorized under subsection 11-301(b), page 178.
B. RETALIATION PROHIBITED
A student, faculty member, or staff member who retaliates in any way against an individual who has brought a complaint pursuant to this policy or participated in good faith in an investigation of such a complaint, is subject to disciplinary action, up to and including dismissal from the University.

C. FILING OF FALSE COMPLAINTS
Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal from the University.

D. EFFECT ON PENDING PERSONNEL ACTIONS
The filing of a nondiscrimination or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated University rules or policies.

E. RELATIONSHIP OF COMPLAINT PROCESS TO OUTSIDE AGENCY
TIME LIMITS
The filing of a discrimination or harassment complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

F. RELATIONSHIP TO GRIEVANCE PROCEDURE
This complaint procedure shall also constitute the grievance procedure for complaints alleging unlawful discrimination. As used herein, “complaint” is synonymous with “grievance.”

G. TIME FRAMES
Time frames mentioned in these procedures may be extended for good cause, such as holidays or when classes are not in session, or when it is necessary to complete an investigation due to difficulties reaching witnesses or parties to the complaint.

H. DOCUMENTATION AND CONFIDENTIALITY
The University shall maintain documents related to complaints under this policy as required by law. The Office of the Dean of Students shall be primarily responsible for records related to complaints against students. The Office of Equal Opportunity Services shall be primarily responsible for records related to complaints against nonstudents. The confidentiality of a complaint under this policy and all documents, correspondence, interviews, and discussions relating to the investigation of the information contained in a complaint will be maintained on a need-to-know basis to the extent permitted by law. Any person who knowingly and intentionally makes an unauthorized disclosure of confidential information contained in a complaint or otherwise relating to the investigation of a complaint under this policy is subject to disciplinary action.

For assistance: Questions regarding this policy should be directed to the Office of the Dean of Students or Equal Opportunity Services.
The University of Texas at Austin is committed to creating and maintaining an environment that is free from threatening and violent behavior. Such behavior while on University-owned or University-controlled property, or while engaged in official University business, will not be tolerated. The University encourages students, faculty members, staff members, visitors, and contractors to promptly report any emergency or crime to University Police (UTPD). The University will respond promptly, positively, and aggressively to deal with threatening and violent behavior.

I. GENERAL POLICY GUIDELINES

A. SCOPE

This policy applies to the conduct of any person on University premises or at University-sponsored activities, including faculty members, students, staff members, visitors, or contractors while on University-owned or University-controlled property, or while engaged in official University business.

B. DEFINITIONS

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as an intent to harm another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

Campus violence encompasses threatening and violent behavior. Campus violence can include, but is not limited to, the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking, or kicking; or physical threats to inflict physical harm
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto University-owned or University-controlled property; or using a weapon to harm someone
- Using greater physical size/strength to intimidate another; intimidating or threatening gestures, bullying, or hazing
- Intimidating, threatening, hostile, or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur
- Stalking another person

Source: Revised Handbook of Operating Procedures, Policy 2.A.3
C. CAMPUS VIOLENCE PROHIBITED

Any person who engages in campus violence while on University-owned or University-controlled property, or while engaged in official University business, may be removed and/or barred from the premises pending the outcome of an investigation.

II. PROCEDURES

A. REPORTING IMMEDIATE EMERGENCIES OR CRIMES

Any individual who experiences, is aware of, or witnesses campus violence, or who has reason to suspect that campus violence is occurring, that may be of a criminal nature, or poses clear and present danger, should immediately contact the University of Texas Police Department at 911.

B. REPORTING LESS IMMEDIATE THREATS

Every supervisor, administrator, and University official is responsible for responding promptly and thoroughly to allegations of campus violence and reporting such behavior through normal lines of administrative responsibility, or the incident may be reported directly to one of the appropriate following offices.
- Incidents involving staff members shall be directed to the associate vice president for human resources. The associate vice president for human resources will contact the appropriate officials and department personnel to address the potential campus violence.
- Incidents involving students shall be directed to the Office of the Dean of Students. The dean of students office will contact the appropriate officials and department personnel to address the potential campus violence.
- Incidents involving faculty members should be directed to the Office of the Executive Vice President and Provost. The provost’s office will contact the appropriate officials and department personnel to address the potential campus violence.

C. PROTECTIVE OR RESTRAINING ORDERS

Any member of the University community who takes out a protective or restraining order against another person, or receives a protective or restraining order which lists University-owned or University-leased premises as a protected area, shall provide their supervisor and the University of Texas at Austin Police Department with a copy of such order along with a photograph of the person against whom the order has been issued when possible.

D. SANCTIONS

Individuals who violate this policy may be removed from campus, arrested, and be subject to legal action. University employees and students who violate this policy may also be subject to disciplinary action up to and including dismissal.

E. FILING OF FALSE REPORTS

Any person who knowingly and intentionally files a false report shall be subject to disciplinary action that may include dismissal, expulsion, and/or legal action.

F. DOCUMENTATION AND CONFIDENTIALITY

The University shall document the report and the investigation. Such documentation shall be retained by the University of Texas at Austin Police Department or the appropriate office listed in II.B above. Subject to the provisions of the Texas Public Information Act, Chapter 552, Texas Government Code, the University will maintain the confidentiality of the report and the identity of the reporting person during the investigation. The identity of the reporter and perpetrator may become apparent, or disclosed, as a result of the actions taken to resolve the investigation.

G. RETALIATION PROHIBITED

A faculty member, student, or staff member who retaliates in any way against an individual who has brought a complaint in good faith pursuant to this policy or participated in good faith in an investigation of such a complaint, is subject to disciplinary action, including dismissal.

For assistance: Questions regarding campus violence should be directed to Human Resource Services or the Office of the Dean of Students
A. POLICY STATEMENT
It is the policy of the University of Texas at Austin to promote safe travel by students to and from events and activities covered by this policy.

B. SCOPE
This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are
- organized and/or sponsored by the University of Texas at Austin; and
- occur more than twenty-five miles from the University campus.

The types of activities and events covered by this policy include course-related field trips, Recreational Sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the University.

The policy does not apply to travel undertaken by students to attend out-of-town athletic events, or to engage in student teaching, internships, practicums, observations, or research, unless the research is organized by a member of the faculty.

C. DEFINITIONS
An organized event is one that is initiated, planned, and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

An enrolled student is one who has been admitted to and is attending classes at the University.

An appropriate administrator is a dean, department chair, or director of an administrative unit, or their delegate.

Source: Revised Handbook of Operating Procedures, Policy 12.8.2
D. TRAVEL AUTHORIZATION

In order to assure that the events or activities that involve student travel are within the course and scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate administrator.

1. To request authorization, members of the faculty, staff, or sponsored student organizations who organize activities covered by this policy must submit a completed Request for Authorization for Student Travel form, along with the required documents and information, to the appropriate administrator for approval. Whenever possible, the request should be submitted at least five working days in advance of travel to the activity or event.

2. The following information/documents must be submitted along with the Request for Authorization for Student Travel form:
   a. A list of participants including their names, local addresses and phone numbers, and the names and phone numbers of persons to contact in case of an emergency.
   b. The name and phone number for the responsible University employee(s) who will be available to the students at all times during the travel and activity.
   c. Copies of valid operators’ licenses for any students who will operate vehicles.
   d. Copies of current medical insurance certificates, or both sides of a current group insurance membership card, for each person who wishes to participate in the activity or event. The purchase of a reasonably priced, short-term special events policy can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from the Office of Vice President for Student Affairs, (512) 471-1133.
   e. Completed and signed Release and Indemnification Agreements for each participant.
   f. Completed and signed Authorization for Emergency Medical Treatment forms for each participant.

3. When leading group trips, faculty or staff members should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each participant.

4. Faculty members who teach courses that involve frequent field trips can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:
   - Proof of current medical insurance
   - Completed and signed medical authorization forms
   - Completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips)
   - Proof of a valid vehicle operator’s license for students who will operate vehicles

5. Onetime approval can be provided for multiple trips led by faculty or staff members that involve the same locations and the same participants.

6. The Request for Authorization for Student Travel, the Authorization for Emergency Medical Treatment, and the Release and Indemnification Agreement forms are available from the Office of the Vice President of Student Affairs and at http://www.utexas.edu/student/vpsa/travel/.

E. TRAVEL BY MOTOR VEHICLE

1. COMPLIANCE WITH LAWS AND POLICIES
   a. Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.
   b. Travel undertaken by means of fifteen-passenger vans must comply with the requirements of The University of Texas System Business Procedures Memorandum 16-05-02, http://www.utsystem.edu/bpm/16.htm.

2. VEHICLE OPERATOR REQUIREMENTS
   a. All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
   b. Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.
   c. Operators shall take a mandatory thirty-minute rest break every four hours.
d. Operators shall drive no more than ten hours in any twenty-four-hour period.
e. Trips requiring more than ten hours driving time to reach a point of destination shall require overnight lodging.
f. A navigator shall be assigned for all trips scheduled to take more than two hours. The navigator must stay awake while on duty.

3. SAFETY REQUIREMENTS FOR BOTH OPERATORS AND PASSENGERS
   a. Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
   b. Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
   c. Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer’s recommended capacity, or the number specified by University policy, or federal or state law or regulations, whichever is lowest.

4. TRAVEL BY RENTAL VEHICLE
   Rentals of vehicles to use for travel to activities or events covered by this policy are governed by the following guidelines.
   a. Vehicle Reservations. The University is a participant in the State Travel Management Program, which has negotiated favorable vehicle rental rates with a number of car rental companies. While use of one of the University’s travel agencies is not required, doing so will help assure (1) that vehicles are rented pursuant to the State Travel Management plan whenever possible; (2) that vehicle rental agreements are valid; and (3) that necessary insurance coverage has been purchased. Information concerning those agencies is available from the University’s Travel Management Services at http://www.utexas.edu/services/travel/.
   b. Payment of Costs for Rental Vehicles
      1. Vehicle rental charges can be (a) billed centrally to Travel Management Services; or (b) billed directly to those departments or divisions that have uniquely numbered accounts with state contract car rental companies. If the rental costs are to be centrally billed, it will be necessary for the driver to obtain a voucher from Travel Management Services prior to picking up the rental vehicle.
      2. If necessary, personal credit cards may be used to rent vehicles for travel covered by this policy, and cardholders will be reimbursed for appropriate and approved costs. If rentals are from companies that are not under the state contract, the reimbursement amount will be limited to that which would have been incurred for equivalent state contract rentals.
   c. Insurance Coverage
      1. Rentals from Companies Participating in State Travel Management Program. Loss/damage waiver and primary liability insurance coverage are automatically included in the rates charged by companies participating in the State Travel Management Program. That protection does not cover injuries to persons or possessions inside a rental vehicle. Therefore, it is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this policy, particularly if there will be numerous passengers in the vehicle. The cost of the extended coverage is reimbursable only from funds held in 18, 19, 26, 29, and 30 accounts.
      2. Rentals from Non–State Contract Rental Companies. If no state contract cars are available and it is necessary to rent vehicles from noncontract companies, then both the loss/damage waiver and primary liability coverage must be purchased, unless the rental is charged to a University-issued Diner’s Club card. It is suggested that the personal injury insurance protection and the personal effects insurance protection offered by rental companies be purchased for student travel covered by this policy, particularly if there will be numerous passengers in the vehicle. The cost of the extended coverage is reimbursable only from funds held in 18, 19, 26, 29 and 30 accounts.
5. TRAVEL BY MEANS OF A VEHICLE OWNED OR LEASED LONG-TERM BY THE UNIVERSITY

In addition to complying with the general rules set out above, travel by means of a vehicle that is owned or leased long-term (for a period of more than one year) by the University must comply with the following requirements.

a. Proof of Insurance, Inspection, and Safety Devices. Vehicles used for travel activity covered by this policy must
   1. Have a current proof of liability insurance card;
   2. Have a valid state inspection sticker;
   3. Have all devices or equipment required by federal or state law or regulation; and
   4. Comply with any other applicable federal or state law or regulation.

b. Service and Maintenance
   A University-owned or long-term–leased vehicle used for student travel under this policy must be subject to scheduled periodic service and maintenance by qualified persons and comply with the requirements applicable to The University of Texas System Business Procedure Memoranda.

c. Employee Operators
   All operators of vehicles described in this section shall be on the payroll of the University of Texas at Austin. All operators must have a valid license for the operation of a particular vehicle and have a current BMDRIV rating on file. Human Resource Services or the Office of the Controller can be contacted for information on how employees may obtain a rating.

6. TRAVEL BY PRIVATELY OWNED VEHICLES

The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

a. When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, in addition to submitting the information described in part D.2 above, shall also submit a copy of a current liability insurance certificate for any vehicle to be used for the proposed travel.

b. The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

7. VOLUNTEER DRIVERS AND PASSENGERS

Nonstudent/nonemployee drivers and passengers who accompany students on travel covered by this policy must sign the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment forms prior to the trip. Forms are available at http://www.utexas.edu/student/vpsa/travel/.

For assistance: Questions regarding this policy should be directed to the Office of the Dean of Students.
Appendix L

Student Travel Policy for Registered Student Organizations

A. POLICY STATEMENT
It is the policy of the University of Texas at Austin to promote safe travel by members of its registered student organizations to certain events and activities.

B. SCOPE
This policy applies to the travel of student members of a registered student organization when
- the organization requires its student members to attend an activity or event; and
- the activity or event occurs more than twenty-five miles from the campus of the University.

C. TRIP APPROVAL REQUIREMENTS
1. Registered student organizations that require student members to travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the Office of the Dean of Students, Student Activities and Leadership Development.

2. To obtain authorization, the registered student organization must submit a completed Request for Authorization for Student Travel form; forms are available from that office. Whenever possible, the request should be submitted at least five working days prior to the proposed trip along with the following documents and information:
   a. A list with the names, local addresses, phone numbers, and the name and number of an emergency contact for each student participant.
   b. Copies of valid operators’ licenses for any students who will operate vehicles.
   c. Copies of current medical insurance certificates or a copy of both sides of an insurance group membership card for each person who wishes to participate in the activity or event. Purchase of a reasonably priced, short-term special events policy can be arranged by Student Activities and Leadership Development on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from the Office of the Vice President for Student Affairs, (512) 471-1133.

Source: Revised Handbook of Operating Procedures, Policy 12.B.1
D. TRAVEL BY MOTOR VEHICLE

1. COMPLIANCE WITH STATE LAW
   Motor vehicles used for travel covered by this policy shall have a current proof of
   liability insurance card and a state inspection certification.

2. VEHICLE OPERATOR REQUIREMENTS
   a. All students who will operate vehicles while engaged in travel covered by this
      policy must have a valid operator’s license and be trained as required by law to
      drive the vehicle that will be used.
   b. Operators of motor vehicles shall comply with all laws, regulations, and
      posted signs or directions regarding speed and traffic control.
   c. Operators shall drive no more than four hours without a minimum rest stop of
      thirty minutes.
   d. Operators shall drive no more than ten hours in any twenty-four-hour period.
   e. A navigator shall be assigned for all trips that are scheduled to take more than
      two hours; and the navigator shall remain awake while on duty.
   f. Trips requiring more than ten hours of driving time shall include overnight
      lodging.

3. SAFETY REQUIREMENTS FOR BOTH OPERATORS AND PASSENGERS
   a. Seat Belts. Occupants of motor vehicles shall use seat belts or other approved
      safety restraint devices required by law or regulation at all times when the
      vehicle is in operation.
   b. Alcohol and Illegal Substances. Occupants of motor vehicles shall not pos-
      sess, consume, or transport any alcoholic beverages or illegal substances.
   c. Passenger Capacity. The total number of passengers in any vehicle at any
      time it is in operation shall not exceed the manufacturer’s recommended
      capacity, or the number specified by University policy, or federal or state law
      or regulations, whichever is lowest.

For assistance: Questions regarding this policy should be directed to the Office of the
Dean of Students, Student Activities and Leadership Development.
Appendix M

Rules of Conduct for Students for Protecting the Confidentiality of Social Security Numbers

I. PURPOSE
The purpose of this policy is to provide information and rules of conduct for protecting the confidential nature of social security numbers used at or by the University, without creating unreasonable obstacles to the provision of services and conduct of business at the University. These rules are mandated by Business Procedures Memorandum 66-10-04 (BPM 66), a document adopted by the Board of Regents that provides guidelines and requirements for protecting the confidentiality of social security numbers at the University and throughout the UT System.

II. SCOPE
This policy applies to all University students, including those enrolled part-time.

III. DEFINITIONS
Student: A person currently enrolled at the University or accepted for admission or readmission to the University. The definition also includes a person enrolled at the University in a prior semester or summer session and eligible to continue enrollment in the semester or summer session that immediately follows.

IV. RULES OF CONDUCT
A. Students shall comply with the provisions of BPM 66 (http://www.utsystem.edu/bpm/66.htm) and related University policies and procedures. A student who fails to comply with the rules of conduct may be subject to appropriate disciplinary action, including dismissal in accordance with the University’s policies and procedures.
B. Students shall not disclose social security numbers to unauthorized persons or entities.
C. Students may not seek out or use social security numbers relating to others for their own interest or advantage.
D. Students shall promptly report any inappropriate disclosure of social security numbers to their supervisors (if they are student workers at the University), to any department chair, or to the University’s SSN coordinator. A student may make a
report anonymously, in accordance with the University's compliance program, if he or she so chooses. Retaliation against a student who in good faith reports a possibly inappropriate disclosure of social security numbers is prohibited.

E. Students shall not send social security numbers or other confidential information over the Internet or by e-mail unless the connection is secure or the confidential information is encrypted or otherwise secured.

F. Records containing social security numbers or other confidential information should not be stored on University or personal computers or other electronic devices that are not secured against unauthorized access.

G. Records or media (such as disks, tapes, hard drives) that contain social security numbers shall be discarded in a way that protects the confidentiality of the social security numbers.

V. INTERPRETATION

The SSN coordinator at the University officially interprets the rules of conduct and is responsible for revising them as necessary.

For assistance: Questions regarding the SSN rules of conduct should be directed to Jeffery L. Graves, SSN Coordinator, or to the Office of Institutional Compliance Web site, http://www.utexas.edu/administration/oic/. UT System Business Procedures Memorandum 66-10-04 can be found online at http://www.utsystem.edu/bpm/66.htm. To obtain a paper copy, call the UT System Office of the Controller at (512) 499-4527.
A. POLICY STATEMENT

Electronic mail (e-mail), like postal mail, is a mechanism for official University communication to students. The University will exercise the right to send e-mail communications to all students, and the University will expect that e-mail communications will be received and read in a timely manner.

B. SCOPE

This policy applies to all admitted and enrolled students of the University of Texas at Austin. Official communications using e-mail can include e-mail to a group, such as all admitted students, or an e-mail message to only one student.

C. E-MAIL ADDRESSES

Every student must provide the University with his or her official e-mail address using the online update form in UT Direct, https://utdirect.utexas.edu/utdirect/bio/address_change. It is the responsibility of every student to keep the University informed of changes in his or her official e-mail address. Consequently, e-mail returned to the University with “User Unknown” is not an acceptable excuse for missed communication.

All admitted and enrolled students may claim an e-mail address at no additional cost as provided by Information Technology Services (ITS). Information on obtaining an e-mail address is given at http://www.utexas.edu/computer/email/. ITS is responsible for providing centrally supported e-mail servers and addresses that assist the University in sending official communications.

The University cannot be responsible for the handling of e-mail by outside vendors (e.g., @aol.com, @hotmail.com) or by University departmental servers. A student may provide an official e-mail address resident on, or that forwards to, such a server at his or her own risk.

D. EXPECTATIONS REGARDING FREQUENCY OF READING E-MAIL

Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. Regular e-mail management will also minimize the risk that the in-box will be full, causing the e-mail to be returned to the sender with an error. Undeliverable messages returned because of either a full in-box or use of a “spam” filter will be considered delivered without further action required of the University.
E. PRIVACY AND CONFIDENTIALITY
Official University communications sent by e-mail are subject to the same public information, privacy, and records retention requirements and policies as other official University communications.

F. INSTRUCTIONAL USES OF E-MAIL
Faculty members retain autonomy in determining how e-mail or other forms of electronic communication will be used in their classes, but they must specify the requirements in the course syllabus. Faculty members may expect that students are checking e-mail regularly, and faculty members may use e-mail for their courses accordingly.

G. AUTHORITATIVE SOURCE
The authoritative source on this policy and responsibility for its implementation rest with the vice president for information technology.

H. FOR ASSISTANCE
Contact the ITS Help Desk for technical support at (512) 475-9400, or send e-mail to help@its.utexas.edu.
## Statistical Summaries

### DEGREES CONFERRED, 1884–2004

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Notes are given on page 242.
Graduate School, continued

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SCHOOL OF ARCHITECTURE

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COLLEGE OF ARTS AND SCIENCES

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RED McCOMBS SCHOOL OF BUSINESS

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### DIVISION OF GENERAL AND COMPARATIVE STUDIES

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239  Statistical Summaries
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For the first years the enrollment is given every fifth year. For enrollment by years for the period 1883–1933, see the University of Texas Publication number 5208.

<table>
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<th>Semester Session</th>
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SUMMARY OF ENROLLMENT IN RESIDENCE, 2003–2004

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<th>Semester</th>
<th>Men</th>
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<td>Summer 2004</td>
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<td>9,137</td>
<td>18,002</td>
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Bachelor of Arts in Drama and the Bachelor of Arts in Dance.

10. Prior to February 1969, these degrees were designated Bachelor of Science in Physical Education.

1. Figures are given for the academic year and for the years complete at the time of publication. The number of degrees conferred is accurate as of the date of publication. Changes to the data, if any, will be reflected in the “Total Confirmed” columns of the next General Information.

2. Through the session 1905–1906, the master’s degree was given in the Department of Literature, Science, and Arts; then through the session 1909–1910, in the College of Arts.

3. Prior to 1998–1999, the Doctor of Pharmacy was conferred in the Graduate School and the College of Pharmacy; thereafter it was awarded in the College of Pharmacy.

6. After the long session 1970-1971, degrees previously conferred by the College of Arts and Sciences were awarded in the Colleges of Humanities, Natural Sciences, and Social and Behavioral Sciences and the Division of General and Comparative Studies. Beginning with the spring semester 1979, the degrees for the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies have been awarded in the College of Liberal Arts.

7. The College of Business Administration was renamed the Red McCombs School of Business on May 11, 2000.

8. Prior to the long session 1965–1966, the Bachelor of journalism degree was conferred in the College of Arts and Sciences. Total numbers of Bachelor of Journalism degrees conferred up to that time were: men, 911; women, 850; both, 1,761. These totals are now listed in the College of Communication and are not included in the totals for the College of Arts and Sciences.

9. Prior to 1990–1991, the Bachelor of Science in Kinesiology was designated the Bachelor of Science in Physical Education.

10. Prior to February 1969, these degrees were designated Bachelor of Science in Art, Bachelor of Science in Drama, Bachelor of Science in Music.

11. In spring 1997, the Bachelor of Arts in Theatre and Dance replaced the Bachelor of Arts in Drama and the Bachelor of Arts in Dance.

12. Prior to summer session 1971, degrees in the Colleges of Humanities, Natural Sciences, and Social and Behavioral Sciences and the Division of General and Comparative Studies were conferred in the College of Arts and Sciences. Beginning with the spring semester 1979, the degrees for the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies have been awarded in the College of Liberal Arts.

13. Prior to April 1969, this degree was designated Bachelor of Laws.

14. Prior to summer session 1971, degrees in the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies were conferred in the College of Arts and Sciences. Beginning with the spring semester 1979, these degrees have been awarded in the College of Liberal Arts.

15. Prior to 1987–1988, the Bachelor of Science in Architectural Studies was conferred in the College of Liberal Arts. In 1987–1988, the degree was conferred in both the School of Architecture and the College of Liberal Arts. Since 1988–1989, the degree has been awarded in the School of Architecture.

16. Prior to summer session 1971, degrees in the College of Natural Sciences were conferred in the College of Arts and Sciences.

17. Prior to summer session 1992, these degrees were designated Bachelor of Science in Home Economics.

18. Prior to 2000–2001, the Bachelor of Science in Interior Design was conferred in the College of Natural Sciences. In 2000–2001, the degree was awarded in both the College of Natural Sciences and the School of Architecture.

19. Between 1929 and 1943, the Bachelor of Science in Nursing degree was conferred in the College of Arts and Sciences. Eleven women graduated in the program.

20. Prior to 1998–1999, the Doctor of Pharmacy was conferred in the Graduate School. In 1998–1999, the degree was awarded in both the Graduate School and the College of Pharmacy; thereafter it was awarded in the College of Pharmacy.

21. Prior to summer session 1971, degrees in the Colleges of Humanities, Natural Sciences, and Social and Behavioral Sciences and the Division of General and Comparative Studies were conferred in the College of Arts and Sciences. Beginning with the spring semester 1979, the degrees for the Colleges of Humanities and Social and Behavioral Sciences and the Division of General and Comparative Studies have been awarded in the College of Liberal Arts.

22. Prior to the session of 1929–1930, the summer session figures are grouped with the following fall semester and the extension year used is the September 1–August 31 year preceding the fall semester. Beginning with the session of 1929–1930, statistics are given for the academic year (September 1–August 31), the summer session being grouped with the preceding fall semester, and the extension year used being the September 1–August 31 year concurrent with the fall semester and summer session indicated.

23. Because of the change in the method of recording enrollment figures, as explained in footnote 23, the figures for the 1929 summer session and the 1928-1929 extension year are given separately.
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