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The intent of this message is to inform students, faculty, constituent dental societies, state boards of dentistry and other interested parties that an appropriate, signed complaint (see definition below) may be submitted to the Commission on Dental Accreditation (CODA) regarding any Commission accredited dental, allied dental or advanced education program.

**Definition of Complaint:** A complaint is defined by CODA as one alleging that a Commission accredited educational program may not be in substantial compliance with Commission standards or required accreditation procedures.

- Issues and concerns regarding patient care may be discussed with the Associate Dean for Clinical Services.
- Academic or program issues and concerns may be discussed with the Associate Dean for Research and Graduate Studies.
- CODA will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeals for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.
- A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, Illinois 60611-2678, or by calling 1-800-621-8099, #4653, or http://www.ada.org/115.aspx#specialty.
For more than 110 years, Texas A&M University College of Dentistry has provided outstanding education to prospective dentists, dental specialists, hygienists, and academicians, in clinical and basic sciences. Founded in 1905, in Dallas, as State Dental College, the school opened its doors to its first 40 students as a private three-year dental school. When the college became a part of Baylor University in 1918, it was renamed Baylor University College of Dentistry. Baylor College of Dentistry was an integral part of Baylor University, and in 1949 was authorized by the Graduate School at Baylor University to conduct advanced education programs leading to graduate degrees. The college continued as a unit of Baylor University until August 1, 1971. At that time, it became Baylor College of Dentistry, a private, nonprofit, nonsectarian corporation chartered by the state of Texas to conduct educational programs in dentistry and related fields. However, an affiliation with the Baylor University Graduate School was retained and the graduate degrees were awarded by Baylor University.

On September 1, 1996, in accordance with Act 1995, 74th Texas State Legislature, Chapter 403, Section 87.901FF, Texas Education Code, Baylor College of Dentistry became an independent campus of the Texas A&M University System. In January 1998, the Texas Higher Education Coordinating Board approved the formation of the Texas A&M Health Science Center, and Baylor College of Dentistry became one of seven components under this umbrella. The Master’s Degree in Dental Hygiene, Biomaterials Science, Health Professions Education, and the Certificate in the dental specialties and Master’s Degree in Oral Biology were awarded by the Texas A&M Health Science Center. The MS and PhD in Biomedical Sciences were awarded by the School of Graduate Studies, also a component of the Texas A&M Health Science Center.

Further change occurred in 2013, when Texas A&M University System Chancellor John Sharp proposed a merged of the Texas A&M University System Health Science Center with Texas A&M University. The Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools, and the Texas State Legislature approved the merger in July of 2013. In 2015, the PhD in Biomedical Sciences was changed to a PhD in Oral Biology. All degrees are now conferred by Texas A&M University.

In May of 2016, Chancellor Sharp and President Young announced that the dental school's name will be officially changed to Texas A&M University College of Dentistry. Rebranding the dental school better positions it as a part of the Health Science Center and Texas A&M University and builds upon its dedication to service in support of the land grant mission.

In May of 2017, the College of Dentistry broke ground on a new clinical building. The Texas Legislature has pledged $72M for the project. The estimated total costs will be $127.5M. The college received a pledge of $11.25M from the Health Science Center towards this project and $5M from the Baylor Oral Health Foundation. The remaining funds will come from college reserves, fundraising and various other sources.

Acronyms used throughout this document include:
Texas A&M University College of Dentistry = the college or college of dentistry, TAMCOD, TAMUCOD
Texas A&M University Health Science Center = HSC
Texas A&M University = TAMU
Texas A&M University System = TAMUS
Students’ Rights and Responsibilities

Preface
The following statement of students’ rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University but also as a citizen of this country.

Students’ Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of University Student Rules shall be assured a fundamentally fair process.

Students’ Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and University officials.
2. A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the University’s obligation to provide an environment for learning.

Taken from https://student-rules.tamu.edu/rights/
Office of the Dean
Room 507
Dr. Lawrence Wolinsky, Dean, Extension 8300
Ms. Pat Matulis, Assistant to the Dean, Extension 8201

Office of Research and Graduate Studies
Room 483
Dr. Larry Bellinger, Associate Dean, Extension 8322
Ms. Kim Luttman, Graduate Studies Program Manager, Extension 8182
Mr. Richard Cardenas, Research Compliance Program Manager, Extension 8994

Office of Student Affairs
Room 503
Dr. Ernie Lacy, Associate Dean, Extension 8232
Ms. Taryn Walker, Program Manager, Extension 8233
Ms. Kimberley Morgan-Thompson, Student Development Specialist, Extension 8210
Ms. Kay Egbert, Financial Aid Program Manager, Extension 8210

Office of Finance
Room 510
Ms. Gail Parrigin-Clark, Assistant Dean, Extension 8921

Student Health Clinic
Room 24 (Basement)
Ms. Jackie Tucker, Clinic Nurse, Extension 8253

Office of Information Technology
Room 529
Local Support, Extension 8248

Human Resources
Room 524
Ms. Pat Brouwer, Assistant Director, Extension 8962

Baylor Health Sciences Library
First Floor Between College of Dentistry and BUMC
Ms. Rosanna Ratliff, Director, Extension 8930

Security and Parking Services
Room 22 (Basement)
Mr. Sam McDonald, Chief of Security, Extension 8335
Mr. Sidney Whitley, Assistant Chief of Security, Extension 8335
College of Dentistry Academic Calendar Highlights for 2019 – 2020

The complete calendar can be found on-line at https://dentistry.tamhsc.edu/academic/calendars.

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2019

June 26  Wednesday, graduate student tuition and fee payment due by 5pm (Summer)
June 27 – 28  Thursday and Friday, New Graduate Student Orientation
July 1  Monday, SUMMER GRADUATE SESSION BEGINS
July 2  Thursday, Graduate Core Courses Begin
July 4  Thursday, Independence Day Holiday
August 7  Wednesday, graduate student tuition and fee payment due by 5pm (Fall)
August 9  Friday, SUMMER GRADUATE SESSION ENDS
August 12  Monday, FALL SEMESTER BEGINS
September 2  Monday, Labor Day Holiday
November 25 – 29  Fall Semester Recess
December 13  Friday, FALL SEMESTER INSTRUCTION ENDS
December 14  Saturday, Award MS and PhD Degrees (College Station campus)
December 16 – January 5  Holiday Recess

2020

January 2  Wednesday, graduate student tuition and fee payment due by 5pm (Spring)
January 6  Monday, SPRING SEMESTER BEGINS
January 20  Monday, Martin Luther King, Jr. Holiday
March 16 – 20  Spring Semester Recess
May 15  Friday, GRADUATE SEMESTER ENDS
May TBD  GRADUATION EXERCISE (TBD)
May 25  Monday, Memorial Day Holiday

Graduate student clinical rotations continue between academic terms with no change in student status. Graduate students may be expected to cover clinics during breaks. Check with your Program Director before making travel plans.
## Summer 2019

**OBIO 671** – Applied Medical Physiology  
Tuesdays & Thursdays – 8am to 10am – Room 736  
Dr. Bruno Ruest, Course Director

**OBIO 660** – Teaching Skills  
Tuesdays – 1pm to 3pm – Room 211  
Dr. Faizan Kabani, Course Director

**OBIO 670** – Clinical Pharmacology  
Tuesdays & Thursdays – 1pm to 3pm – Room 736  
Dr. Jayne Reuben, Course Director

**OBIO 672** – Head & Neck Anatomy  
Tuesdays – 3pm to 5pm & Thursdays – 4pm to 5pm – Room 736  
Dr. Qian Wang, Course Director

**OBIO 660** – Teaching Skills  
Tuesdays – 1pm to 3pm – Room 211  
Dr. Faizan Kabani, Course Director

**OBIO 670** – Clinical Pharmacology  
Tuesdays & Thursdays – 1pm to 3pm – Room 736  
Dr. Jayne Reuben, Course Director

**OBIO 672** – Head & Neck Anatomy  
Tuesdays – 3pm to 5pm & Thursdays – 4pm to 5pm – Room 736  
Dr. Qian Wang, Course Director

## Fall 2019

**OBIO 674** – Immunology  
Tuesdays – 9am to 10am – Room 736  
Dr. Joseph Newman, Course Director

**OBIO 611** – Research Design & Methodology  
Tuesdays & Thursdays – 1pm to 2pm – Room 211  
Dr. Peter Buschang, Course Director

**OBIO 630** – Growth & Mechanisms of Development  
Tuesdays & Thursdays¹ – 2pm to 3pm – Room 211  
Dr. Bruno Ruest, Course Director

**OBIO 631** – Advanced Human Craniofacial Development & Craniofacial Anomalies  
Tuesdays & Thursdays² – 2pm to 3pm – Room 211  
Thursdays (BMS students continue from 3pm to 4pm in Blanton Library)  
Dr. Bruno Ruest, Course Director

**OMFS 610** – Conscious Sedation  
Tuesdays³ – 3pm to 4pm – Room 736  
Dr. Bryan Henderson, Course Director

**OBIO 610** – Responsible Conduct in Research  
Thursdays – 3pm to 4pm – Room 736  
Dr. Kathy Svoboda, Course Director

**PROS 647** – Advanced Dental Materials  
Mondays – 4pm to 6pm – Room 367  
Dr. David Murchison, Course Director

**AEGD 604** – Practice Management I  
Tuesdays⁴ – 4pm to 6pm – Room 604  
Dr. Amirali Zandinejad, Course Director

## Spring 2020

**OBIO 632** – Physical Growth & Maturation  
Tuesdays – 1pm to 2pm – Room 736  
Dr. Peter Buschang, Course Director

**OBIO 640** – Cellular & Molecular Biology of Tissue I  
Tuesdays⁵ – 2pm to 4pm – Room 736  
Dr. Bob Lu, Course Director (first 8 weeks)

**OBIO 641** – Cellular & Molecular Biology of Tissue II  
Tuesdays⁶ – 2pm to 4pm – Room 736  
Dr. Xiaohua Liu, Course Director (last 9 weeks)

**OBIO 621** – Applied Biostatistics  
Tuesdays – 2pm to 4pm – Library Computer Lab  
Dr. Emet Schneiderman, Course Director

**AEGD 604** – Practice Management I  
Tuesdays⁴ – 4pm to 6pm – Room 604  
Dr. Amirali Zandinejad, Course Director

**OBIO 673** – Oral Microbiology  
Thursdays – 9am to 11am – Room 736  
Dr. Allen Honeyman, Course Director

**OMFP 619** – Advanced Oral Pathology  
Thursdays – 1pm to 3pm – Room 736  
Dr. Lisa Cheng, Course Director

**OMFP 620** – Advanced Oral Pathology Lab  
Fridays – 1pm to 2pm – Room 213B  
Dr. Paras Patel, Course Director

**OMFS 625** – Physical Diagnosis & Internal Medicine  
Thursdays – 3pm to 4pm – Room 361  
Dr. Likith Reddy, Course Director

**OMFR 611** – Advanced Oral Radiology  
Thursdays – 4pm to 5pm – Room 310  
Dr. Matt Nair, Course Director
Address Change: Students must file any change of address online through “HOWDY”, the secure internet portal for students.

Bloodborne Pathogens: College of dentistry students treat patients in state-of-the-art clinics under faculty supervision meeting the needs of nearly 25,000 patients each year. More than 130,000 patient visits are recorded annually in the college’s 150 clinics and off-site programs. Students manage patients with varied medical histories including children, adults, the elderly and those who are mentally or physically disabled. Students are trained in the techniques of infection control as a part of their curriculum and the college has a plan to eliminate or minimize student and employee exposure to bloodborne pathogens. A copy of this plan is available in the following offices: Associate Dean of Clinical Affairs, College Health Nurse, and Environmental Health and Safety Manager. Students are welcome to request a copy of the plan.

Cell Phone Policy (approved by Administrative Council on 07/21/2017): This document sets forth the Texas A&M College of Dentistry (COD) policies regarding cell phone/device usage in clinical areas and applies to all students, residents, faculty and clinical staff. For purposes of this policy, the term “CELL PHONE” and “DEVICE” are defined as any handheld or portable electronic device with the ability to receive and/or send or transmit voice, text, or data messages without a cable connection. This policy also includes, but is not limited to, cellular or digital telephones, tablets, iPads, laptop computers, and PDA’s with wireless communication capabilities. Unplugging any network cabled devices to gain personal access to the COD network is expressly prohibited. The COD reserves the right to update and modify these policies at any time.

The college is mindful that cell phones are ubiquitous and can be used for important notifications such as a sick child or family emergency. Nonetheless, cell phone/device usage poses a significant risk to our infection control practices and can be distracting and dangerous for other practitioners and their patients. Therefore, personal cell phone/device usage in patient care areas is prohibited except as described below. Additionally, the use of onboard cameras on cell phones and other devices noted above is also prohibited in order to protect the privacy of COD patients, students, residents, faculty and clinical staff. The use of apps to enhance clinical treatment will be allowed (e.g. Lexicomp, Google Translator). However, infection control procedures must be followed and care must be taken to avoid cross contamination.

Cell phones/devices may be brought into the clinical building, but must be set on vibrate and stored out of sight when in patient care areas. It is understood that it is sometimes necessary to make and receive calls during clinic hours. In such a situation, excuse yourself and make or receive any required calls from an area outside the clinic. Limit personal calls to break and meal periods; these calls should also be made away from patient care areas as noted above. Ensure that friends and family members are aware of this policy so as to minimize their phone calls during clinic hours. The only exception to this policy is with written permission from the appropriate department head with the approval of Clinical Affairs. Any violations of this policy will be addressed by the Director of Clinical Operations and the Associate Dean of Clinical Affairs.

Counseling Services: Up to three sessions of confidential, off-campus psychological counseling are available at no charge to all students to provide adjustment counseling, brief psychotherapy and triage. Students must be referred for psychological services by the Office of Student Affairs. All student contacts will be confidential as prescribed by State law. The Associate Dean for Student Affairs may approve payment for a limited number of additional sessions if recommended by the consulting practitioner, the Student Promotions Committee or the Faculty-Student Review Committee. If students present with difficulties requiring longer treatment, the Associate Dean for Student Affairs will be notified by the consulting practitioner and the student may be referred outside this structure for consultation at his or her own expense. Several of the consulting practitioners may accept the student insurance program should extend counseling be required.
Crisis Management: In the event of a college-wide crisis, the first priority should be to secure your personal safety as quickly as possible. Take cover and await instructions until help arrives.

- Call one of the following numbers:
  Security – 8335 (or 214-828-8335 from a cell phone) or
  Facilities Services – 8250 (or 214-828-8250 from a cell phone).

- College officials will immediately notify external authorities. However, if circumstances warrant and you are unable to reach the above numbers, you may call the following number directly: Dallas Police Department – 911. Remember to dial the required 9 from a campus phone – 9-911.

- Announcements will be made over the emergency system to keep the campus informed of immediate danger and again when the threat is over.

- The above numbers and a detailed Crisis Management Action Plan are printed in highly visible red books located near telephones and work stations throughout the college.

Disability Services - Special Accommodation for Persons with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please contact Dr. Paul Dechow, Associate Dean for Academic Affairs, Room 514, or call 214-828-8208 for additional information (www.tamhsc.edu). Student disability services are administered through the Office of Academic Affairs. Individuals accepted into the curricula of the college are expected to be able to perform the essential functions outlined in the “Essential Functions” document which follows, with or without accommodations. Students with questions or requests are directed to the appropriate guidance, resources, and support to address personal and academic matters. The Office of Academic Affairs is the point of contact for information or questions about a variety of topics including: accommodations counseling, evaluation referral, disability-related information and other matters influencing academic performance.

Dress Code: It is the philosophy of COD administration that attire, grooming and personal hygiene are critical to professionalism and therefore directly affect patients, visitors, students, faculty, and staff. To clarify expectations, the Administrative Council of COD has endorsed the following student dress and grooming regulations, as recommended by a committee comprised of faculty, students and staff:

1. College-issued ID badges must be worn in a highly visible manner at all times while on college premises.

2. When not required to wear surgical scrubs, business casual attire may be worn. Business casual attire means that shirts for male students must be collared. No jeans, shorts, or t-shirts worn as top shirts, are permitted.

3. Hair should be kept well-groomed and a style and color that is in keeping with a professional image.

4. Clean, neatly trimmed mustaches and/or beards are permitted, however they should only be started during extended vacation periods so that an unkempt appearance will not occur during class or clinic attendance. The two-day growth look is unacceptable.

5. The wearing of baseball caps or other head attire that is not of religious nature is unacceptable in the college during working hours.

6. Infection control regulations with regard to dress will be observed at all times and take precedence over all other dress regulations. Refer to the college’s Clinic Manual and the documents titled, Rules & Procedures and Addendum K Infection Control Protocol, for appropriate clinical attire.

The college reserves the right to determine, on an individual basis, if professional dress, grooming and personal hygiene regulations have been violated.
Alcohol and Drug Testing Policy for Students
Texas A&M University College of Dentistry
(Updated 05/31/2019)

NOTIFICATION OF ARRESTS / CONVICTIONS

Students must notify the College of Dentistry (the college) of any drug or alcohol related arrests or convictions within five (5) working days after charge of an offense. Failure to do so and subsequent notification during a required background check or disclosure by other means may result in disciplinary action including dismissal.

ALCOHOL AND DRUG TESTING

A. Routine Pre-Matriculation Alcohol and Drug Testing

Individuals accepted into programs of the College of Dentistry must submit to and satisfactorily complete a drug and alcohol test as a condition of admission. This test must be completed during pre-orientation or orientation. The college must receive satisfactory results within 30 days after matriculation or before participation in a rotation or patient treatment that requires such a screening, whichever comes first. This policy also applies to those students or program participants entering or continuing in programs that do not involve the review of the Admissions Committee or a Program Director. Students who refuse to submit to or do not pass this routine alcohol and drug testing review may have their offer of acceptance withdrawn or may be dismissed from the college.

The alcohol and drug testing will be performed at the college on a scheduled day during pre-orientation or orientation. The results of this test will be returned to the college’s Student Health Clinic Nurse. Unsatisfactory results will be confidentially reported to the Associate Dean for Student Affairs for dental and dental hygiene students or to the Associate Dean for Research and Graduate Studies for graduate students. Students cannot attend rotations at the facilities that require a screen until the nurse receives an acceptable result from the laboratory.

B. Routine Post-Matriculation Alcohol and Drug Testing

After matriculation, the college reserves the right to conduct routine alcohol and drug tests. Students who test unsatisfactorily on a routine test will be referred to a private physician or to the Medical Review Officer for evaluation. The physician will be designated by the college and the evaluation will be paid for by the student. Students may not continue in classes or clinics until the physician evaluation has been completed. The student must be cleared by the evaluating physician to resume classes/clinics and a satisfactory drug screen has been returned. Results of this evaluation will be shared with the Associate Dean for Student Affairs for dental and dental hygiene students and to the Associate Dean for Research and Graduate Studies for graduate students. If a student refuses evaluation or consent to share the results of this evaluation, he/she may be subject to disciplinary procedures.

If treatment is recommended, the student will be allowed to seek treatment and remain enrolled as a student but must be cleared by an evaluating physician and have a satisfactory drug screen prior to resuming classes/patient treatment. This may delay graduation or necessitate repeating a year or course(s). Further monitoring after treatment or evaluation will be the purview of Dentists Concerned for Dentists, Staff and Families or a private physician as outlined below. This will not be reported to the Associate Dean for Student Affairs for dental and dental hygiene students or to the Associate Dean for Research and Graduate Studies for graduate students unless the impaired student refuses or is unresponsive to the appropriate treatment.
The use of illegal drugs or failure of a drug/alcohol test can be considered grounds for dismissal under the Code of Conduct and Disciplinary Due Process Document.

Any questions or concerns about routine drug testing may be shared confidentially with the Associate Dean for Student Affairs or the Associate Dean for Research and Graduate Studies.

C. Post-Matriculation “For Cause” Testing

To ensure compliance with institutional policies and to promote a safe and healthy environment, the college may require students to submit to drug and/or alcohol testing “for cause” based upon

a) reasonable suspicion of substance abuse; or
b) the unauthorized use or possession of alcohol on campus or at a health care setting; or

c) the use of or possession of illicit drugs at any time.

Reasonable suspicion of substance abuse may be based upon but is not limited to, the following criteria:

a) direct observation of drugs or alcohol use or possession and/or demonstration of physical symptoms of the influence of drugs or alcohol; or
b) a pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse; or

c) arrest or conviction for a drug or alcohol related offense; or

d) identification as the focus of a criminal investigation into illicit drug use, possession or trafficking; or

e) evidence that a student has tampered with a previous drug or alcohol test; or

f) possession of drug paraphernalia; or

g) credible report of substance abuse.

Reporting persons must contact the Associate Dean for Student Affairs when dental or dental hygiene students are involved or the Associate Dean for Research and Graduate Studies when graduate students are involved. They shall document the exact reason why they suspect a violation to include the symptoms or actions of the student. Every effort should be made to document the behavior and how the behavior is affecting the student’s performance. The reporting person should make every effort to document the specific facts that would lead a reasonable person to the conclusion that the student was using or was in possession of illicit drugs or unauthorized alcohol. Whenever possible, corroborating statements from other administrators, faculty, employees, or students should be obtained.

Until the results of a test are received, a student may be suspended from classes and/or clinic at the discretion of the appropriate Associate Dean (for Student Affairs, Research and Graduate Studies and/or Clinical Affairs) if the continued participation of the student presents a real and present danger to personal safety or threatens the health and safety of the individual, patients, faculty, staff or peers.

1. Procedure. When determination to test for cause has been made, the student will be transported to the designated site for collection of a breath alcohol or urine and/or blood sample to test for drugs and/or alcohol. The student may request that a blood sample be collected in addition to a urine sample. Testing cost will be borne by the college if results are satisfactory. Costs will be borne by the student if results are unsatisfactory. Testing will be done according to standard procedure for these settings. Reports for dental and dental hygiene students will be sent to the Dean for Student Affairs. Those for graduate students will be sent to the Associate Dean for Research and Graduate Studies. Prior to making a final decision to
confirm an unsatisfactory test, the student will have the opportunity to discuss the test results and provide any documentation for a legitimate medical explanation for the positive test result.

2. **Appeal and Retesting.** Dental and dental hygiene students may appeal unsatisfactory test results by submitting a written request to the Associate Dean for Student Affairs within three (3) business days (based on college's academic calendar) after being informed of the unsatisfactory test results. Graduate students may appeal unsatisfactory test results by submitting a written request to the Associate Dean for Research and Graduate Studies within the same timeframe. The appellant has the right to have a second test performed on the original specimen for qualitative presence only at a certified laboratory of his/her choice and all expenses of such retest will be the responsibility of the appellant. The specimen transfer between laboratories will follow standard protocol.

3. **Disciplinary Actions.** Any student who fails an alcohol or drug test will be subject to disciplinary sanctions and a disciplinary hearing as in the Code of Conduct and Disciplinary Due Process Document. These sanctions could result in dismissal. An individual’s participation in and successful completion of an approved drug or alcohol counseling program coupled with his/her consent to random testing may be considered in the disciplinary process but does not ensure that dismissal will not occur. All incidents will be considered on a case-by-case basis after considering all relevant facts and circumstances.

4. **Refusal to Consent to Testing.** Any student who refuses to consent to an alcohol or drug test for cause or fails to provide an adequate specimen will be subject to discipline, up to and including dismissal.

5. **Confidentiality.** Records will be kept confidential, subject to applicable state and federal laws. Students should be aware that test results may be used for administrative hearings and court cases and may be sent to state and/or federal agencies as required by applicable law.

**POLICY FOR IMPAIRED COLLEGE OF DENTISTRY STUDENTS**

The college desires to provide a safe and healthy environment for our students. In addition, as a dental institution, the college faculty and students must set an example to ensure the safety, health and welfare of the patients who are served by the institution.

The primary emphasis of the college program will be toward the prevention of impairment in students caused by the use of alcohol or psychoactive substances. However, we recognize that students may carry with them or develop alcohol and other psychoactive drug use patterns and behaviors that may be diagnosed as abuse or dependence. The college is committed to a program that will assist impaired students in regaining their health while protecting the well-being of classmates and patients in our care.

However, the college is unequivocally opposed to substance abuse and prohibits the abuse, unlawful possession, distribution and illegal use of drugs and/or alcohol by students. Furthermore, this policy is intended to delineate disciplinary sanctions that the college may impose on students who violate the Code of Conduct in regards to alcohol or substance abuse.

**Sanctions**

A student found guilty of violating the alcohol and drug and policies is subject to sanctions commensurate with the violation(s). Depending on the violation(s), assessed sanctions could include dismissal from the college, expulsion from TAMU or denial of degree.
Terms

The term "substance abuse" is defined as:

a) reporting to school or external rotation sites while affected by alcohol or drugs (Students should not consume alcohol while at school, at external rotation sites, or on call within at least 4 hours prior to being on call in the clinics.); or

b) chemical dependency on alcohol or other drugs where job performance, participation in academic programs, or the safety of employees, students, or patients may be adversely affected; or

c) the use of illegal drugs.

The term "illegal drugs" as used in this policy includes but is not limited to:

a) marijuana, cocaine, heroin, opiates, amphetamines, and similar drugs whose possession and use are prohibited under state or federal law; or

b) prescription drugs – unless validly prescribed by the student's physician; or

b) designer drugs, look-alike synthetic drugs and similar substances.

The term "impaired student" is defined as any student who demonstrates behavior, induced by drug or alcohol use, that interferes with the normally expected performance as a dental student in the healthcare delivery system, whose actions endanger the public or himself/herself, and who violates the rules, traditions and ethics of the college.

Substance Abuse and Self-Identification

The college does not condone the abuse of alcohol or illegal drugs and has developed policies and procedures to promote a drug free environment. However, the college recognizes that students may develop substance abuse problems that can be treated successfully before critical incidents occur (e.g. arrest, usage on campus property, or intoxication in the classroom or health care setting). The college encourages students who have developed substance abuse problems to voluntarily identify themselves and to seek immediate treatment. To further this policy:

A. A student who voluntarily self-identifies as an abuser may be permitted to continue his/her current course of study without suspension provided:

1) This self-identification occurs PRIOR to any incident that is grounds for suspension or dismissal under institutional policy.

2) The student immediately enters an institution approved program for the disorder

3) The student's conduct and academic performance remain consistent with the demands of the curriculum and profession.

B. A student who voluntarily self-identifies as an abuser and who, by his/her own admission or by the determination of institutional authority, is no longer capable of acceptable academic and professional conduct will be required to take a medical leave of absence from the college. Nothing in this paragraph will preclude the college from suspending, dismissing or taking other appropriate action against the student for unacceptable academic performance or lack of professional conduct.
C. Any student who is given the option to participate in a rehabilitation program will comply with the treatment and rehab requirements set forth below:

1) Satisfactorily participate in a substance abuse assistance program or rehabilitation program approved by the college for this purpose

2) Provide evidence satisfactory to the college or Dentists Concerned for Dentists, Staff and Families of continued outpatient therapy in an approved program appropriate to the treatment recommendation

3) Remain substance free after completing a rehabilitation program for chemical dependency and participate in random drug screening during rehabilitation through Dentists Concerned for Dentists, Staff and Families or by a private physician for the duration of their education at the college or as recommended.

4) Failure to comply with these requirements may result in dismissal.
Certificates: Requirements for advanced specialty programs, courses, semester hours, clinical/research experience, and duration generally vary according to the requirements for certification prescribed by the respective professional accreditation organizations. The goal is to ensure that each graduate student who has successfully completed their advanced clinical training program has all the prerequisites and necessary experience to achieve board eligibility and certification by their governing professional body.

Graduate Programs: The college of dentistry offers an MS and PhD in Oral Biology. Students in a combined clinical and graduate program at the college must complete all of the requirements of the clinical program and of the MS. Requirements for the MS and PhD program include the following elements:

MS in Oral Biology (basic science track):
- Minimum of 32 semester hours of courses acceptable for graduate credit
- Successful completion of a thesis

MS in Oral Biology (clinical track):
- Minimum of 32 semester hours of courses acceptable for graduate credit
- Successful completion of a thesis*
  *At the Program Director’s discretion, if an applicant has a prior PhD, minimum of 36 semester hours of courses acceptable for graduate credit and a non-thesis option is available.

PhD in Oral Biology:
- Minimum of 96 semester hours of courses acceptable for graduate credit*
  *Reduced to 64 hours if you already hold a previous MS or a DDS from a US institution
- Successful completion of a dissertation

Full-Time / Part-Time Status: Graduate students must be enrolled at least half-time to receive student financial aid and be eligible for deferral of loan repayment. However, government regulations define full-time status for Oral Biology (basic science track) MS and PhD graduate students for financial aid.

A graduate student is considered full-time if he or she is registered for a minimum of:
- 9 semester credit hours during a fall or spring semester / 6 semester credit hours in a summer semester

A graduate student is considered half-time if he or she is registered for a minimum of:
- 5 semester credit hours during a fall or spring semester / 3 semester credit hours in a summer semester

Graduate students enrolled in a full-time clinical specialty program are considered full-time due to the clinic hours involved in their curriculum in addition to the semester credit hours. Colleges and schools may impose additional semester credit hour requirements for students holding assistantships or fellowships which exceed the minimum stated above. Exceptions to the above criteria are rare, but include students enrolled in academic programs where the combination of hours of academic coursework, work, research, or special studies is sufficient to warrant a classification of full-time.

Time Limitations for Completion of the Graduate Programs: Students in Orthodontics, Periodontics and Prosthodontics, who are pursuing a Certificate and MS in Oral Biology are required to have their research and an acceptable thesis draft completed prior to the awarding of the Certificate. An acceptable draft of a thesis is defined as one that it is complete to the extent that it can be used for the thesis defense examination. This fulfills the Certificate research requirement. This requirement may be different for students in Oral and Maxillofacial Pathology, but every effort should be made to complete the Certificate as scheduled. Extenuating circumstances should be discussed with the Program Director.

The graduate degree candidate is required to continue in residence at the college to meet the minimum residency requirement for their program. Candidates for the MS degree in Oral Biology are expected to complete the thesis
and all requirements for completion of the respective program within a period of six consecutive calendar years. If all requirements are not fulfilled at that time, a one-year extension may be requested by the student and approved through the Department Head/Program Director and the Associate Dean for Research and Graduate Studies. The term of this extension will not exceed one year, and in all cases, seven consecutive calendar years is the maximum time limit for completion of all degree requirements. Candidates for the PhD degree in Oral Biology are expected to complete the dissertation and all requirements for completion of the degree within a period of 10 consecutive calendar years. Graduate credit for course work more than ten calendar years old at the time of the final oral examination may not be used to satisfy degree requirements.

**Graduation:** Degrees or certificates are awarded on the recommendation of the faculty and Dean of the college. The student must be certified as having completed all requirements of the program by the Program Director, the Graduate Education Council, the Office of the Registrar, and the Administrative Council. The TAMU Office of the Registrar has final authority for clearing students to receive the certificate or degree. The college does not automatically award degrees upon completion of scholastic requirements. To be considered for a degree, a student must apply and pay the graduation fee online through Compass. Certificates are awarded by TAMU whenever the Program Director certifies that the student is eligible and notifies the Office of Research and Graduate Studies and the Office of the Registrar to order the certificate and the date which should be shown on the certificate. Some programs require the completion of the Master of Science degree before awarding the Certificate. Commencement ceremonies in Dallas are held in May of each academic year. Remember: even if you do not plan to participate in the commencement ceremony, you still must apply online for graduation. There is no ceremony held in the summer or fall semesters, but degrees are awarded in August and December to those who are certified as eligible after the May commencement ceremony. Those names will be listed in the commencement program in May of the next year, as “Students Who Received Certificates/Degrees Since the Last Commencement.” The college requires continuous enrollment for a certificate/degree to be awarded. You can find more information on continuous enrollment in the Policies and Procedures section of this handbook.

**Apply to Graduate:** Students must apply to graduate and pay fees online via Compass on or before the deadline for each semester. If you are receiving an MS in May and a Certificate in June, you must apply separately for each. Deadlines occur early in the semester. Certificates may be ordered/issued upon completion of all requirements throughout the year. MS and PhD diplomas are ordered only once per semester and are issued only on the graduation date for that semester. You will receive a notification of the deadline for applying at the start of each semester. Deadlines are set by the TAMU Office of the Registrar and are not negotiable.

<table>
<thead>
<tr>
<th>Term</th>
<th>Graduation Date</th>
<th>Apply to Graduate deadline</th>
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<tbody>
<tr>
<td>Spring Semester</td>
<td>May</td>
<td>Early February</td>
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<tr>
<td>Summer Semester</td>
<td>August</td>
<td>Early June</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>December</td>
<td>Early September</td>
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Instructions and deadlines will be sent to students via email and will be posted to the Graduate Studies webpage. Students close to completion should consult with their mentor and program director as to when to apply for graduation. Applying to graduate does not guarantee award of the diploma that semester.

- Students who fail to meet requirements for graduation during the term applied for have 30 days from the date on the certificate/diploma to complete requirements and be cleared by the Office of the Registrar to receive the certificate or diploma.

- If students do not complete requirements within 30 days of the date on the certificate/degree, the certificate/degree will be shredded. They must register for the next semester and apply for graduation again.

- Students must be registered for the semester in which the degree is conferred; therefore, they must continue to register until they meet requirements for graduation.

- The college’s continuous enrollment policy requires students to be enrolled for a minimum of 1 credit hour during the semester in which the diploma or certificate is conferred.
Eligibility to Participate in Graduation Ceremonies: In order to participate in graduation ceremonies and be listed in the commencement program, a student must have completed all requirements for the Specialty Certificate, MS degree and/or the PhD degree by the deadlines posted each year.

Continuous Enrollment Requirements: A student in a graduate degree program requiring a thesis, dissertation, internship, or record of study, who has completed all coursework on his/her degree plans other than 691 (Research), 684 (Internship), or 692 (Professional Study) is required to be in continuous registration until all requirements for the degree have been completed. The continuous registration requirement may be satisfied by registering either In Absentia or In Residence. To qualify for In Absentia registration, a student must not have access to or use facilities or properties belonging to or under the jurisdiction of TAMUS at any time during the semester or summer term for which he or she is enrolled. A student who qualifies for In Absentia registration is required to register each subsequent fall and spring semester for a minimum of one and maximum of four credit hours of 691, 684, 685 or 692. Departments and colleges may have additional or higher requirements. A student who is subject to In Residence registration (i.e., on campus) is required to register each subsequent fall and spring semester and each 10-week summer semester for at least one credit hour. University departments and colleges may have additional or higher requirements. Unless a student plans to take examinations, or use University resources including any interaction with their graduate committee, registration during the summer will not be required to fulfill the continuous registration requirement. However, colleges, departments or intercollegiate faculty may have additional or higher requirements.

An international student may have additional registration requirements depending on his/her visa status. He/she should consult with the International Student Services website or an International Student Services advisor to obtain current information on these requirements. A student who does not comply with the continuous registration requirement will be blocked from registration. He/she will be allowed to register again after receiving a favorable recommendation from a departmental review committee (not the student’s advisory committee), the endorsement of the department head, or Chair of the Intercollegiate Faculty and the approval of the Office of Graduate and Professional Studies. If a break in enrollment occurs for one academic year or longer, the student must apply for readmission to the graduate degree program through Graduate Admissions.

Courses Taken with Dental Students (Additional Requirements): In the 1983 SACS site visit, the following recommendation was made: If a graduate student takes a course with dental courses, additional work and special attention must be given the graduate students to make sure that these courses are truly at a graduate level. The college’s response to that recommendation was: The Graduate Education Council recognized that courses leading to the DDS degree are in fact at an advanced level. However, where graduate students are taking courses in the dental curriculum for graduate credit, these students will be required to attain a greater degree of mastery of the subject matter being taught than is expected of dental students. The greater degree of mastery will be achieved by (1) assignments for additional reading in more advanced textbooks, current review articles and/or journals, and (2) adding examination questions regarding greater depth of understanding of the subject. In laboratory courses, additional requirements reflecting high levels of achievement will be required. Specific additional expectations for graduate students who may be permitted to take a dental course for graduate credit must be defined and placed on file in the Office of Research and Graduate Studies at the college of dentistry.

Degree Plans: Graduate students who are enrolled in certificate and/or degree programs having a course curriculum itemized in the college catalog must follow that degree plan. MS and PhD degree plans are required to be submitted electronically through the Document Processing Submission System (DPSS) before registration for the spring semester of the student’s second year. If there is a need to deviate from that curriculum, the changes and the reasons for it must be approved by the Associate Dean for Research and Graduate Studies and then submitted via electronic petition through DPSS for approval. The student’s transcript must match the degree plan in order to be cleared for graduation. Access to DPSS is obtained through the Howdy Portal or at orgsdpss.tamu.edu.
Essential Functions: The college is committed to the principle of diversity. In that spirit, admission to the college is open to qualified individuals in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The college of dentistry, a component of the HSC, recognizes that the award of a Doctor of Dental Surgery (DDS) degree, Bachelor of Dental Hygiene degree and graduate specialty certificates or degrees carries with them the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The DDS degree certifies that, upon licensure, the graduate is prepared to practice all disciplines of the dental profession appropriate for a general practitioner. This requires that the student acquire cognitive and technical skills and attitudes determined by the faculty as requisite for the practice of dentistry. Programs in the dental specialties carry the same privileges as the DDS degree. In the same manner, the Bachelor of Dental Hygiene degree confers the privilege of practice in dental hygiene with all of its patient responsibilities. The college recognizes the unique cognitive, technical and attitudinal aspects of these curricula. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the educational program. The student is required to direct or perform treatment on the patients of the college as part of the curriculum. The college has responsibility for ensuring the safety of patients and student clinicians. This includes the completion of treatment safely and within a reasonable amount of time. The student must be able to meet or perform the following essential functions with or without accommodation.

✦ Sensory and Observation: Students must be able to observe patients, in clinic or in simulations, in order to gain information to be used in diagnosis. Students must possess vision, hearing and physical abilities sufficient to obtain a patient history, perform a physical examination and provide patient care. Additionally, students must have sufficient dexterity to manipulate dental equipment appropriately and to perform in class, clinic and laboratory settings for extended periods of time.

✦ Cognitive: Students must be able to solve problems using the ability to understand and retain knowledge derived from readings, lectures and demonstrations. Students must be able to use reasoning to analyze and integrate learned material and apply principles to new problems.

✦ Motor Skills: Students ordinarily should have motor function sufficient to enable them to execute movements required to provide general care for and treatment of patients in routine and emergency situations. It is required that a student possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional uses of the senses of touch, vision and smell. Students must be able to tolerate physically taxing workloads and to function effectively under stress.

✦ Communication: Students must be able to communicate effectively with patients; convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. Communication includes speech and writing. Students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team. Students must have sufficient facility with English in order to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity and posture; and coordinate patient care with all members of the health care team. In any case where a student’s ability to communicate through these sensory modalities is compromised, the student must demonstrate acceptable alternative means and/or ability to acquire and demonstrate the essential information conveyed in this fashion.

✦ Behavioral Skills: Students must possess the emotional health required for full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients.
Admissions and Continuation in the Curriculum: The college has determined that the functions and skills listed above are essential to the program of instruction. The college will consider for admission any applicant who has (1) the ability to perform the functions and skills specified with or without reasonable accommodations, and (2) met the published criteria for admission required for all applicants. Although the college may not inquire whether an applicant has a disability prior to making a decision on admission, an applicant may disclose during the admissions or interview process a disability for which he or she desires accommodation. If this occurs, the college may request that the applicant provide documentation of the disability to the Director of Admissions. Notwithstanding such disclosure, the applicant will be considered based upon the published admissions criteria required of all applicants. A matriculant or current student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The college may provide reasonable accommodations, but is not required to make modifications that would fundamentally alter the nature of the program, or provide auxiliary aids that present an undue burden to the college. In order to matriculate or continue in the curriculum, a matriculant or current student must be able to perform all of the essential functions with or without accommodation. An inability to perform the essential functions will lead to a withdrawal of an admission offer or dismissal. Requests for accommodation by matriculants or current students should be initiated with the Associate Dean for Academic Affairs at: College of Dentistry - P.O. Box 660677 - Dallas, Texas 75266-0677 - 214.828.8207

Facilities Services: TAMU Parking Services, the Office of Clinical Affairs, and the local college security staff maintain oversight for employee and student identification, building access, keys, parking, security, and safety.

Identification Badges, Access Cards and Keys: Your identification badge/access card provides authorized and controlled entry into buildings, offices, and parking. It is also a useful tool for security. The following individuals are required to obtain and display an official identification badge while on the college of dentistry campus:

- Faculty / Staff / Students
- Non-affiliated student employees
- TAMU or other faculty and staff who work at or for the HSC on a regular basis
- All service technicians who are at HSC facilities on a regular basis
- Contractors
- Vendors

Unauthorized use of a badge is considered grounds for disciplinary action. An identification badge may neither be altered, disfigured, nor display any items that are not part of the original badge. Identification badges must be worn in a highly visible manner while on property owned or under the control of the institution or component. Usage of your identification badge for entry into and/or approval in axiUm represents your electronic signature. If you allow someone else to use your badge, it may result in forfeiture of all privileges assigned to that badge.

Definitions and Procedures: Credentials include standard acronyms indicating licensure, registration, certification, or graduate degree applicable or pertinent to the work performed (e.g.: CPA, CR, DDS, DMD, DVM, LVN, MD, MSW, MT (ASCP), PA, PhD, RDH, DO, RN, RpH). Due to space limitations, no more than three acronyms may be listed on a badge. Department name (for employees) is the name of the primary department to which the employee is assigned, as shown in the BPP database.

Building Access: Students may enter through the Hall Street door after hours by using their identification badge/access card. There is no initial charge for this card; however, a replacement fee of $25 must be paid to the Business Office for loss or abuse of a card. The card key is also needed to enter the garage.
**Family Educational Rights and Privacy Act:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

   A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. [Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

**Family Emergencies:** In the event of a family emergency, a member of the student’s family should call Student Affairs at 214-828-8210 or 214-828-8240.

**Fax Machine:** Students may use a fax machine located in the Office of Student Affairs to receive faxes or to send local faxes. The fax number is 214-874-4572.
**Financial Aid:** The Financial Aid Manager’s Office is located on the 5th floor (Room 503). The hours of operation are 9am to 6pm. A limited number of teaching and research assistantships are available for qualified students. Stipends vary with the nature of service and the amount of time required. Information is available from each program director. Some programs employ students as teaching assistants or research assistants. This employment qualifies out-of-state residents for in-state tuition. Each program’s administrative staff will assist with submitting requests from non-residents for in-state tuition rates. A student’s ability to pay for advanced education is not a factor in the admissions process. All students may apply for financial aid. Assistance is available in the form of federal, state, institutional and private funds, with the largest type of aid being long-term student loans payable after graduation. Students must complete the online Free Application for Federal Student Aid (www.fafsa.ed.gov). Additional information is available on the TAMU Office of Scholarships and Financial Aid website or by contacting the Financial Aid Manager. If you received loans in the past, you will be able to defer them using an In-School Deferment because you are a full-time student. You can obtain an In-School Deferment form from your lender (or the lender’s web site), fill out your portion of the form, and take it to the Student Affairs Office on the 5th floor for certification. In any discussion with your lender or servicer, you should refer to your in-school status rather than “residency” because they equate “residency” with a “medical residency” which is not eligible for deferment.

**Fire Evacuation Procedures:** If evacuation from an area is necessary, use the following procedures.

- Contact Security (8335), the Environmental Health and Safety Manager (8301), and Facilities Services (8250) to alert them of the situation. They will determine the extent of the evacuation. Announcements will be made using the fire control panel speaker system.

- In case of fire, personnel on the fire floor, one floor above and one floor below will be evacuated. Evacuation of the entire building will be initiated only on order of the Command Center Lead Person or the Dallas Fire Department.

- All personnel will move to lower floors using the stairwell exits. DO NOT USE THE ELEVATORS. Walk patients and visitors down the stairs, providing assistance, if needed. Additional personnel will be assigned to assist with the evacuation of personnel as needed.

**Graduate Education Council and Graduate Faculty:** The Graduate Education Council (GEC) retains the traditional concepts in advanced education by providing broad, multi-disciplinary monitoring of all graduate programs. Members of graduate faculty have fulfilled the qualifications set forth by the TAMU Office of Graduate and Professional Studies. Policies and regulations affecting entrance requirements, graduate curricula, and requirements leading to graduate credits, certification, and degrees are formulated by TAMU and the GEC.

**Health Clinic (Basement Room 24):**

Clinic Nurse - Jackie Tucker, RN - 214-828-8253
Clinic Assistant - Aurora Cantu - 214-828-8253
Clinic Hours – 8:00 am to 5:00 pm, Monday through Friday
Nurse on duty - 8:00 am to 4:30 pm, Monday through Friday
Physician available on a part-time, as needed basis

- Medical services available include:
  - Treatment of Minor Illnesses and Injuries (headaches, GI issues, allergies, URI, cuts, etc.)
  - Immunizations / Vaccinations / Titers
  - BBP Exposure Treatment and Counseling
  - Diagnostic Testing (strep, flu, lab work)
  - OTC Medication
  - Blood Pressure and Weight Check

- Medical services needed that cannot be done at the Student Health Clinic will be referred to an outside source.
When referral services are made and tests are required, these services are not covered by the Health Clinic fee.

The Health Clinic is designed to help students maintain good health and health standards.

Services are not available for dependents.

It is mandatory that students obtain and keep health insurance. You must provide proof of coverage.

**Health Insurance** (mandatory for all students): Experiences of our students reinforce the wisdom of maintaining health insurance. With this in mind, the college has a mandatory requirement for this coverage. TAMU offers a health insurance policy, but the student may fulfill this obligation in any way he or she chooses. You must submit proof of insurance coverage to the Office of Student Affairs by July 1 of each year. The information and enrollment forms for the policy offered to students through TAMU may be accessed at https://tamu.myahpcare.com. Questions or concerns should be directed to Ms. Leilane Jan, in Student Affairs, at 214-828-8240 or email ljan@tamhsc.edu.

**Health Insurance Provisions Related to International Students**: Because health care in the USA is expensive, it is TAMU policy that all students who are not citizens or permanent residents of the United States are required to be covered under the Student Health Insurance Plan or have equivalent insurance coverage. "Equivalent coverage" means that an alternate policy must meet or exceed each of the following:

- Repatriation of remains in the amount of $7,500, and
- Medical evacuation to one's home country of at least $10,000, and
- Medical benefits of at least $50,000 per accident or illness, and
- A deductible not to exceed $500 per accident or illness.

If you will be eligible to receive college health insurance coverage through your employment as a budgeted graduate assistant (research or teaching) working a minimum of 20 hours a week you need to sign up during initial enrollment for the "Optional Accidental Death and Dismemberment". This portion of the employee policy will cover the required "medical evacuation and repatriation". You may also purchase "medical evacuation and repatriation" coverage under a separate policy.

Health insurance brochures are available in Student Affairs, Room 525.

It is important for you to be aware of the following information regarding health care in the United States.

- Social Security is a mandatory retirement system in the USA and does not pay health care costs.
- No medical costs in the USA are subsidized by the government for international students who are non-residents. The USA does not have socialized medicine. All costs of health care are paid by the patient.
- All insurance policies are different in their coverage, costs, and the percentage of your medical costs that will be reimbursed. You should compare policies before you purchase one.
- Even if you buy a health insurance policy, your insurance provider will likely require that you pay all the bills first and fill out a claim form to request reimbursement by the insurance company. Reimbursement can take several months, and copies of all medical bills and papers should be kept for at least one year.
- Payment of the bills and/or submitting claim forms if you have insurance is the responsibility of each individual who receives treatment.
The following are terms that insurance policies have in common and that you should understand before you purchase a policy. If you have doubts about any aspect of a policy, call the company and clarify the information before you buy it.

- **Dependent coverage** means insurance for your spouse and children. It is available in most policies at an extra cost.
- **A premium** is the amount you pay to buy the policy.
- **A deductible** is an amount of money that you must pay for your health services. It can be a specific amount or a percentage of the cost of the medical bill. This is a non-refundable cost.

**Health Insurance Portability and Accountability Act (HIPAA):** HIPAA, which was passed in 1996, is a Federal regulation that is designed to protect certain health information. This law was enacted in order to protect the privacy of health information that can be identified with an individual, both living and deceased. The regulation has three major purposes:

1. To protect and enhance the rights of consumers by providing them access to their health information and controlling the inappropriate use of disclosure of that information;
2. To improve the quality of healthcare in the US by restoring trust in the healthcare system among consumers, healthcare professionals, and the multitude of organizations and individuals committed to the delivery of care; and
3. To improve the efficiency and effectiveness of healthcare delivery by creating a national framework for health privacy protection that builds on efforts by states, health systems, and individual organizations and individuals.

The key HIPAA privacy compliance date was April 14, 2003. A key element of HIPAA privacy is the protection, use and disclosure of Protected Health Information (PHI). The college, health science center and university have developed and written HIPAA policies and forms and has named HIPAA officers, as well as a HIPAA committee to oversee all aspects of this law and how it relates to the college. All students, faculty and staff who have patient contact and may view, use or disclose PHI must receive HIPAA training in order to be in compliance with the law. A Notice of Privacy Practices has been posted at the entrance to all college buildings and on the college’s internet site. This notice describes how a patient’s health information may be used, disclosed, patient’s rights under this law and how a patient can get access to his/her health information. The college uses the Minimum Necessary Standard when using, communicating or disclosing a patient’s health information, i.e. only that which is absolutely necessary to carry out the operation, task, billing or any specific communication on behalf of the patient. Under HIPAA regulations, patients have the right to access, copy, inspect, file a complaint concerning or amend their healthcare information. Ms. Gracie Perez, Patient Service Manager, and Ms. Connie Figueroa, Patient Relations Coordinator and HIPAA Contact Person for the college, is available to answer any questions concerning a patient’s rights under the HIPAA law. Relationships with other businesses outside of the college which may have contact with PHI must sign a Business Associate Agreement. Questions concerning these contracts are directed to Dr. Stephen Griffin, HIPAA Compliance Officer for the college. HIPAA standards, compliance, policies, procedures and college forms are audited and updated as needed.

Questions concerning HIPAA are directed to the appropriate HIPAA officer or any of the other HIPAA Team Members: Compliance Officer – Dr. Stephen Griffin; Privacy/Training Officer – Ms. Gracie A. Perez; Contact Person – Ms. Connie Figueroa.

Full details of the Health Insurance Portability and Accountability Act are available in the college’s clinic manual. This manual has been prepared for all students (pre/post-doc and dental hygiene), clinical faculty and staff and contains rules, procedures and guidelines by which the Texas A&M College of Dentistry clinic facilities and resources will be coordinated.
To access the HIPAA course, log onto TrainTraq at http://traintraq.tamus.edu. You will be receiving information from your Program Director on this mandatory training and the documentation that must be provided to Clinical Affairs upon completion of the training. A Certification Form is in your orientation packet.

**Housing:** Students at the college live in a wide range of areas throughout the metroplex. For information about local housing opportunities, please inquire at the Office of Student Affairs, Room 503.

**Information Technology:** The Office of Information Technology (OIT), room 529, supports the computing and network needs of the college. In addition to providing general-use hardware and software, the staff of OIT provides technical support. This service unit maintains the intranet web site and supports a variety of initiatives, including digital imaging and the clinic management system, axiUm.

- General Information and Helpdesk – 1-979-845-8300, Option 2: Call for problems with axiUm, Mipacs, a computer, printer or network connection. The helpdesk can also be accessed via email at helpdesk@tamu.edu. Please include the room number or clinic, your name and a phone number where you can be reached, as well as a description of the problem.

- Instructional Computer Laboratory (ICL): This facility, adjacent to the library, is available for all college of dentistry students. It includes 30 computers, an industrial grade printer, and a LCD video projector. In addition, there are 14 computers outside the ICL designated for faculty, staff, and student use. The ICL is open the same hours as the library for self-directed learning. It is also used as a computer classroom several hours a week during which times it is not available for general use (these times are clearly posted in the room). All computers within the ICL and library are fully networked and have full Internet access.

- Utility Software: Antivirus, VPN for accessing the network from off campus, and other useful dental software is also readily available over the network. Discounted software is available from TAMU. A link is found on the intranet home page.

- Databases: Students have easy access to outstanding health and research related databases. Contact the library for assistance at 8151.

- Clinic Management System: Students, faculty, and staff use axiUm software system to manage all aspects of patient care – scheduling, charting, accounting, etc. More than 500 PCs and printers are available in the clinics and elsewhere to use this state-of-the-art system.

- Intranet: This internal web site contains announcements, course material, a link to order discounted software from TAMU, department websites, and information of general interest to students and college personnel. Student organizations are also invited to submit information about their activities for this site.

- Howdy Portal: This web portal (http://howdy.tamu.edu) is where students go to manage their student record.

**International Student Services (ISS):** Ms. Kim Luttman, room 483D, serves as liaison to TAMU ISS. She assists international students who have applied to or who are currently enrolled at the college in their effort to maintain the appropriate visa status according to the requirements set by United States Citizenship and Immigration Services. Contact Information - Kim Luttman - kluttman@tamhsc.edu - 214-828-8182.

**Leave of Absence:** The college acknowledges that there are life events that may impact a graduate student’s ability to progress in their program. While the programs are structured to continue uninterrupted, these events may cause a necessary break in attendance. The Leave of Absence (LOA) policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events. The college considers an approved LOA as a temporary interruption in a student’s program of study. A graduate student request for a LOA is filed with the Office of the Associate Dean for Research and Graduate Studies, which will consult with the appropriate Program Director prior to responding to the request. To request a LOA, the student or resident must be in good academic standing and must submit a written request, which identifies persuasive reasons warranting the leave, together
with documentation supporting the request. The Associate Dean for Research and Graduate Studies will notify the student or resident in writing of the decision and, if approved, will stipulate the length of the leave and conditions for re-enrollment. The student or resident assumes the responsibility of keeping the Associate Dean for Research and Graduate Studies informed of the intent to re-enroll by the specified date. The student must make up any lost assignments and may have their graduate program extended at the discretion of the Program Director after consulting with the Associate Dean for Research and Graduate Studies. Graduate students with federally-guaranteed student loans whose LOA exceeds 180 days will be reported as withdrawn on the 181st day and federal loans will enter repayment. A student or resident who does not re-enroll by the specified date will be considered to have withdrawn from the school. Depending upon the length of LOA requested, an on-line request may have to be made through DPSS and routed to OGAPS for review and approval.

The decision whether to deny, grant, or set conditions for a request for leave of absence shall be in the sole discretion of the Associate Dean for Research and Graduate Studies in consultation with the Program Director.

- **Leave of Absence Criteria:**
  a) Students who will be out of attendance for a non-scheduled break in their coursework are required to have an approved LOA or they will be administratively withdrawn.
  b) Students may take multiple LOAs in a 12-month period.
  c) Total breaks in attendance for a student on an approved LOA(s) may not exceed 180 calendar days in a 12-month period. The 12-month period begins with the first break in attendance and extends for 12 months from that date.
  d) Students are not guaranteed approval to re-enter with their original cohort after a LOA.

- **Student Request Procedures:**
  a) Students receiving financial aid should contact the financial aid office to review the impact of the LOA request on loan amounts, repayment terms and grace period.
  b) The student must complete and submit the LOA request form to the Associate Dean for Research and Graduate Studies. The student must indicate in writing the reasons for the LOA request and his/her anticipated return date on the LOA request form. Forms are online. The form must be completed, signed, dated and submitted as outlined in below.
  c) The request should be made 10 calendar days prior to the date of the start of the anticipated LOA. If an unforeseen circumstance prevents a student from providing a written application prior to the LOA, such as a medical emergency, the College may grant a LOA (at its discretion) as long as the student qualifies, and completes the LOA request form as soon as possible. The OADRGS will document the reason for approval and will collect the LOA request form as soon as possible.
  d) If the student is unable to indicate an anticipated return date, and there is no reasonable expectation that the student will return from the LOA, the college will consider the student as having withdrawn. If appropriate, a calculation will be completed to determine if the student owes back any federal financial aid funds.

- **Failure to Return from a LOA:** If a student fails to return from an approved LOA, the student will be administratively withdrawn from the college and a calculation will be performed based on the amount of time the student was enrolled in order to determine if any federal financial aid funds must be returned to the appropriate program. The withdrawal date will be the first day of the LOA.

- **International Students:** Must consult with the Office of International Services before requesting a LOA.
Library: The Baylor Health Sciences Library offers a full range of services and resources in support of the educational, research and clinical programs of the college. The Library maintains a dental and medical collection of over 17,500 print volumes, over 10,000 electronic journal subscriptions, over 100,000 electronic books and over 150 databases, including Ovid MEDLINE; Dentistry and Oral Sciences Source; CINAHL; Anatomy TV-Dentistry; LexiComp Online for Dentistry; BoardVitals for NBDE I, NBDE II, and NBDHE question banks; Scopus; ClinicalKey; Cochrane Library; and others. The Library’s electronic resources are available for use anywhere on campus, with easy remote access provided via the Off Campus Access page. All faculty and students have access to all library services, including book checkout, interlibrary loan, mediated database searching, and direct checkout privileges at libraries throughout Texas (including all libraries within the TAMUS) via the TexShare program. Further information regarding the Library’s collections and services may be found on its website. The Library occupies 3,700 square feet. Study space for 130 people is available. The Library also houses an instructional computer laboratory (ICL) with 30 computers available for student use. The Library is open seven days per week (88 hours), from 7am until 10pm Monday through Thursday; 7am to 6pm on Friday; 10am to 6pm on Saturday and 1pm to 10pm on Sunday. The Library staff includes six professional librarians and eight support staff. Graduate students attend a mandatory library orientation at the beginning of their first semester of study, where they are given an overview of library services and a tour of the Library. The Library offers a variety of classes throughout the year, as well as one-on-one and small group instruction sessions. The Library is committed to ensuring that all college of dentistry students learn to effectively access information in a variety of formats; this is the core of the Library’s mission and goals.

Media Resources: Media Resources is the central campus resource providing multimedia production, graphic design, video, photography, classroom instructional technology, and printing services. Media Resources also provides consulting and training on how to use these and other tools for effective teaching, learning and communication. The department supports undergraduate and graduate courses, research, student life and all administrative and departmental functions of the college. Nominal fees are charged for consumables. Services available include:

- Graphics design for presentations with creative graphics and original animation. Services include publication design and production, illustrations, signs, posters, and table clinics.

- Photography services are available to serve a variety of needs including events, portraits, headshots/passports, products, and location shots. Counseling with photography, cameras, and equipment is available.

- Video and audio services are available for the production and editing of content for instructional, marketing, and other school-related programs. Classroom lecture recording services are also provided through the department’s Instructional Design component.

- Digitizing/scanning and editing of slides, flat art, text, or photos is available.

- Equipment checkout for school use includes video projectors and screens, speaker systems, audio recorders, easels, and laptop computers.

- Output services include black/white and color copies up to 11” x 17,” large format printing for posters and signs of almost any size, photo-quality prints up to 13x19,” laminating, and mounting of these products are all available.

Name Change: Students who would like to request a name change must notify the Office of the Registrar by filing a change-of-name form in the Office of Student Affairs (Room 503). Changes of name from birth certificate records require a court order, marriage certificate, or naturalization certificate as documentation. All grade reports, transcripts, diplomas, etc. are issued under the student’s legal name as recorded in the Office of Student Affairs.

Notary Public: Notary Services are available in the Office of Clinical Services and the Office of Academic Affairs.
**Parking:** The college has limited parking facilities for the use of faculty, staff and students. Student parking fees are paid with tuition. Parking assignments are made by the TAMU Parking Department.

**Print Shop:** The Print Shop accommodates the printing needs for all faculty, staff, and students. Offset color printing and both black/white and color copying are available. Other services include binding, cutting, folding, and padding. Priority is given to instructional and administrative materials. Lead time is 24 to 48 hours. High volume printing and copying include clinical and office forms, directories, syllabi, instructional manuals, etc. should allow at least one week lead time on most jobs. Payment is made by department account number, credit/debit card, check, or cash. Cost estimates are available. Copiers are available on most floors for departmental use only and require a departmental code to use.

**Research and Graduate Studies:** The Office of Research and Graduate Studies is located in suite 483. Kim Luttman is the Graduate Studies Program Manager and assists students with questions related to their programs, the thesis process, or any other situations that may arise. She is also the liaison between TAMU and the college for all international issues. Richard Cardenas is the Research Compliance Program Manager and assists students with research and research compliance related issues.

**Safety Tips:**
- Always walk in groups of two or more – especially at night
- Lock your car and remove the keys
- Lock all valuables in the trunk, or better yet, leave them at home
- Check underneath the car as you approach
- Look in the back seat to be certain no one is hiding there before unlocking the car door
- Once inside, lock the doors
- Do not carry large amounts of cash
- Walk confidently, having your keys ready as you approach your car
- Trust your instincts; if someone doesn’t look right or makes you uneasy, get away fast

**Security and Safety:** A security officer is on campus 24 hours a day, 7 days a week. A second security officer is available in the garage and parking areas from 7am to 1pm on weekdays only. Officers carry cell phones that are activated by relay from the garage, parking lot, and elevator emergency phones. Please be aware there is a short delay caused with relays. If you stay late at the college, you are urged to take every precaution upon leaving the building. Whenever possible, you are encouraged to walk to the parking garage and open lots in groups. Security officers are available to walk you to your car. To contact a security officer for an escort or other assistance, go to the Hall Street entrance and if no officer is in the security office, use the wall phone outside the office. Dial the security number (8335) posted by the phone. Criminal incidents should be reported to the Security staff as soon as possible. Campus crime statistics are posted on the security department’s website. A “security alert” is posted throughout the building regarding incidents of a serious nature as soon as possible when the knowledge may help to avert further incidents.
Student Affairs - Room 503: The Office of Student Affairs serves the college as advocates, advisers, educators, and administrators for students and student organizations in order to create and foster leadership and involvement opportunities that enhance personal, interpersonal and organizational development. This office facilitates numerous services, events and activities for students including, but not limited to:

Advising:
- In-office advising
- Referrals for confidential off-campus counseling with consulting psychologist and psychiatrist

Student Events:
- Commencement
- Graduation Awards Ceremony
- Holiday Gala, Dental Olympics

Support Services:
- Postdoctoral Application Support Services and Match Liaison
- Mentor Program
- Student Telephone Directory
- Roommate liaison
- Health Insurance

Telephones: To get an outside line from a wall phone, dial 9, and then the number. Dial only the last 4 digits for calls within the college.

Tornados: Alert the Security Officer at 214-828-8335 or pager 214-582-7300, the Environmental Health & Safety Manager at 214-828-8301, or Facilities Services at 214-828-8250, if a tornado has been sighted in the area or a tornado warning is heard from a reliable source. A tornado watch means the conditions are favorable for tornado formation. A tornado warning means a tornado has formed and has been sighted. Personnel from one of the offices listed above will activate the tornado warning announcement from the fire control panel. If a tornado warning has been issued in the area, use the following procedures:

- If inside, evacuate offices and areas near windows. Move to the basement labs or Lecture Hall 6 by using stairwell exits.
- Patients under anesthesia should be removed to the nearest interior room. Remain with patients until the all-clear message is announced.
- If outside, seek shelter in a building.
- Remain in place until the all clear message has been given.
- If there is damage and/or casualties, remain in place until notified by Security or the Environmental Health & Safety Manager to leave shelter.

Transcripts: Unofficial transcripts may be accessed through Howdy. Navigate to the “Grades and Transcripts” channel on your “My Record” tab to access an unofficial transcript. There is both an HTML and PDF version of the unofficial transcript available in Howdy.

Official Transcripts are $10 and can be purchased through Howdy. Navigate to the “Grades and Transcripts” channel on your “My Record” tab to order a transcript.
Policies and Procedures

The college of dentistry has adopted policies and procedures to ensure all students experience the consistently high standard of training for which it is known. Each student has the responsibility to be fully acquainted with and to comply with TAMU and college of dentistry policies, procedures, and rules.

The pages that follow are taken from official federal, state, TAMU, HSC, and college of dentistry documents. All information is accessible on the internet. Where possible, links have been provided.
Miscellaneous Complaints

1.0 General Overview: The college is committed to providing a learning environment for its undergraduate and graduate students in which student complaints are responded to in a prompt and fair manner. Toward this end, the college of dentistry has developed procedures that address specific kinds of complaints that are in keeping with TAMU Rules and Standard Operating Procedures (SAPS) and Texas A&M University System (TAMUS) Policies and Regulations, as well as state and federal law. This policy specifically addresses any miscellaneous student complaints that do not fall into the categories specified below and that are not articulated elsewhere in TAMU or TAMUS documents. Policies and procedures exist for the following types of student complaints (see TAMU Student Rules) and are not covered by this policy:

- Complaints regarding academic or disciplinary matters, professional conduct, discrimination, sexual harassment, student records, grades or grading, or financial aid issues

2.0 Internal Policies / Responsibilities / Process

2.1 Complaint Process: The college encourages students to seek informal resolution of concerns through consultation with the faculty, staff person or administrator directly responsible for the initial action or decision before pursuing a more formal process. However, if a student deems the informal efforts unsatisfactory, he or she may pursue a more formal complaint. Students must make all formal complaints under this policy in writing unless the complaints involve safety issues that require immediate action.

2.2 Office Receiving the Complaint: Students should direct complaints to the specific office involved in the complaint. If necessary, the student may also report the complaint to the office of the next level supervisor. Students may also direct their complaint to the Associate Dean for Student Affairs. Graduate students may contact their program director or the Associate Dean of Research and Graduate Studies.

2.3 Office Response and Timing: Upon receipt of a student complaint, the representative in the office where the complaint was logged will assure that the student receives a direct response to their complaint, in writing, by telephone, or in person, in a reasonable and timely manner, normally within ten business days. This response should be documented by the responding office and a copy forwarded to the Office of the Associate Dean for Student Affairs or for graduate students to the Office of the Associate Dean for Research and Graduate Studies.

2.4 Required Documentation: Each office receiving a written complaint at the college shall appoint a designated representative and develop a complaint log that provides historical information concerning written student complaints, pertinent dates and final resolution. The representative will act as a point of contact for information pertaining to student complaints in that office. The designated representative will keep the log or documentation of written student complaints and forward this information to the Associate Dean for Student Affairs or for graduate students to the Office of the Associate Dean for Research and Graduate Studies.

3.0 Appeals Procedures: The only basis for an appeal is an allegation that the decision was made for an illegal reason or established procedures were not followed. (For purposes of this section, an illegal reason is defined as a decision based on race, sex, age, national origin, religion, creed, color, or disability.) Students may appeal the decision to the Dean in writing, no later than five business days after the decision. The Dean may approve, reject, or modify the decision. The Dean will inform the student and the department of his/her decision in writing. The Dean’s decision is final for college of dentistry departments, offices, and employees. Decisions that involve a TAMHSC administrative department, office or employee may be appealed to the TAMHSC Vice President of Academic Affairs. This appeal process does not permit substantive review of a final decision.

4.0 Notification and Publication: The college will inform students of the established complaint policies and procedures and how and where to access them upon matriculation to the college. These policies and procedures shall be published on the college of dentistry internet and as part of the Undergraduate and Graduate Student Handbooks.
Individual Responsibility for Use of Computing Resources and Facilities

Taken from http://student-rules.tamu.edu/append5

It is expected that all members of the university community will use these resources and facilities in accordance with laws and university rules.

Failure to fulfill these responsibilities may lead to the cancellation of your computer account(s), other disciplinary action by the university and/or referral to legal and law enforcement agencies. Individuals using the university’s computing resources or facilities have the following responsibilities:

- Use university computing resources and facilities (mainframe computers, computer work stations, computer networks, hardware, software and computer accounts) responsibly respecting the rights of other computer users and complying with laws, license agreements and contracts.

- Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations and other disproportionate use of computing facilities prevent others from using these resources.

- Use of university computing accounts should be limited to the intended purpose. Use of university-owned computers (offices and computer labs) shall be limited to university-related business or incidental personal use. As defined in The Texas A&M University System Ethics Policy, employees may use computing resources for personal reasons as long as that use does not result in additional costs or damage to the university and generally does not hinder the day-to-day operation of university offices and facilities. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.

- Protect your password and use of your account. Do not let others use your account or password. Confidential information contained on various computers should not be shared with others except when that person is authorized to know such information.

- Report improper use of computing resources and facilities. Improper use of computing resources and facilities as defined in Texas A&M Computer Security Rules may include:
  - Breach of Security
    - unauthorized access to computing resources
    - release of password or other confidential information on computer security
  - Harmful Access
    - creating a computer malfunction or interruption of operation
    - alteration, damage, or destruction of data injection of a computer virus
  - Invasion of Privacy
    - reading files without authorization
  - Comply with requests about computing from the system operator.
  - Report any incidents of harassment using university computing resources and facilities. It may be harassment if (1) the behavior is unwelcome; and (2) the behavior interferes with your ability, or the
ability of others to work or study; and (3) the behavior creates an intimidating, hostile or offensive environment.

- Communications that are threatening, discriminatory, or disruptive may result in disciplinary action because they are not speech protected by the First Amendment.

Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual.

To fulfill its multiple missions as an institution of higher learning, Texas A&M University encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The university also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

University Statement on Harassment and Discrimination, University Student Rules
Protecting Confidential Information

What information is confidential? Confidential information must be protected from unauthorized disclosure or public release based on state or federal law. Examples of confidential information include but are not limited to the following:

- Social Security numbers (SSNs)
- Some Research Data
- Credit card numbers
- Financial account numbers
- Student education records (including schedules)
- Medical Records
- Passwords

Federal laws that require the confidentiality of information include:

- The Family Educational Rights and Privacy Act (FERPA) protects the educational records of all students.
- The Health Insurance Portability and Accountability Act (HIPAA) requires the protection and confidential handling of protected health information.
- The Gramm Leach Bliley Act (GLBA) requires financial institutions to protect the security and confidentiality of customer information.

Directory Information: Directory information refers to items of information contained in the educational record which may be released without the student’s prior, written consent. Texas A&M University defines the following items as directory information:

- Name
- Universal Identification Number (UIN)
- Address (Local)
- Address (Permanent)
- Telephone number (Local)
- Telephone number (Permanent)
- Email address
- Program of study (college, major, campus)
- Dates of attendance
- Previous educational agencies/institutions attended
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Classification

Students may place a directory hold on any or all of this information at https://howdy.tamu.edu. Once the student has placed a hold on his/her directory information, this information may not be released without the prior, written consent of the student.

What are the rules about storing and transferring confidential information?

Storing Confidential Information - University SAP 29.01.03.M1.16, Portable Devices requires encryption of TAMU-related confidential information that resides on portable computing devices. It is recommended that all confidential data be encrypted even if it resides on stationary systems.
Transferring Confidential Information - University SAP 29.01.03.M1.31, Encryption of Confidential and Sensitive Data requires encryption of confidential information when it is transmitted through email or to an off-campus site or when it is accessed from a remote location.

Credit Cards: University SAP 21.01.02.M0.03 Credit Card Collections defines the very stringent requirements for accepting credit card payments. See Credit Card Procedures and Policies for details.

Quick Checklist for Protecting FERPA Data

- Post grades using secure technology (for help contact Instructional Technology Services at its@tamu.edu or 979.862.3977, or visit http://itsinfo.tamu.edu/).
- Encrypt all confidential information.
- Use UINs instead of Social Security numbers. Take the appropriate steps when Social Security Numbers are ABSOLUTELY necessary.
- DO NOT allow students to see other students grades, even by sorting through a stack of papers to pick up their graded work.
- DO NOT discuss progress of a student with anyone other than the student (including parents/guardians) without consent of the student.
- DO NOT provide anyone with lists of students enrolled in classes for any commercial purpose.
- DO NOT provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

How can I safely transfer confidential information? Filex - Do NOT send confidential information through email. Use Filex instead. Filex is an easy tool for transferring confidential information. Upload files to the Filex server and add email addresses for recipients. For files containing sensitive or confidential information, Filex includes an encryption option. Filex sends a link via email to download the file, which the recipients click to obtain the file directly from the Filex server. If you selected the encryption option, Filex provides a key for you to send to your recipients to unlock the encrypted file. For step-by-step instructions, see Using the Filex file distribution system.

Safe File Transfer Tools - If you need to transfer confidential information between two systems that you manage, use secure protocols like SCP or SFTP. WinSCP is an easy-to-use, Windows tool for SCP and SFTP.

How can I safely store confidential information? Encrypt Files. By encrypting files, you ensure that unauthorized people can’t view data even if they can physically access it. When you use encryption, it is important to have a recovery plan in case you forget your key. For details, see SAP 29.01.03.M1.31. For information on encrypting your entire disk, encrypting specific files, or transferring files securely, please visit our article on “Encryption How-Tos”.

What should I do if I know confidential information has been disclosed? Report disclosures of confidential information as soon as you realize they have occurred by emailing itrm@tamu.edu. For additional details about reporting disclosure of sensitive personal information, see SAP 29.01.03.M1.24.
Email Encryption

External email encryption is utilized for any confidential information that is being sent via email such as patient data, student data or anything else of a confidential nature.

**Internal Email Encryption.** All traffic sent from one tamhsc.edu account to another is encrypted automatically.

**External Email Encryption.** OIT also provides a method to send encrypted emails out to external email addresses. To encrypt an email, you need to put the string *encrypt* into the subject line. Directly after that string, you can add the intended subject.

The individual receiving the email will receive in their inbox an email with a link in it.
After the recipient clicks on the email, they will be prompted to register before receiving the secure message.

![Registration Form]

After the recipient has registered they can view the message.

![Secure Message]

Notes:

- Reply will not encrypt the message back to the original sender.
- Forwarding the messages is not permitted.
- The following special characters cannot be used in the password registration.
  `?/.>,<‘”:\|}{~`
- By default, messages expire after 30 days, but the sender can extend from their digest setting.
Digest:

- **Active** – the message is active, and the recipient can decrypt and read the message.
- **Expired** – the message has expired it can no longer be read.
- **Revoked** – you have revoked the message so that the recipient cannot decrypt and read it. If you restore a message that you revoke, the status changes to Restored.
- As long as the message has not expired, you can click Revoke Recipient or Restore Recipient.
- The message Expiration displays the exact date and time the message will expire, as well as the relative time (in how many days or months).
- To change the message expiration date, click Edit Expiration. Select a choice from the New Expiration dropdown menu, or select Custom to choose an expiration date from a calendar.
Standard Administrative Procedure Statement

This SAP provides specific guidance on the responsibilities of information resource owners to adequately protect data residing on portable devices.

Definitions

Confidential Information - Information that is excepted from disclosure requirements under the provisions of applicable state or federal law, e.g., the Texas Public Information Act.

Information Resources (IR) - The procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

Internet Service Provider (ISP) - A company that provides access to the internet.

Portable Computing Device - An easily portable device that is capable of capturing, processing, storing, and transmitting data to and from Texas A&M University information resources. This includes, but is not limited to: laptops, Personal Digital Assistants (PDAs), and smart phones.

Portable Storage Device - An easily portable device that stores electronic data. This includes, but is not limited to: flash/thumb drives, iPods, CD-Rs/CD-RWs, DVDs, and removable disk drives.

Remote Access - The act of using a computing device to access another computer/network from outside of its established security realm (e.g., authentication mechanism, firewall, or encryption).

Information Resource Owner - an entity responsible for:

- a business function; and,
- determining controls and access to information resources supporting that business function.

Responsibilities and Procedures

1. GENERAL

Portable computing devices are becoming increasingly powerful and affordable. Their small size and functionality are making these devices more desirable to replace traditional desktop devices in a wide number of applications. However, the portability offered by these devices may increase the security exposure to individuals using the devices.

2. APPLICABILITY

This Standard Administrative Procedure (SAP) applies to all portable computing and storage devices that utilize information resources, especially those which process, store, or transmit confidential information.

The information resource owner, or designee, is responsible for ensuring that the risk mitigation measures described in this SAP are implemented. Based on risk management considerations and business functions, the
resource owner may determine that it would be appropriate to exclude certain risk mitigation measures provided in this SAP. All exclusions must be in accordance with SAP 29.01.03.M1.27 Exclusions from Required Risk Mitigation Measures.

The intended audience is all users of TAMU information resources.

3. PROCEDURES

3.1 Portable computing and storage devices, containing confidential information, shall be protected from unauthorized access by passwords or other means.

3.2 Any confidential information stored on portable computing or storage device shall be encrypted with an appropriate encryption technique. Please see our Encryption Web page for additional information.

3.3 All remote access (e.g., dial in services, cable/DSL modem, etc.) to confidential information from a portable computing device shall utilize encryption techniques, such as Virtual Private Network (VPN), secure File Transfer Protocol (FTP), or Secure Sockets Layers (SSL).

3.4 Confidential information shall not be transmitted via wireless connection to, or from, a portable computing device unless encryption methods that appropriately secure wireless transmissions, such as Virtual Private Network (VPN), Wi-Fi Protected Access (WPA) or other secure encryption protocols are utilized.

3.5 Unattended portable computing or storage devices, containing confidential information, shall be kept physically secure using means appropriately commensurate with the associated risk.

3.6 Where appropriate, keep portable computing devices patched/updated, and install anti-virus software and a personal firewall.

Related Statutes, Policies, or Requirements

Supplements University SAP 29.01.03.M0.01, Security of Electronic Information Resources

Contact Office

CONTACT: Office of the Chief Information Officer

OFFICE OF RESPONSIBILITY: Vice President for Information Technology & Chief Information Officer
Reason for the Guidelines

The purpose of this SAP is to provide Texas A&M University System Health Science Center (HSC) guidance on the use of encryption to protect HSC information resources that contain, process, or transmit confidential information. Additionally, this SAP provides direction to ensure that State and Federal regulations are followed.

1. Official Guideline

1.1 Encryption Strength

1.1.1 All encryption mechanisms implemented to comply with this SAP support a minimum of, but not limited to the industry standard.

1.1.2 The use of proprietary encryption algorithms are not allowed for any purpose, unless reviewed by qualified experts outside of the vendor in question and approved by the HSC Information Security Officer (ISO).

1.1.3 HSC's key length requirements will be reviewed annually and upgraded as technology allows.

1.2 Data at Rest

1.2.1 Confidential data at rest on computer systems owned by and located within HSC controlled spaces and networks should be protected by at least one of the following:

- Encryption, or
- Firewalls with strict access controls that authenticate the identity of those individuals accessing the specific data, or
- Sanitizing the data requiring protection during storage to prevent unauthorized exposure (e.g., truncating last four digits of a primary account number), or
- Other compensating controls including: complex passwords, physical isolation/access.

1.2.2 Password protection should be used in combination with all controls including encryption. Password protection alone is not an acceptable alternative to protecting confidential information.

1.2.3 Computer hard drives or other storage media that have been encrypted shall be sanitized to prevent unauthorized exposure in accordance with TAC§202.78, Removal of Data from Data Processing Equipment.

1.3 Portable Devices

1.3.1 Each designated information resource owner will identify information that is confidential.

1.3.2 The information resource owner and ISO will specify practices to include written authorization that verifies a legitimate business need for accessing and storing confidential information on a portable device and assesses the risk of unauthorized access to or loss of the data before granting permission for exceptions to this best practice.
1.3.3 All users must obtain specific permission from the data owner before storing confidential data on a portable computing device or a non-HSC owned computing device.

1.3.4 Confidential information stored on portable computing devices must be encrypted using products and/or methods approved by the HSC ISO (such as full disk encryption with pre-boot authentication).

1.3.5 Portable computing devices including cell phones should not be used for long-term storage of any confidential information.

1.3.6 Portable computing devices including those that store or transmit confidential information must have the proper protection mechanisms installed. This includes unnecessary services and ports turned off and necessary applications being properly configured.

1.3.7 Removable media that contain confidential information must be encrypted and stored in a secure, locked location.

1.3.8 Removable media that contain confidential information must be transported in a secure manner.

1.3.9 Portable or removable media that contain confidential information must be in the possession of the authorized user at all times (e.g., must not be checked as luggage while in transit).

1.3.10 The receiver of the removable media must be identified to ensure the person requesting the data is the one claimed.

1.3.11 HSC Office of Information Technology (OIT) will inventory encrypted devices and validate implementation of encryption products at least annually.

1.3.12 Data owners and users of portable computing devices and non-HSC owned computing devices containing confidential data must acknowledge how they will ensure that data are encrypted and how encrypted data will be accessible by the owner in the event that an encryption key becomes lost or forgotten. Methods to meet this requirement include:
   - Maintaining an accessible copy of the data on a server managed by the HSC, using procedures specified by the HSC.
   - Use of whole-disk encryption technologies that provide an authorized systems administrator access to the data in the event of a forgotten key.
   - Escrowing the encryption key with a trusted party designated by data owner and HSC ISO.

1.4 Transmission Security

1.4.1 Confidential information transmitted as an email message must be encrypted.

1.4.2 Any confidential information transmitted through a public network (e.g., Internet) to and from vendors, customers, or entities doing business with HSC must be encrypted or be transmitted through an encrypted tunnel.

1.4.3 Transmitting unencrypted confidential information through the use of web email programs is not allowed.

1.4.4 The download or installation of any Instant Messaging (IM) or online peer-to-peer (P2P) file sharing programs requires specific authorization in writing from the IRM. All approved HSC P2P or IM networks will use tools that encrypt the traffic flows between peers and only allow access to a managed IM server, which provides gateways to public services.
1.4.5 Wireless (Wi-Fi) transmissions that are used to access HSC portable computing devices or internal networks must be encrypted using WPA2 enterprise standard or better.

1.4.6 Encryption is required when users access HSC data remotely from a shared network, including connections from a Bluetooth device to a HSC portable computing device.

1.4.7 HSC permits the secure encrypted transfer of documents and data over the Internet using file transfer programs such as Secure FTP (FTP over SSH) and SCP. Only authorized HSC users can initiate Secure FTP or SCP transactions and will use the following procedures:

- To use the transmitting server securely, each authorized user must have a logon ID and password with a designated directory. Users should not have access to shared directories unless required for business reasons. Anonymous FTP is not permitted.
- All accounts and keys must be managed from within HSC’s network.
- All transactions and transfers must be logged, and reviewed for prohibited activity.
- All files contained within an account’s directory must be deleted seven days after they are delivered or made available for retrieval.
- Plain FTP does not provide encrypted transmission and should not be used on any Internet-facing systems or where confidential data is being transmitted.

1.5 Encryption Key Management

1.5.1 Effective key management is the crucial element for ensuring the security of any encryption system. Key management procedures must ensure that authorized users can access and decrypt all encrypted data using controls that meet operational needs and comply with data retention requirements. HSC key management systems are characterized by the following security precautions:

1.5.1.1 HSC uses procedural controls to enforce the concepts of least privilege and separation of duties for personnel (per National Institute of Standards and Technology Special Publication 800-53 guidelines). These controls apply to persons involved in encryption key management or who have access to security-relevant encryption key facilities and processes, including Certificate Authority (CA) and Registration Authority (RA), and/or contractor personnel. The ISO will verify backup storage for key passwords, files, and related backup configuration data to avoid single point of failure and ensure access to encrypted data.

- No single individual is authorized to generate a new CA key pair.
- Regular audit trail reviews are conducted.
- The HSC OIT will verify the subject’s identity.
- Background checks and clearance procedures required for the personnel.
- Complete regular training on key management requirements and procedures.
- Sanctions against personnel for unauthorized actions, unauthorized use of authority, and unauthorized use of HSC systems.
- Written acknowledgement of receipt of this SAP from each individual involved in key management.

1.5.1.2 Keys in storage and transit must be encrypted.

1.5.1.3 Private keys must be kept confidential.

1.5.1.4 Keys must be randomly chosen from the entire key space, using hardware-based randomization.
1.5.1.5 Key-encrypting keys are separate from data keys. No data ever appears in clear text that was encrypted using a key-encrypting key (e.g., a key-encrypting-key is used to encrypt other keys, securing them from disclosure).

1.5.1.6 HSC uses short key life or crypto-periods with defined activation and deactivation duration limits; for the following key types with maximum crypto-periods for originators and recipients as indicated below. Originator Usage Periods (OUP) are differentiated from Recipient Usage Periods when applicable.

1.5.1.7 Keys with a longer life are sparsely used and must be approved by the ISO. The key shall be destroyed at the end of its crypto-period. (The cost of changing keys rises linearly while the cost of attacking the keys rises exponentially. Therefore, all other factors being equal, changing keys will increase the effective key length of an algorithm.)

1.5.1.8 Keys that are transmitted are sent securely to well-authenticated parties.

1.5.1.9 Key-generating equipment is physically and logically secure from construction through receipt, installation, operation, and removal from service.

1.5.2 The HSC key management system vendor will provide written security policies and procedures that address encryption key:

1.5.2.1 Generation processes for different cryptographic systems and different applications.

1.5.2.2 Distribution, access, and activation for authorized users.

1.5.2.3 Storage, archiving, and destruction.

1.5.2.4 Changes and updates, including rules on when keys should be changed and how this will be done.

1.5.2.5 Compromises or loss of control incidents.

1.5.2.6 Revocation with specific withdrawal or deactivation procedures.

1.5.2.7 Recovery when lost or corrupted as part of business continuity planning.

   - Roles, responsibilities, facilities, and procedures for all organizational elements to reliably recover critical data.
   - Specification of circumstances and process for authorizing key recovery.
   - Generation (e.g., whether or not the material was centrally-generated).
   - Storage and access for long-term storage keys.
   - Process of transitioning from the current to future long-term storage keys.

1.5.2.8 Audit logging of management-related activities

1.5.2.9 Activation and deactivation dates and usage period limits

2. Disciplinary Actions

Violations of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of HSC information resources access privileges, civil, and criminal prosecution.
Part I: Academic Rules

1. Student Registration
2. Special Course Status
3. Seminars, Directed Studies, Research Courses
4. English Proficiency
5. Change of Curriculum
6. Non-Degree Seeking Students
7. Attendance
8. Examinations
9. Transfer Credit
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11. Distinguished Students
12. Scholastic Deficiency/Probation
13. Classification
14. Degree Requirements
15. Graduation with Honors
16. University Honors Program
17. Withdrawal Procedures
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19. Refunds
20. Academic Misconduct
21. Classroom Behavior
22. Computing Services: Rules for Responsible Computing

61. Student E-Mail

Taken from http://student-rules.tamu.edu/academicrules
Part II: Student Life Rules

23. Basic Rules and Procedures Governing Student Life
24. Student Conduct Code
25. Student Conduct Code Procedures (System)
26. Student Conduct Proceedings
27. Sanctions
28. Student Conduct Files and Records
29. Departure from Campus Following Suspension or Dismissal and Request for Reinstatement
30. Dangerous or Disruptive Behavior Caused by Manifestations of a Serious Psychological Problem
31. Racial and Ethnic Harassment
32. University Housing
34. Rule Removed 2010-2011
35. Motor Vehicles and Bicycles
36. Pet Animals
37. Dressing and Grooming
38. Use of Tobacco, Foods, Beverages, Skateboards and Rollerblades
39. Soliciting on Campus
40. Lost, Found, Stolen or Abandoned Property
41. Student Organizations
42. Activities of University-Recognized Student Organizations
43. Rule Removed 2001-2002
44. Appointment of Students to University Committees

Taken from http://student-rules.tamu.edu/studentliferules
Part III: Student Grievance Procedures

Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To further that commitment, the University has developed procedures for students to pursue grievances within the University community. This section describes the various grievance procedures and provides information that will clarify how to initiate and pursue a grievance.

**Assistance with Student Grievances** To ensure that students understand how to appropriately pursue a grievance at Texas A&M University, students are encouraged to seek clarification and advice regarding procedures before initiating a grievance. Although a student may seek such advice from any faculty or staff member, Student Assistance Services (Student Services at White Creek, 979-864-3113) has staff members trained to help students who have grievances. Students are encouraged to seek assistance from this office in pursuing any type of grievance.

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the facts pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

**Types of Grievances** Texas A&M University has procedures for undergraduate and graduate students to pursue a grievance for any of the following problems, issues, or concerns:

- 45. Discrimination and Discrimination Appeals
- 46. Disability Accommodations in Academic Programs
- 47. Investigation and Resolution of Complaints Against Texas A&M Students for Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Retaliation (SSD/SR)
- 48. Grade Disputes
- 49. Unexcused Absences
- 50. Academic Suspensions and Blocks
- 51. Student Conduct Separation and Appeal
- 52. Academic Misconduct
- 53. Graduate Student Examination Evaluation Disputes
- 54. Financial Assessments by the University
- 55. Parking Citations

**Procedures**

- 56. Discrimination Appeals Panel
- 57. Undergraduate Academic Appeals Panel
- 58. University Disciplinary Appeals Panel
- 59. Graduate Academic Appeals Panel
- 60. Parking Citation Appeals Panel
- 61. See Part I: Academic Rules
- 62. First Professional Appeals Panel
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Taken from http://student-rules.tamu.edu/appendices
Student Rule 7. Attendance

Introduction: The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

The School of Law requires regular and punctual attendance of students in all courses. Juris Doctorate (JD) students are not required to seek an excused absence from an instructor or equivalent, but students will be administratively dropped from a class for excessive absences as defined in the School of Law Academic Standards. JD students are expected to take examinations as scheduled. Requests to reschedule an examination must be submitted to the Associate Dean for Academic Affairs in accordance with the process set forth in the School of Law Academic Standards.

Students who are requesting an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code (See Rule 24).

Excused Absences

7.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (Muster)

7.1.1 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

7.1.2 Death or major illness in a student’s immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse’s child, spouse’s parents, spouse’s grandparents, step-mother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student’s academic Dean or designee.

7.1.3 Illness of a dependent family member.

7.1.4 Participation in legal proceedings or administrative procedures that require a student’s presence.

7.1.5 Religious holy days.

Appendix IV: Excused Absences for Religious Holy Days - Taken from http://student-rules.tamu.edu/append4

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS: SECTION 1. Chapter 51, Education Code, is amended to read as follows:

SECTION 51.911. RELIGIOUS HOLY DAYS.

(a) In this section:

1. “Institution of higher education” has the meaning assigned by Subdivision (7) of Section 61.003 of this code, but includes the Southwest Collegiate Institute for the Deaf and Texas State Technical Institute.
2. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

(b) An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

(c) A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

7.1.6 Injury or Illness that is too severe or contagious for the student to attend class.

7.1.6.1 Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on Saturday), the student should obtain a medical confirmation note from his or her medical provider. The Student Health Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the illness and medical professional’s confirmation of needed absence.

7.1.6.2 Injury or illness less than three days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on Saturday). At the discretion of the faculty member and/or academic department standard, as outlined in the course syllabus, illness confirmation may be obtained by one or both of the following methods:


b. Confirmation of visit to a health care professional affirming date and time of visit.

7.1.6.3 An absence for a non-acute medical service does not constitute an excused absence.

7.1.7 Required participation in military duties.

7.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

7.1.9 Mandatory participation as a student-athlete in NCAA-sanctioned competition.

7.1.10 In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student’s physician. Requests for excused absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the University Title IX Coordinator.

7.2 The associate dean for undergraduate programs, or the dean’s designee, of the student’s college may provide a letter for the student to take to the instructor stating that the dean has verified the student’s absence as excused.
7.3 Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student’s grade, for the reasons stated in Section 7.1, or other reason deemed appropriate by the student’s instructor. Except in the case of the observance of a religious holiday, to be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.

If needed, the student must provide additional documentation substantiating the reason for the absence, that is satisfactory to the instructor, within one week of the last date of the absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If an instructor has a regularly scheduled make up exam, students are expected to attend unless they have a university approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.

7.4 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.5 See Part III, Grievance Procedures: 49. Unexcused Absences, for information on appealing an instructor’s decision.

7.6 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic Dean or designee of the student’s college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.7 Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student’s major department to the Dean or designee of the student’s college.
Student Rule 18. Payment of Fees and Charges

Taken from http://student-rules.tamu.edu/rule18

18.1 Students are required to pay tuition, fees and charges to the university when due. Failure to do so may result in:

18.1.1 The student’s being administratively withdrawn and removed from the rolls of the university with loss of credit for academic work performed that semester.

18.1.2 Assessment of a reinstatement fee.

18.1.3 <Removed 10/25/2005>

18.1.4 Denial of future registration in the university until all past due balances, including late charges and reinstatement, fees are paid.

18.1.5 Denial of an official Texas A&M transcript until all past due balances, including late charges and reinstatement fees, are paid.

18.1.6 Removal from on-campus housing.

18.1.7 Disclosure of the delinquent debt to any credit bureau, collection agency or attorney.

18.1.8 Assessment of amounts actually incurred by the university as court costs, attorneys’ fees, and reasonable cost for collection.

18.2 If a check accepted by the university is returned by the bank on which it is drawn, the person presenting it will be required to pay a returned check service charge. If the check is for tuition or fees, the student’s registration for that semester or term may be canceled.

18.3 A student whose registration is canceled for failure to redeem an unpaid check or checks within a specified grace period will be assessed a $50 reinstatement fee prior to being reinstated.

18.4 Students whose fees are billed to a third party sponsor, including, but not limited to a government agency, will be held responsible for those fees should the sponsor fail to pay.
The General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax Supported Institutions of Higher Education supports higher standards of behavior for students.

Attendance at a university is not compulsory. The voluntary attendance of a student at a university is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the university. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. A university may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

The General Order further emphasizes the ability of universities to establish standards of superior ethical and moral behavior that occur either on or off campus.

24.1 Definitions.

Only for purposes of this Student Conduct Code, the following terms and definitions will apply. The Vice President for Student Affairs or designee reserves the right to interpret and enforce this Code of Conduct.

24.1.1. The term “accused student” means any student charged with a violation of a student rule.

24.1.2. The term “chairperson” means a Student Conduct Administrator who is authorized by the Vice President for Student Affairs or designee to take the lead role in conducting conferences when there is more than one person serving as a Student Conduct Panel and/or more than one Student Conduct Administrator present.

24.1.3. The term “charge” means an allegation of a potential violation of the Student Rules. Charges are issued after a Student Conduct Administrator has determined sufficient information exists to hold a conference to determine whether a student (or students) has violated a rule (or rules).

24.1.4. The term “complainant” means any person who submits information indicating that a student may have violated the Student Conduct Code. Information brought forth by the complainant may result in an investigation. (For Student Rule sections 24.1.7., 24.1.8., 26.2. and 47 only, “complainant” means any person who is the alleged recipient of alleged behaviors concerning sexual misconduct, sexual harassment, dating violence, domestic violence, or stalking that are currently under review by the Offices of the Dean of Student Life.)

24.1.5. The term “conference” means a process which provides an opportunity for an accused student to respond to a specific charge or charges. The purpose of a conference is to determine whether there is a preponderance of information to support the charges and if so, to determine the appropriate sanction or sanctions. Only information presented during the conference can be used to determine if there is a finding of responsibility.

24.1.6. The term “consent,” solely for the purposes of the Sexual Misconduct rule (see rule 24.4.20), means clear, voluntary, and positive verbal or non-verbal communication that all participants have agreed to the sexual activity.

- Consent must occur prior to or at the same time as the sexual activity.
- Consent must remain clear, voluntary, and positive throughout the sexual activity.
Consent must be given for the current sexual contact. The existence of a prior relationship or prior sexual activity does not automatically ensure consent for current or future sexual contact. There must be consent for each specific type of sexual contact throughout the sexual activity. Consent must be given by each participant involved.

- A person must be 17 years of age or older to be able to consent to sexual activity if the other participant(s) involved are more than three (3) years of age older than that person.
- A person who is clearly or visibly incapacitated is not able to give consent to sexual activity (see definition of incapacitation below).

24.1.7. The term “dating violence” means any physical abuse or sexual misconduct, other than a defensive measure to protect oneself, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

24.1.8. The term “domestic violence” means any physical abuse or sexual misconduct, other than a defensive measure to protect oneself, committed by a person who is or has been a current or former spouse of the complainant, person with whom the complainant shares a child in common, person who is cohabiting with or has cohabitated with the complainant as a spouse, a person similarly situated to a spouse of the complainant, or any other person against an adult or youth complainant who is a part of that person’s household.

24.1.9. The term “faculty member” means any person hired by the University to conduct classroom, teaching, or research activities or who is otherwise considered by the University to be a member of its faculty.

24.1.10. The term “hostile environment” means a situation in which there is harassing conduct based on a legally protected status that is severe, persistent, or pervasive enough to create a work or educational environment that a reasonable person similarly situated would consider intimidating or abusive. The determination of whether an environment is “hostile” must be based on all of the circumstances, which may include the frequency of the conduct, the nature and severity of the conduct, whether the conduct was physically threatening or humiliating, and the mental or emotional effect of the conduct on the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality or policy violation.

24.1.11. The term “incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, sleep, unconsciousness, and brownouts and blackouts (where an individual is awake but is not forming memories). Where alcohol or other drugs are involved, incapacitation is defined with respect to how the substance consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

24.1.12. The term “investigation” means the follow through on a complaint to ascertain details and circumstances associated with the complaint. Investigations may result in charges, a form of alternative dispute resolution, or dismissal of complaint. This determination is made at the sole discretion of the Dean of Student Life and/or designee.

24.1.13. The term “may” is used in the permissive sense.

24.1.14. The term “member of the University community” includes any person who is a student, faculty member, staff, University official or any other person employed by the University or by a company contracted to provide services for the University.
24.1.15. The term “organization” means any number of people who meet any single or combination of the following criteria:

- belong to a group whose members are primarily Texas A&M University students including but not limited to academic, athletic, recreational, religious, performance, political, and social or similar groups, and/or
- have complied with the formal requirements for University recognition, and/or
- are advised by a University official whose position description designates them as an advisor, and/or
- are advised by a University official who has volunteered as an advisor, and/or
- live in close proximity to, for example, residence hall floors or wings, Corps outfit, Corps unit or Corps Special Activity, and/or
- are otherwise considered by the University to be an organization.

24.1.16. The term “retaliation” means any adverse action taken against a person for making a good faith report of a violation of Texas A&M System policies, university rules, student rules, and/or the law, or for participating in any proceeding related to the investigation or resolution of such report. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a decision of “unsubstantiated,” “insufficient information to substantiate,” “not responsible,” and/or “not guilty” on the allegations. Retaliation does not include good faith actions lawfully pursued in response to a report. Violation of an interim, remedial, or protective measure will be considered retaliation.

24.1.17. The term “sanction” includes responses or requirements given by the University to a student during a conference in response to a violation of a rule. University sanctions include all items listed in Section 27 of this Student Conduct Code.

24.1.18. The term “shall” is used in the imperative sense.

24.1.19. The term “staff” means any person who is employed by the University that is not defined as faculty.

24.1.20. The term “student” includes all persons who have accepted their offer of admission, and/or who are taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies and who are either currently enrolled or were enrolled the previous semester and registered for a future semester. Persons who withdraw after allegedly violating the Student Conduct Code, or who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students. In addition, persons who are living in University residence halls and apartments, although not enrolled in this institution, are also considered “students”, for the purpose of enforcing this code.

24.1.21. The term “Student Conduct Administrator” means a University official authorized by the Vice President for Student Affairs or designee to collect information, to initiate charge letters, articulate charges in conferences, present information to support charges, to conduct conferences, and to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Vice President for Student Affairs or designee may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator as the sole member, or one of the members of a Student Conduct Panel.

24.1.22. The term “Student Conduct Panel” means any person or persons authorized by the Vice President for Student Affairs or designee to determine whether a student has violated the Student Conduct Code and to determine sanctions that may be imposed when a rule violation has been committed (or found responsible).
24.1.23. The term “rule” encompasses those behavior expectations contained in, but not limited to, the Student Rules, Residence Hall handbook, University Apartment Handbook, the Standard of the Corps of Cadets, and the University Computer Use and Resource Rules. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

24.1.24. The term “university” or “institution” means Texas A&M University.

24.1.25. The term “University official” means any person employed by the University to perform assigned administrative or professional responsibilities or who is otherwise considered by the University to be a University official.

24.1.26. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, leased, operated, supervised, used or controlled by the University (including adjacent streets and sidewalks).

24.1.27. The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Conduct Code. The Vice President for Student Affairs may assign a designee to meet these responsibilities.

24.2 Student Conduct Authority

24.2.1. The Vice President for Student Affairs or designee shall develop procedures for the administration of the student conduct system and for the implementation of Student Conduct Conferences that are consistent with provisions of the Student Conduct Code.

24.2.2. The Vice President for Student Affairs or designee shall determine the composition of Student Conduct Panel(s) and determine which Student Conduct Panel, Student Conduct Administrator and Appeal Panel shall be authorized to hear each matter.

24.2.3. Decisions made by a Student Conduct Panel and/or Student Conduct Administrator shall not be final until the appeal processes have been exhausted, waived, or time has expired.

24.3. Jurisdiction of the Student Conduct Code

The Student Conduct Code shall apply to conduct that occurs on University premises and/or at University sponsored activities or any other activity which adversely affects the University community and/or the pursuit of its objectives (mission). This action may be taken for either affiliated or non-affiliated activities.

The University may take action in situations occurring off university premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student’s or student organization’s behavior is judged to threaten the health, safety, and/or property of any individual or group; and/or when a student’s sexual harassment of a Member of the University Community occurring off campus creates a hostile environment on campus. Using the Vice President for Student Affairs’ discretion, the Vice President for Student Affairs or designee shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case by case basis.

This Student Conduct Code applies at all locations of the University, except those campuses who write their own student conduct code.

24.4 Rules and Regulations

Conduct standards at the University are set forth in writing in order to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Any student found to have committed or to have attempted to commit
the following misconduct is subject to the disciplinary sanctions outlined in Section 27. It shall not be a defense that a University official, student leader or other person authorized the behavior in question:

24.4.1. **Dishonesty.** Acts of dishonesty, including but not limited to the following:

- Withholding material information from the University, misrepresenting the truth during a University investigation or student conduct conference, and/or making false statements to any University officials or law enforcement officers in the course of their duties.
- Furnishing false information to and/or withholding information from any University official, faculty member, office, or law enforcement officers in the course of their duties.
- Forgery, alteration, possession, or misuse of any University document, record, or instrument of identification.
- The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.

24.4.2. **Harassment.** Behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic.

24.4.2.1. **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is so severe, persistent, or pervasive that it explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work or educational environment. Unwelcome means that an individual did not request or invite it and a reasonable person similarly situated would consider the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo (“this for that”) or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual abuse, sexual exploitation, stalking, dating violence, and domestic violence when based on sex. The University will use a reasonable person standard to determine these elements.

Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- Submission to or toleration of such conduct is made either explicitly or implicitly a term or condition of an individual’s education (including co-curricular activities) or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic, co-curricular, or employment decisions affecting the individual’s welfare; or
- Such conduct that has the purpose or effect of unreasonably interfering with an individual’s welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment. Sexual harassment also includes sexual misconduct.

24.4.2.2. **Racial and Ethnic Harassment.** (See Racial and Ethnic Harassment, Sec. 31)

24.4.2.3. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(a) fear for the person’s safety or the safety of others; or

(b) suffer substantial emotional distress.
For the purposes of this rule:

(a) **Course of conduct** means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

(b) **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

(c) **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

24.4.3. **Physical abuse.** Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.

The physical abuse rule is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the *University* or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the *University*.

24.4.3.1. **Domestic abuse/violence.** Physical abuse by one or more parties in a domestic relationship against one or more parties in that domestic relationship (see “domestic violence” in definitions; see 24.4.3 Physical Abuse).

24.4.3.2. **Dating abuse/violence.** Physical abuse by one or more parties in a dating relationship against one or more parties in that dating relationship (see “dating violence” in definitions; see 24.4.3 Physical Abuse).

24.4.4. **Theft/Damages.**

24.4.4.1. **Theft.** Unauthorized removal or stealing and/or attempted removal or stealing of property of a *member of the University community* or other personal or public property, on or off campus. This includes knowingly possessing such stolen property. This also includes theft of services and/or misuse of another’s property including, but not limited to, unauthorized use of another’s property, unauthorized selling of subsidized tickets, and use of a forged parking permit.

24.4.4.2. **Damages.** Behavior that destroys, damages, or litters any property of the *University*, of a *University* community member, of another institution, or of another person, on or off campus (as permitted in section 24.3.) is prohibited under this rule.

24.4.5. **Hazing.** Any act that endangers the mental or physical health or safety of a *student*, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the *organization*, group, or *University* into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or *organization*; or as part of any activity of a recognized student *organization*, student group, Corps of Cadets, Corps outfit, Corps unit, or Corps Special Activities. Previously relied upon “traditions,” (including Corps, fraternity/sorority, or any
other group or organization activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

Examples of such behavior include but are not limited to:

- Misuse of authority by virtue of one’s class rank or leadership position.
- Striking another student by hand or with any instrument.
- Any form of physical bondage of a student.
- Taking of one or more students to an outlying area and dropping them off.
- Causing a student to violate the law or a University rule such as indecent exposure, trespassing, violation of visitation, etc.
- Any form of “quadding.”
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate University officials (The Dean of Student Life and/or the University Police Department) is also a violation under this section.

Students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the Dean of Student Life and/or the University Police Department, will not be charged with a violation of the hazing rule.

The hazing rule is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the University.

Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936 and/or Appendix VI of the Student Rules.

24.4.6. **Failure to comply.** Failure to comply with proper and lawful direction of any University official or law enforcement officer.

24.4.6.1. **Evading.** Intentionally fleeing from a University official or law enforcement officer when the person knows or reasonably should have known the University official or law enforcement officer is attempting to confront, arrest, or detain.

24.4.7. **Failure to present identification.** Failure to provide identification upon the request of a University official.

24.4.8. **Breaching safety or security.** This includes but is not limited to: Unauthorized access to University facilities; unauthorized entry to or use of University premises; intentionally damaging door locks; unauthorized possession of University keys or access cards; duplicating University keys or access cards; or propping open of exterior residence hall or other campus building doors; tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations, gas detectors, or emergency exits; unauthorized entry into another person’s or entity’s residence, vehicle, or business.

24.4.9. **Violation of published University rules.** Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website. Such rules include, but
are not limited to, Department of Residence Life contracts and rules, Corps of Cadets rules, University motor vehicle rules, rules relating to the use of student identification cards, entry and use of University facilities and dining hall conduct.

24.4.10. **Violation of NCAA Regulations.** Violations of any NCAA regulations.

24.4.11. **Violation of law.** Violation(s) of any federal, state or local law.

24.4.12. **Drugs.** The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited. Abusing legally obtained drugs by failing to take the drug as directed. Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled and/or prescribed substances and/or drug paraphernalia and/or dangerous drug is also prohibited. Individuals may not operate a motor vehicle or another form of transportation while under the influence of drugs or while intoxicated. (See Appendix VII, Texas A&M University Drug Rules.)

24.4.13. **Alcohol.** Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on Texas A&M University premises and University sponsored events. In addition, use, possession, or distribution of alcohol beverages while driving or riding in or on a vehicle on University premises is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol (See Appendix VIII, Texas A&M University Alcohol Rules).

24.4.14. **Weapons and explosives.** Illegal or unauthorized use, possession of fireworks or explosive, other weapons, or dangerous chemicals on University premises or at any University-sponsored activity or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited. Illegal or unauthorized use or storage of any weapon. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, switchblade knives and clubs.

24.4.15. **Disruptive activity.** Disruption or obstruction of teaching, research, administration, or other University activities (including public-service functions on or off campus) or of other authorized non-University activities when conduct occurs on University premises. Such activities may include, but are not limited to:

- Leading or inciting others to disrupt scheduled and/or normal activities on University premises.
- Classroom behavior that seriously interferes with either (a) the faculty member’s ability to conduct the class or (b) the ability of other students to profit from the instructional program. (See Texas A&M University Rule on Classroom Behavior, section 21 of this publication.)
- Any behavior in class or out of class, which for any reason interferes with the class work of others, involves disorder, or otherwise disrupts the regular and essential operation of the University.
- Activity or conduct that violates the Texas A&M University Rules on Freedom of Expression (See Appendix XI).

24.4.16. **Traffic obstruction.** Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised activities.
24.4.17. **Disorderly conduct.** Public behavior that is disruptive, lewd, or indecent; breach of peace; or aiding, or procuring another person to breach the peace on University premises or at functions sponsored by the University or participated in by members of the University community.

24.4.18. **Unauthorized recording.** Any unauthorized use of electronic or other devices to make an audio, video, still frame or photographic record of any persons without their prior knowledge, or without their effective consent when the person or persons being recorded have a reasonable expectation of privacy and/or such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom or recording administrative meetings with University officials. If a recording is made that captures a violation of the Student Rules or law, the Student Conduct Administrator may elect not to enforce this section of the Student Rules against the student making the recording.

24.4.19. **Misuse of Computing Resources.** Failure to comply with University regulations and policies, license agreements, and contracts governing network, software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect your password or use of your account; breach of computer security, harmful access or invasion of privacy. Misuse and/or other abuse of computer facilities and resources including, but not limited to:

- Use of another individual’s identification and/or password.
- Use of computing facilities and resources to send obscene or threatening messages.
- Use of computing facilities and resources in violation of copyright laws.

(See Appendix V, Individual Responsibility for Use of Computing Resources.)

24.4.20. **Sexual Misconduct.**

24.4.20.1. **Sexual abuse.** Sexual abuse is the oral, anal, or vaginal penetration by a sexual organ of another, use of another’s sexual organ for oral, anal, or vaginal penetration, or anal/vaginal penetration by any means against the victim’s will or without the victim’s consent (see “consent” in definitions). An individual who is mentally incapacitated, unconscious, or unaware that the sexual abuse is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual’s ability to appraise the situation through the administering of any substance, or threat of harm to the victim. (see Sexual Violence Response Protocol . Offices of the Dean of Student Life).

24.4.20.2. **Sexual contact.** Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, without the person’s consent (see “consent” in definitions), or in circumstances where the person is physically, mentally or legally unable to give consent.

24.4.20.3. **Sexual exploitation.** Taking non-consensual or abusive advantage of another individual that is sexual in nature for one’s own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy, and knowingly transmitting a sexually transmitted infection to another person.

Examples of such behavior include but are not limited to:

- Soliciting sexual contact with an individual in person or online who is or represents his or herself to be under the age of 14, or under the age of 17 and more than 3 years younger than the soliciting party, or an individual whom the soliciting party believes to be under the age of 14, or under the age of 17 years and more than 3 years younger than the soliciting party;
- Knowingly possessing, creating, distributing, and/or viewing material which includes sexual images of one or more individuals under the age of 18;
- Engaging in voyeurism;
-Prostituting another person;
-Exposing an individual’s anus or any part of an individual’s genitalia in a manner that is reckless about whether another individual is present who will be offended or alarmed;
-Permitting third parties to observe sexual activity without the knowledge of and/or consent of any party involved in the sexual activity;
-Electronically recording or transmitting images or sounds of another person or persons engaging in sexual activity without knowledge and consent;
-Knowingly putting another person at risk and/or knowingly transmitting a sexually transmitted infection to another person or persons without their knowledge.

24.4.21. **Animal Cruelty.** Intentionally, knowingly, or recklessly torturing or in a cruel manner killing or causing serious bodily injury to an animal, failing to provide necessary food, water or care for an animal in the person’s custody, abandoning unreasonably an animal in the person’s custody, transporting or confining an animal in a cruel manner, causing bodily injury to any animal without the owner’s consent, causing one animal to fight with another animal, or seriously overworking an animal. Intentionally, knowingly, or recklessly attacking, injuring or killing an assistance animal or inciting another to attack, injure or kill an assistance animal.

This policy is not intended to prohibit:

- Killing or injuring an animal within the scope of a person’s employment or furthering the goals of legitimate educational curriculum as designed and approved by the University.
- Killing or injuring an animal when the actor had a reasonable fear of bodily injury to self or other person by that animal.

24.4.22. **Reckless driving.** Driving in a manner that recklessly endangers the health and/or safety of oneself or others.

24.4.23. **Abuse of process.** Abuse of the student conduct, disciplinary and/or legal processes including, but not limited to, investigations, conferences, and appeals. Prohibited behavior includes, but is not limited to:

- Failure to obey the notice from a Student Conduct Panel, Student Conduct Administrator, and/or University official to appear for a meeting or conference as part of an official University disciplinary process.
- Falsification, distortion, or misrepresentation of information.
- Disruption or interference with the orderly conduct of an investigation, conference, or an appeal process.
- Intentionally initiating or causing to be initiated any false report.
- Attempting to discourage an individual’s proper participation in, or use of, a student conduct, disciplinary, or legal process.
- Attempting to influence the impartiality of a member of a Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel proceeding.
- Verbal or physical intimidation, and/or retaliation of any party to the Student Conduct proceeding prior to, during, and/or afterwards.
- Committing a violation of University rules while serving a conduct probation, conduct review, or deferred suspension status or failing to meet deadlines imposed in accordance with University rules.
- Failure to abide by the terms of University administered sanctions.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.
24.4.24. **Complicity.** Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.

24.5. **Bias-Related Violations**—Violations of 24.4 of this Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed an enhanced sanction as prescribed in section 27 of this publication.

24.6. **Violations of Law and University Discipline**

The focus of inquiry in student conduct proceedings shall be the determination of whether a violation of University rules occurred. Student conduct proceedings shall be informal in nature and need not comply with the formal processes associated with the criminal and civil courts, nor shall deviations from prescribed process necessarily invalidate a decision or proceeding unless significant prejudice to the student or University may result.

Standards outlined by the University for students may be higher than those standards set for the general population. As each person is subject to multiple layers of expectations through the Federal, State, County and local governments, students are further expected to maintain a higher standard of behavior as members of the University community. Students failing to adhere to those standards may be subject to a University conduct process in addition to civil or criminal litigation should the behavior also be a potential violation of the law. The attempted analogy of student discipline to criminal proceedings against adults and juveniles is not sound.

Students may be charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Vice President for Student Affairs or designee.

Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of that individual’s status as a student. If the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus.
Student Rule 31. Racial and Ethnic Harassment

Taken from http://student-rules.tamu.edu/rule31

31.1 Texas A&M University respects the right of free speech guaranteed by the First Amendment of the Constitution and of academic freedom. Constitutionally protected expression cannot be considered harassment under this policy. Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches. (See Committee A on Academic Freedom and Tenure in the Report on Freedom in the Classroom as stated in the AAUP Policy Documents and Reports.) However, the right to free speech and academic freedom are not absolute. The First Amendment has been interpreted by the U.S. Supreme Court to permit restrictions on the content of speech and expression when such speech and expression is of such slight social value as a step toward truth that any benefit that may be derived from it is clearly outweighed by the social interest in order and morality. This includes:

a) words which by their very utterance tend to incite an immediate breach of the peace;
b) threats which express an intention to commit violence to a particular individual or group of individuals;
c) threatening or harassing speech that is communicated via “common carriers,” including telephones and the internet;
d) speech that is accompanied by illegal conduct which reveals a racially discriminatory motivation for the conduct; and
e) advocating the use of force to incite or produce imminent lawless action and it is likely to incite or produce the lawless action.

Such forms of speech, when used to engage in racial and/or ethnic discrimination or harassment, will be punishable by this rule as described below.

31.2 Racial and Ethnic Harassment is discrimination based on race, color, or national origin and involves behavior that is so severe and pervasive and objectively offensive so as to interfere with or limit the ability of a student to participate in or benefit from the services, activities or privileges provided by Texas A&M University.

31.2.1 To rise to the level of Racial and Ethnic Harassment, behaviors must include something beyond the mere expression of views, words, symbols or thoughts that some person finds offensive. The conduct must also be sufficiently serious to deny or limit a student’s ability to participate in or benefit from the educational program and/or experience.

31.2.2 In order for the Texas A&M University to have authority to take action under section 31.2 of this rule, two conditions must be met. First the complaint must be alleged in an “operation” of the University; that is, a program, activity, or event under the control of the University. Second, the complaint must be filed in a timely manner with the Official Contact of the University as listed below.
### 31.2.2.1 TAMU (All Brazos County campuses)

<table>
<thead>
<tr>
<th>If the Alleged Offender is a:</th>
<th>Then the Official Contact is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Dean of Student Life</td>
</tr>
<tr>
<td>Student Employee</td>
<td>Dean of Student Life</td>
</tr>
<tr>
<td>Graduate Student or Postdoctoral Student working in academic affairs</td>
<td>Dean of Faculties *</td>
</tr>
<tr>
<td>Graduate Student or Postdoctoral Students working in other areas</td>
<td>Employee Relations Manager-Human Resources *</td>
</tr>
<tr>
<td>Non-Faculty Employee</td>
<td>Employee Relations Manager-Human Resources *</td>
</tr>
<tr>
<td>Faculty</td>
<td>Dean of Faculties *</td>
</tr>
</tbody>
</table>

*Note: Students may contact the Dean of Student Life (for students enrolled on the campus of TAMU Law School: the Assistant Dean for Student Affairs at the law school; for students enrolled on the campus of College of Dentistry: the Associate Dean for Student Affairs at the college of dentistry) for assistance in arranging the official contact with the Dean of Faculties or the Employee Relations Manager. Incidents occurring with individuals across these areas of responsibility will be coordinated among the appropriate official contacts depending on the circumstances.*

### 31.2.2 TAMU (All campuses outside of Brazos County): If you are a TAMU student on a campus outside of Brazos County, regardless of who the alleged offender may be, the following are official contacts for reporting:

<table>
<thead>
<tr>
<th>TAMU campuses</th>
<th>The Official Contact is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas</td>
<td>Regional Human Resources Director</td>
</tr>
<tr>
<td>Houston</td>
<td>Regional Human Resources Director</td>
</tr>
<tr>
<td>Kingsville</td>
<td>Human Resources Coordinator</td>
</tr>
<tr>
<td>McAllen</td>
<td>SRPH McAllen Campus</td>
</tr>
<tr>
<td>Round Rock</td>
<td>Director and Chief Human Resources Officer</td>
</tr>
<tr>
<td>Temple</td>
<td>Director and Chief Human Resources Officer</td>
</tr>
<tr>
<td>TAMU Law School campus</td>
<td>The Official Contact is: Assistant Dean for Student Affairs</td>
</tr>
<tr>
<td>Mays Business School at CityCentre</td>
<td>The Official Contact is: Facilities Coordinator</td>
</tr>
</tbody>
</table>
31.3 In some instances offensive conduct might not be severe and pervasive and objectively offensive to rise to the level of interfering or limiting an individual’s participation in services, activities or privileges provided by Texas A&M University. Nevertheless, the offensive conduct could still be a violation of the Student Conduct Code or other published rules of the university. As stated in the Student Conduct Code, violations of the Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed an enhanced sanction. (see rule 24.4)

31.3.1 In order for the Texas A&M University to have authority to take action under section 31.3 of this rule, the alleged perpetrator must be a student and the alleged rule violation must take place on University premises or (see rule 24.5 of the Student Conduct Code) if the alleged rule violation takes place off University premises there must be student misconduct demonstrating flagrant disregard for any person or persons or a student’s or student organization’s behavior must be judged to threaten the health safety, and/or property of any individual or group; or any other activity which adversely affects the University community and/or the pursuit of its objectives. Additionally, the complaint must be filed in a timely manner with the Offices of the Dean of Student Life (for students enrolled on the campus of TAMU Law School: the Assistant Dean for Student Affairs at the law school; for students enrolled on the campus of College of Dentistry: the Associate Dean for Student Affairs at the college of dentistry).

31.4 The offensive conduct underlying some incidents might be protected speech, but may still be in contradiction to Texas A&M University’s commitment to civility, diversity, academic freedom, equality of opportunity and the valuing of human dignity. In these instances, constitutional rights will continue to be protected, but University staff will also exercise their right to speak and engage in educational dialogue with those engaged in these types of behaviors.

31.4.1 In order for the Texas A&M University to have authority to take action under section 31.4 of this rule, two conditions must be met. First the alleged offender must be a member of the university community (faculty, staff, or student). Second, the complaint must be filed in a timely manner with the Official Contact of the University as listed below.

Official Contact of the University:

### 31.4.1.1 TAMU (All Brazos County campuses)

<table>
<thead>
<tr>
<th>If the Alleged Offender is a:</th>
<th>Then the Official Contact is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Dean of Student Life</td>
</tr>
<tr>
<td>Student Employee</td>
<td>Dean of Student Life</td>
</tr>
<tr>
<td>Graduate Student or Postdoctoral Student working in academic affairs</td>
<td>Dean of Faculties *</td>
</tr>
<tr>
<td>Graduate Student or Postdoctoral Students working in other areas</td>
<td>Employee Relations Manager-Human Resources *</td>
</tr>
<tr>
<td>Non-Faculty Employee</td>
<td>Employee Relations Manager-Human Resources *</td>
</tr>
<tr>
<td>Faculty</td>
<td>Dean of Faculties *</td>
</tr>
</tbody>
</table>

* Note: Students may contact the Offices of the Dean of Student Life (for students enrolled on the campus of TAMU Law School: the Assistant Dean for Student Affairs at the Law School; for students enrolled on the campus of College of Dentistry: the Associate Dean for Student Affairs at the college of dentistry) for assistance in arranging the official contact with the Dean of Faculties or the Employee Relations Manager.
Relations Manager. Incidents occurring with individuals across these areas of responsibility will be coordinated among the appropriate official contacts depending on the circumstances.

31.4.1.2 TAMU (All campuses outside of Brazos County): If you are a TAMU student on a campus outside of Brazos County, regardless of who the alleged offender may be, the following are official contacts for reporting:

<table>
<thead>
<tr>
<th>TAMU campuses</th>
<th>The Official Contact is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas</td>
<td>Regional Human Resources Director</td>
</tr>
<tr>
<td>Houston</td>
<td>Regional Human Resources Director</td>
</tr>
<tr>
<td>Kingsville</td>
<td>Human Resources Coordinator</td>
</tr>
<tr>
<td>McAllen</td>
<td>SRPH McAllen Campus</td>
</tr>
<tr>
<td>Round Rock</td>
<td>Director and Chief Human Resources Officer</td>
</tr>
<tr>
<td>Temple</td>
<td>Director and Chief Human Resources Officer</td>
</tr>
<tr>
<td>TAMU Law School campus</td>
<td>The Official Contact is: Assistant Dean for Student Affairs</td>
</tr>
<tr>
<td>Mays Business School at CityCentre</td>
<td>The Official Contact is: Facilities Coordinator</td>
</tr>
</tbody>
</table>
Student Rule 47. Investigation and Resolution of Complaints Against Texas A&M Students for Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Retaliation (SSDDSR)

Taken from http://student-rules.tamu.edu/rule47

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

Texas A&M University strives to maintain a work and educational environment free from discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking and related retaliation in accordance with applicable Federal and State laws. Individuals are encouraged to report all unwelcome conduct of a sexual nature and should not wait to report conduct of concern until it becomes severe, pervasive, or persistent harassment. University officials can take proactive steps to address conduct, perhaps prevent conduct from continuing or escalating, and/or to assist the recipient of the conduct.

This grievance procedure is intended to describe the process for investigating and resolving complaints pertaining to Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Retaliation (SSDDSR) filed against a Texas A&M student.

NOTE: A complaint where the alleged offender is staff member or third party should be filed with Human Resources. The process if the alleged offender is a staff member or third party is outlined in the University Standard Administrative Procedure 08.01.01.M1.01 – Investigation and Resolution of Complaints Against Non-Faculty Employees and Unrelated Third Parties for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges.

A complaint where the alleged offender is faculty member should be filed with the Dean of Faculties and Associate Provost. The process if the alleged offender is a faculty employee is outlined in the University Standard Administrative Procedure 08.01.01.M1.02 – Investigation and Resolution of Complaints Against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges.

47.1 Information and Consultation

Personnel are available to serve as a resource to any individual who has a SSDDSR inquiry or complaint. These resource persons have information about applicable laws, university rules and procedures, reporting options to local law enforcement, confidentiality and privacy, resources (counseling, health services, and options available for resolution of complaints. The table below identifies personnel to contact for information and consultation).

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Station campus</td>
<td>Dean of Student Life</td>
</tr>
<tr>
<td>Campus outside of College Station</td>
<td>College of Dentistry – Associate Dean for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>College of Medicine – Associate Dean for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>College of Pharmacy – Associate Dean for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>College of Nursing – Associate Dean for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>School of Public Health – Associate Dean for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>School of Law – Assistant Dean for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>Mays Business School (Houston) – Dean of Student Life</td>
</tr>
<tr>
<td></td>
<td>Galveston – Assistant Vice President for Student Affairs</td>
</tr>
<tr>
<td></td>
<td>Qatar – Executive Director for Student Affairs and Academic Services</td>
</tr>
<tr>
<td>All other locations</td>
<td>Dean of Student Life</td>
</tr>
</tbody>
</table>
47.2 Reporting to Law Enforcement

Individuals have the option, but are not required, to notify law enforcement authorities including university police and local police. Law enforcement is able to assist individuals understand the process of obtaining protective orders, bond conditions and any other safety precautions to take. A report can be filed with the local police department in the jurisdiction of where the crime occurred. For certain offenses, including sexual assault, individuals have the right to participate in the pseudonym program to have their identifying information confidential from all public files and records concerning the offense. A criminal investigation may occur independent from a conduct proceeding on campus.

The Title IX Coordinator, Official Contact, or designee can assist individuals in contacting the police if desired. The University will not contact police without the reported victim’s permission except where there is an immediate threat to health or safety and/or as otherwise required by law. Reporting to law enforcement does not preclude a complainant from filing a complaint with the University.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the accused student from a criminal, civil, or tribal court, the complainant may provide such information to the Title IX Coordinator or Dean of Student Life. If provided, the Title IX Coordinator or Dean of Student Life, in conjunction with the University Police Department, will take all reasonable and legal action to implement the order.

47.3 Confidential Resources

Confidential communication cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations of elderly, disabled or child abuse; an imminent threat of injury or to the life of any person; or as required by law.

Students have the opportunity to speak with a variety of staff on campus and in the community who are permitted by law to maintain confidential relationships including licensed health care personnel and sexual assault advocates who have completed a training program approved by the Attorney General of Texas, when acting in this capacity as part of their official employment.

For purposes of reporting and maintaining public safety, some university officials listed as confidential resources are required by law to share information about an incident in a way that does not identify the student(s) concerned.

- Students enrolled on a Brazos County campus may speak to a licensed health care personnel confidentially at the Student Counseling Service or Student Health Services.
- Referrals to confidential resources can be made for a student enrolled at other locations as follows:
  - Referrals at TAMU Law School can be made through the Assistant Dean for Student Affairs
  - Referrals at off-site instructional locations outside of Brazos County (Dallas, Fort Worth, McAllen, etc.) can be made through the Student Affairs staff in each respective college/school
  - Referrals at Galveston – can be made by contacting the Assistant Vice President for Student Affairs
  - Referrals at the Qatar campus – can be made by contacting the Director of Student Affairs
  - An anonymous “Jane/John Doe” report can be filed with the police while deciding whether to pursue criminal charges.

47.4 Procedures for Filing a Complaint

SSDDSR complaint procedures are initiated by filing a complaint with an Official Contact of the university. Students have the option to file a criminal complaint with law enforcement and a complaint with the university simultaneously.

Throughout the process, complainants and accused students may have an advisor of their choice present at any meeting related to the investigation, conduct process, and appeal. An advisor of choice may include an attorney at
the student’s own expense. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. During the process, the advisor may not actively participate, directly address an involved university official, or advocate on behalf of the student. An advisor who is verbally abusive, disruptive to the process, or persists in trying to substantively participate in the process after warnings to cease and desist may be asked to leave and may be precluded from attendance at future meetings. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. The advisor may not be a witness or otherwise have any conflicting role in the process.

Students should be aware, as outlined in System Regulation 08.01.01, all Texas A&M employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment and/or related retaliation. When alleged or suspected discrimination, sexual harassment and/or retaliation is experienced or observed by or made known to an employee, the employee is responsible for promptly reporting that information to the appropriate University Official as outlined in University Rule 08.01.01.M1. Students and Third Parties are strongly encouraged (but not required) to promptly report an incident.

Reports are filed with the Official Contacts below:

| If the Alleged Offender is a Student (Main Campus, off site locations, and distance education students) | Dean of Student Life
Student Affairs at White Creek
College Station, TX 77843-1257
studentlife@tamu.edu
(979) 845-3111 |
|---------------------------------------------------------------|
| Student (Galveston Campus) | Assistant VP of Student Affairs
Texas A&M University at Galveston
Seibel Student Services Center #101G
Galveston, TX 77553
TitleIXStudents@tamug.edu
(409) 740-4598 |
| Student (Qatar Campus) | Executive Director for Student Affairs and Academic Services
Texas A&M University at Qatar
Office 148A Engineering Building
ryan.mclawhon@qatar.tamu.edu
+974.4423.0181 |
| Any reports or inquiries may also be directed to: | TAMU Title IX Coordinator
750 Agronomy Road. Suite 2101College Station, TX 77843
TitleIX.Coordinator@tamu.edu
(979) 845-0977 |

47.4.1 Anonymous Reporting Options

Individuals wishing to submit an anonymous report may choose not to identify themselves when speaking to an official contact and/or use the electronic reporting form found at http://Tell Somebody.tamu.edu (TAMU at Galveston students – http://www.tamug.edu/care/Tell_Somebody.html). Anonymous reporting may limit the University’s response to the allegation.
47.4.2 Privacy of information

While the university wishes to create an environment in which individuals feel free to discuss concerns and make complaints, the university may be obligated to take action when its officials are informed that SSDDSR may be occurring.

Information shared with university personnel and officials who are not listed as confidential resources is considered private but not confidential. Although the confidentiality of information received, the privacy of the individuals involved, and the wishes of reporting party, complainant, and/or alleged offender cannot be guaranteed, they will be protected to as great a degree as is legally possible.

The University is committed to protecting the privacy of reporting parties, complainants, and alleged offenders. Given the sensitive nature of reports, information will be maintained in a secure manner and will only be disclosed to school officials who are responsible for handling the university’s response and/or have a legitimate educational interest. The expressed wishes of the reporting party, complainant, and/or alleged offender regarding privacy will be considered in the context of the university’s obligation to act upon the charge and the right of the charged party to be informed about charges against them.

47.4.2.1 The Official Contact or designee is responsible for evaluating requests for privacy. If the individual does not disclose any identifying information about him/herself or any other party involved (e.g., names, department or unit) during the inquiry, response on the part of the University may be limited.

47.5 Investigations of Complaints

47.5.1 Once an individual discloses information to an Official Contact of the university, the Official Contact will promptly notify the University’s Title IX Coordinator.

47.5.2 The University will respond to complaints in a prompt, fair, and impartial manner. Reasonable extensions can be made for extenuating circumstances. These extensions are granted by the Title IX Coordinator or designee.

47.5.3 Upon receipt of a complaint, the University will exercise due diligence in determining what occurred and further action that may be warranted based on the information provided. The Official Contact or designee, will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. The Official Contact may consult with the University/local police department, the Title IX Coordinator or designee, and/or other campus officials to assist in this assessment. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

Thereafter, the assessment may continue considering a variety of factors, such as the complainant’s wish to pursue formal (47.6) or informal (47.7) procedures, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

If the complainant requests that no investigation of the allegations occurs the University will seek to honor the request whenever possible without impedance the University’s ability to protect the health and safety of the complainant and the University Community. The University reserves the right to initiate an investigation despite a complainant’s request not to in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the campus community.

47.5.4 The complaint will be reviewed to determine if there is sufficient information to proceed with an investigation or if additional information is needed. If the information is insufficient, the Official Contact or designee may, in consultation with the Office of General Counsel, determine not to proceed with an investigation unless additional information is provided. If the information is sufficient, the Official Contact or designee will appoint an Investigating Authority.
47.5.5 The Investigating Authority, composed of one or more people, is responsible for all administrative activities required to conduct the investigation. The investigation is the follow through on a complaint to ascertain details and circumstances associated with the complaint. Individuals will have an equal opportunity to present relevant witnesses and other evidence to the investigating authority. Investigations may result in charges, a form of alternative dispute resolution, or dismissal of complaint. This determination is made at the sole discretion of the Official Contact and/or designee. (See Student Rule 24.1.11)

47.6 Formal Resolution Procedures

47.6.1 If further investigation or a conduct conference is warranted, the alleged offender will be informed of the allegations, the identity of the complainant and the information surrounding the allegations.

47.6.2 Student Conduct Proceedings. Refer to Student Rule 26 for information about the student conduct process. A preponderance of the information standard is used in all student conduct proceedings. Conduct proceedings will be conducted by university faculty/staff who are trained annually.

47.6.3 The Official Contact or designee shall notify, in writing, the accused student and the complainant regarding the resolution of the complaint, including any sanctions.

47.6.4 Sanctions. Refer to Student Rule 27 for information about possible sanctions.

47.6.5 Appeals.

47.6.5.1 An appeal may be filed by the complainant and/or the student who has been assessed any conduct sanction(s) in cases of alleged or determined SSDDSR.

47.6.5.2 Students appealing sanctions shall be directed to the University Disciplinary Appeals Panel. Refer to Student Rules 51 and 58 for information about the Student Conduct Separation and Appeals Process.

47.6.5.3 If no appeal is filed, both parties will be notified and informed that the results from the initial hearing are final.

47.7 Informal Resolution Procedures

47.7.1 Adopting informal procedures for resolving complaints does not mean that the institution does not take sexual harassment, dating violence, domestic violence, stalking and related retaliation seriously. Informal procedures facilitated by an appropriate university administrator provide an alternative method for stopping these behaviors. Generally, under informal procedures, the complainant and/or accused student may, at any time, elect to pursue a formal resolution. Staff is available to assist individuals with the informal complaint process.

Mediation may be utilized as a method for resolving the complaint informally. Mediation requires the good faith effort of all involved parties to arrive at a mutual agreement that resolves the complaint to everyone’s satisfaction. Examples of outcomes resulting from informal procedures include, but are not limited to, no contact orders, a commitment to refrain from similar behaviors in the future, etc.

47.7.2 Informal procedures, including mediation, will not be used to resolve the type of sexual harassment classified as sexual abuse.

47.8 Protection of Complainant, Alleged Offender, and Others
47.8.1 Interim Measures. The university will take prompt steps to protect the complainant, the alleged offender, and other affected individuals as necessary, including taking interim protections or remedies before the completion of the investigation (such as avoiding contact by allowing a change in class schedule, transportation/parking options, work situations, on-campus living arrangements as appropriate, etc.), or other actions as appropriate.

47.8.2 Retaliation. The university will take reasonable action to assure that the complainant, the alleged offender, and those providing witness statements on behalf of either party or supporting either party in other ways, are protected from retaliation. This action may come at any time during or following an investigation of a SSDDSR complaint. Instances of retaliation will be investigated and may result in further conduct charges.

47.8.3 In the event the allegations are not substantiated, reasonable steps will be taken to restore the reputation of the alleged offender if damaged by the proceedings. Instances where a complainant intentionally makes dishonest or malicious allegations will be investigated and may result in conduct charges.

47.8.4 To the extent possible, university proceedings will be conducted in a manner that protects the privacy of all parties involved.

47.9 Resources

Counseling, health, mental health, advocacy, legal and other services are available to TAMU students both on-campus and in the community. Staff can assist with referring students to appropriate resources (see Section 47.1).

47.10 Complainant Follow Up

In order to verify that the harassing behavior by a student or student employee has ceased, the Official Contact or designee will follow up with the complainant.

47.11 Definitions

**Sexual Harassment** (See Student Rule 24.4.2.1.) Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work or educational environment. Unwelcome means that an individual did not request or invite it and a reasonable person similarly situated would consider the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo (“this for that”) or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual abuse, sexual exploitation, stalking, dating violence, and domestic violence when based on sex. The University will use a reasonable person standard to determine these elements.

Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- Submission to or toleration of such conduct is made either explicitly or implicitly a term or condition of an individual’s education (including co-curricular activities) or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic, co-curricular, or employment decisions affecting the individual’s welfare; or
- Such conduct that has the purpose or effect of unreasonably interfering with an individual’s welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning educational environment (including co-curricular activities) or work environment. Sexual harassment also includes sexual misconduct. (See Student Rule 24.1.10 for definition of Hostile Environment.)

**Sexual Abuse** (See Student Rule 24.4.20.1) The oral, anal, or vaginal penetration by a sexual organ of another, use of another’s sexual organ for oral, anal, or vaginal penetration, or anal/vaginal penetration by any means against the victim’s will or without their consent (see “consent” in definitions). An individual who is mentally
incapacitated, unconscious, or unaware that the sexual abuse is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual’s ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

Sexual Contact (See Student Rule 24.4.20.2) Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, without the person’s consent (see “consent” in definitions), or in circumstances where the person is physically, mentally or legally unable to give consent.

Sexual exploitation (See Student Rule 24.4.20.3) Taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy, and knowingly transmitting a sexually transmitted infection to another person.

Stalking (See Student Rule 24.4.2.3) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(a) fear for the person’s safety or the safety of others; or

(b) suffer substantial emotional distress.

For the purposes of this rule:

(a) Course of conduct means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

(b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Dating violence (See Student Rule 24.1.7) Any physical abuse or sexual misconduct, other than a defensive measure to protect oneself, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

Domestic violence (See Student Rule 24.1.8) Any physical abuse or sexual misconduct, other than a defensive measure to protect oneself, committed by a person who is or has been a current or former spouse of the complainant, person with whom the complainant shares a child in common, person who is cohabitating with or has cohabitated with the complainant as a spouse, a person similarly situated to a spouse of the complainant, or any other person against an adult or youth complainant who is a part of that person’s household.

Consent (See Student Rule 24.1.6) The term “consent,” solely for the purposes of the Sexual Misconduct rule (see rule 24.4.20), means clear, voluntary, and positive verbal or non-verbal communication that all participants have agreed to the sexual activity.

- Consent must occur prior to or at the same time as the sexual activity.
- Consent must remain clear, voluntary, and positive throughout the sexual activity.
- Consent must be given for the current sexual contact. The existence of a prior relationship or prior sexual activity does not automatically ensure consent for current or future sexual contact. There must be consent for each specific type of sexual contact throughout the sexual activity. Consent must be given by each participant involved.
• A person must be 17 years of age or older to be able to consent to sexual activity if the other participant(s) involved are more than three (3) years of age older than that person.
• A person who is incapacitated clearly and visibly is not able to give consent to sexual activity. (See Student Rule 24.1.11 for definition of incapacitation.)

47.12 Free Speech

Texas A&M University respects the right of free speech guaranteed by the First Amendment of the Constitution and the principles of academic freedom. Constitutionally protected expression cannot be considered harassment under this rule. Each faculty member is entitled to full freedom in the classroom in discussing the subject which they teach (see Committee A on Academic Freedom and Tenure in the Report on Freedom in the Classroom as stated in the AAUP Policy Documents and Reports). However, the right to free speech and principles of academic freedom are not absolute.

The offensive conduct underlying some incidents might be protected speech, but may still be in contradiction to Texas A&M University’s commitment to civility, diversity, academic freedom, equality of opportunity and the valuing of human dignity. In these instances, constitutional rights will continue to be protected, but University staff will also exercise their right to speak and engage in educational dialogue with those engaged in these types of behaviors.

47.13 Incidents not rising to the level of harassment

In some instances, offensive conduct might not be severe, persistent or pervasive to rise to the level of reasonably interfering or limiting an individual’s participation in services, activities or privileges provided by Texas A&M University. Nevertheless, the offensive conduct could still be a violation of the Student Conduct Code or other published rules of the university. As stated in the Student Conduct Code, violations of the Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed an enhanced sanction (see rule 24.5).
Alcohol Rules That Apply to Student Organizations, and Others

Taken from http://student-rules.tamu.edu/append8

I. Introduction

Texas A&M University is an educational institution dedicated to the pursuit of excellence, the promotion of academic achievement and the advancement of knowledge. Because of the University’s interest in the intellectual, physical and psychological well-being of the campus community, it is important that the University take steps to curtail the abusive or illegal use of alcoholic beverages. Educating students about the effects of misuse and use of alcohol will help accomplish these goals.

II. Texas A&M University Student Rules

Alcohol. Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on Texas A&M University premises and University sponsored events. In addition, use, possession, or distribution of alcohol beverages while driving or riding in or on a vehicle on University premises is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol. For more information, call the Student Conduct Services at 979.847.7272.

III. Recognized Student Organizations - Sponsored Events Involving Alcoholic Beverages

It is expected that all recognized student organizations will have their activities (sponsored, authorized, sanctioned, and/or financed) approved by the group’s faculty/staff advisor. The student organization is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those attending the event. Recognized student organizations may hold events involving alcoholic beverages under the following conditions:

1. The possession, sale, use or consumption of alcoholic beverages, in public areas of the campus is prohibited. Any situation sponsored, authorized, sanctioned, endorsed, and/or financed by a recognized student organization must be in compliance with any and all applicable laws and rules of the state, county, city, and Texas A&M University, and must comply with either BYOB or third party vendor guidelines. In addition, the event or activity must be approved by the group’s faculty/staff advisor.

2. No alcoholic beverage may be purchased through a recognized student organization’s funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the recognized student organization. The purchase or use of bulk quantity or common sources of such alcoholic beverage (i.e. kegs or cases) shall be prohibited.

3. Open events, meaning those with unrestricted access to non-members of the recognized student organization, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).

5. No recognized student organization may enter into an agreement to co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
6. No recognized student organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups.

7. All membership recruitment activities associated with any student organization shall be alcohol free.

8. No alcohol shall be present at any new member activity of any recognized student organization.

9. The recognized student organization or organizations must establish active precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear to be intoxicated.

10. No event shall include any form of "drinking contest" or encourage the rapid consumption of alcohol in the activity or its promotion.

11. Non-alcoholic beverages and non-salty food must be available at the same place as the alcoholic beverages. Food and non-alcoholic beverages must be featured as prominently as the alcoholic beverages.

12. University Advertisement Rules Regarding Student Organization-Sponsored Events with Alcoholic Beverages, advertising of University events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas A&M University and follow these conditions:

   • Advertisement for any university event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.

   • The messages conveyed in the promotion of any event must not encourage any form of misuse of alcohol.

   • Publicity must not convey that consumption of alcohol is the purpose or reason for the event.

   • Promotion must not refer to the amount/quantity of alcohol (5-keg party, etc.).

   • Advertisements for events must not portray drinking as a solution to personal or academic problems nor as necessary to social, sexual or academic success.

   • Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

IV. Penalties for Non-Compliance

A student found responsible of noncompliance with these rules or the laws of the State of Texas has committed a violation of University Student Rules and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances.

Recognized student organizations have a responsibility to abide by all conditions of these rules and University Student Rules. Actions of all recognized student organizations are subject to review by the Director of Student Activities or his/her designate. Failure to comply with the rules and/or University Student Rules may lead to the revocation of recognition privileges or any lesser sanction.
Early Warning Signs of Alcohol Abuse

You may have a problem if:

- You are difficult to get along with when drinking
- You drink because you are depressed
- You drink until “dead drunk” at times
- You don’t recall some drinking episodes
- You hide liquor
- You lie about drinking
- You neglect to eat when drinking
- You want to drink the “morning after”

FOR IMMEDIATE CONFIDENTIAL ASSISTANCE, CONTACT:

PROFESSIONAL RECOVERY NETWORK
Courtney Hubert, LMSW
Director of Professional Recovery Network
Helpline: 800-727-5152
Web site: http://www.txprn.com

DENTISTS CONCERNED FOR DENTISTS, STAFF, AND FAMILIES
Dallas, Texas
Confidential Hot Line
Helpline: 214.206.7496
www.dcds.org/dentists-concerned-for-dentists

Additional resources are available through the Office of Student Affairs and Human Resources.
Drug Rules

Taken from http://student-rules.tamu.edu/append7

I. Introduction

Texas A&M University strives to assist students in achieving their potential as human beings and in becoming self-directed in all activities. Because growth and development are shaped by a student’s environment, the University seeks to develop an environment where students can learn how to live fulfilling and productive lives. Substance abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty and staff but also their potential for contribution to society. It is important for all members of the University community to take responsibility for preventing substance abuse from negatively affecting the community’s learning environment and the academic, physical and emotional well-being of its membership.

In recognition of the problems of substance abuse, members of the University community have developed a University-wide drug rules. These rules deal with education, prevention, intervention and treatment activities as well as conduct sanctions. The University has established substance abuse prevention programs to help eliminate the threat that substance abuse poses to the University community. Through education, the University is committed to helping individuals achieve their personal and academic goals.

II. Education, Prevention and Referral for Treatment

Texas A&M University is committed to providing comprehensive drug education and prevention as well as early intervention and treatment referral services. The Offices of the Dean of Student Life’s Alcohol and Drug Education Programs provides information to the University community. Through this broad-based program, the University will provide a setting in which education leads to the prevention of substance abuse.

Assessment and intervention services for students are available through the Student Counseling Service. If further treatment is necessary, the student may be referred to outside counselors and programs. Faculty and staff may receive help from the Employee Assistance Program and services in the community. Faculty and staff members may contact the Employee Benefits Office in the Human Resources Department to check on health insurance coverage.

III. University Expectations/Definitions

All members of the University community are expected to abide by state and federal laws pertaining to controlled substances and illegal drugs. More specifically, Texas A&M University Student Rules prohibit “using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances.” (See University Student Rule 24.4.12.)

The term “controlled substances,” when used in these rules, shall refer to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under the Texas Controlled Substances Act (Texas Civil Statutes, Article 4476-15), as well as substances that possess a chemical structure similar to that of a controlled substance (e.g., “designer drugs”).

IV. University Conduct Process

University conduct charges may be pursued against faculty, staff and students alleged to have violated University Student Rules (students), University Rules (faculty and staff), and/or state and federal laws concerning controlled substances. Violations of any state or federal law pertaining to controlled substances that occur off campus and are not associated with a University-connected activity may result in disciplinary charges in situations in which the continued presence of the individual on campus is likely to interfere with the educational process and the orderly operation of the University.
University conduct proceedings will be in accordance with procedures outlined in the University Student Rules (students) and the University Rules (faculty and staff). Voluntary admission to a substance abuse treatment program prior to the issuance of charges may be looked upon favorably in conduct cases. Disciplinary action in cases involving drug-related violations by students may result in suspension or expulsion from the University, depending on the nature and seriousness of the case. Participation in a substance abuse education or treatment program may be required in addition to other sanctions. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority.
UNIVERSITY RULE 34.05.99.M1
Smoking and Tobacco Use
Approved July 19, 1996
Revised March 28, 2008
Revised September 11, 2012
Revised September 2, 2016
Revised May 18, 2017
Next Scheduled Review: May 18, 2022

Rule Statement

Texas A&M University has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors. This rule identifies university property where smoking and tobacco use is restricted.

Definitions

**Smoking and Tobacco:** All forms of smoking and tobacco products including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, Dokha, smokeless tobacco, snuff, chewing tobacco, and electronic cigarettes (includes vapors, personal vaporizers, tanks and other).

**University Property:** Property located in the state of Texas that is owned, operated, leased, occupied or under the administrative control of the President of Texas A&M University or jointly controlled with Qatar Foundation. For purposes of this rule, this includes but is not limited to all grounds, buildings and structures, sidewalks, parking lots, walkways, and all vehicles owned, leased or rented by Texas A&M University.

Official Rule

1. **REQUIREMENTS**

   1.1 Buildings and Vehicles. All buildings, entrances to buildings, and vehicles, owned or leased under the administrative purview of the President of Texas A&M University will be entirely smoking and tobacco-use free. This rule will apply to all indoor air space including foyers, entryways and classrooms, individual faculty and administrative offices, and sidewalks, parking lots, walkways, attached parking structures immediately adjacent to all such buildings and structures, and Texas A&M University at Qatar open courtyards.

   1.2 Eating areas. Eating areas (dining halls, cafeterias, food courts, snack bars) will be smoking and tobacco-use free.

   1.3 Housing and athletic facilities. Texas A&M University owned and leased housing (apartments, residence halls and houses), and all indoor air space of University owned athletic facilities and outdoor public seating areas in athletic arenas will be smoking and tobacco-use free with the exception of smokeless tobacco, snuff and chewing tobacco when disposed of in an appropriate manner.

   1.4 Smoking and tobacco use is generally prohibited within at least 25 feet of buildings and/or is limited to designated areas outside of 25 feet from the building.

2. **RESPONSIBILITIES**

   2.1 It is the responsibility of all members of the campus community, including visitors, to observe these requirements. This rule relies on the thoughtfulness, consideration and cooperation of smokers and tobacco-users for its success. Those violating this rule should be reminded of this rule and asked to comply.
2.2 Department heads or others with purview over facilities shall ensure that the rule is communicated to everyone who occupies space in the facility.

2.3 Violations of this rule may result in corrective action as prescribed by system policies and regulation and university rules and standard administrative procedures. Visitors refusing to comply may be asked to leave campus.

3. SMOKING AND TOBACCO CESSATION PROGRAMS

Texas A&M University is committed to supporting all students and employees who wish to stop using tobacco products. Information on tobacco and smoking are provided through links at http://employees.tamu.edu/benefits/insurance/tobacco and through the Student Counseling Service at http://www.scs.tamu.edu/.

4. TEXAS A&M UNIVERSITY AT GALVESTON

Smoking and tobacco use is strictly limited to designated areas around the campus that are clearly marked for smoking and tobacco use.

5. TEXAS A&M UNIVERSITY HEALTH SCIENCE CENTER (TAMHSC)

All smoking and/or tobacco use is prohibited on any TAMHSC campus and/or in any TAMHSC building including but not limited to the Reynolds Medical Building in College Station and School of Public Health A, B & C buildings.

Related Statutes, Policies, or Requirements

Supplements System policy 34.05, Smoking.

Texas Penal Code § 48.01. Smoking Tobacco

Texas Labor Code § 411.103. Duty of Employer to Provide Safe Workplace


25 Texas Administrative Code, § Section 703.20

Texas Administrative Code, Title 25. Health Services, Part 11, Cancer Prevention and Research Institute of Texas (CPRIT), Chapter 703, Grants for Cancer Prevention and Research, Section 703.20

Contact Office University Risk and Compliance
As related to the Texas A&M University College of Dentistry (the College) the student’s responsibilities may be classified in five broad areas, which are as follows: 1. Academic performance; 2. Academic integrity; 3. Professional conduct; 4. Conduct associated with the College, but not directly related to academic or professional training of the student; and 5. Off-campus conduct, which may reflect adversely on the image and reputation of the College or Texas A&M University (TAMU). This document addresses only (1) Academic Performance (see TAMU Student Rules 10, 12, 48, 53 and 59 and any other pertinent rule) and student conduct issues (areas 2-5 noted above) are addressed in separate TAMU Student Rules.

I. ACADEMIC MATTERS

A. Overview of Academic Due Process

Every student is required to maintain minimum levels of academic accomplishment, comprised of cognitive and non-cognitive performance, in order to retain his/her right to attend. Failure to maintain a prescribed scholastic rating is a justifiable cause for dismissal. Absolute discretion is permitted to the faculty to assess student performance and level of scholarship as long as the assessment is not arbitrary or capricious.

When a student is subject to any action other than unconditional promotion by the Graduate Education Council (GEC), procedures to ensure student rights to due process relating to academic standing involve three basic components: (1) the College must inform the student in writing of inadequacies in performance and the effect of these deficiencies on academic standing; (2) the student will have an opportunity to explain the reasons for his or her poor scholarship and provide any information that might lead the faculty or the GEC to conclude that his or her performance in the future would improve and be considered satisfactory; and (3) the College’s decision must be careful and deliberate and based on profession judgement throughout the entire process.

The academic review process at the College embodies faculty evaluation of cognitive and non-cognitive performance** at the course level for assignment of grades. The GEC reviews academic progress as necessary throughout the student’s education and determines the appropriate action based on the evidence provided. This review process provides several levels of review, adequate time between decisions for the incorporation of new information, and careful and deliberate decision making by faculty members.

* System Policy 01.01, Paragraph 6.3 establishes the preeminent authority of System Policies, System Regulations and Component Rules concerning information provided to faculty, employees, students, or other constituent groups.

** Non-cognitive performance includes, but is not limited to technical and interpersonal skills, attitudes, professional character, conduct and ethical behavior.

B. Composition of the Graduate Education Council

The GEC is a standing committee consisting of all the Program Directors, the Associate Dean for Student Affairs and the Associate Dean for Research and Graduate Studies, who serves as the Chair.
C. Basic Academic Information

1. Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>A = Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>B = Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>C = Fair</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>F = Failure</td>
</tr>
<tr>
<td>S</td>
<td>0.0</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>0.0</td>
<td>U = Unsatisfactory</td>
</tr>
</tbody>
</table>

The evaluation of a student in any course is determined by the faculty as stated in the course syllabus by means of examinations, attendance, personal observations, evaluations and/or professional judgment. The right and responsibility to evaluate student cognitive and non-cognitive abilities rest with the faculty.

Satisfactory (S) will be given only for grades of A and B. Courses on the degree plan may not be taken as S/U basis, except for 5V98, 5V99 or 691. Courses may only be taken for S/U if so stated in the Catalog. 5V98, 5V99 and 691 are graded only on an S/U basis. S/U grades are not included in the grade point average.

F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses and achieving grades of C or above or Satisfactory (S).

2. Promotion Policy

Policies on satisfactory academic progress for students at the College are established by the Dean and the Administrative Council. The GEC reviews the status of each graduate student and makes decisions in conformity with the policy. Any exceptions to these policies may require action by the Dean and the Administrative Council.

3. Promotion Standards

Graduate students are eligible for satisfactory academic progress if they have successfully completed all courses, exhibited satisfactory professional conduct and performance, and have earned an overall cumulative Grade Point Average (GPA) of 3.000. Individual programs may also require a cumulative GPA of 3.000 in their clinical program courses (see individual program requirements). If a program chooses to have a clinical programmatic cumulative GPA of 3.000, then the students must be given written notice at the beginning of the program as to which courses are considered “programmatic.” If a program chooses to do this, they must maintain the programmatic GPA and report deficiencies to the Associate Dean for Research and Graduate Studies.

Passing grades for graduate and postgraduate students are “A”, “B”, and “C”. The grade of D is not used in the graduate programs of study at the College. The grade of “I” (Incomplete), may be given only when the completed portion of work in the course is of passing quality. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the registrar, he or she will fill out an “Incomplete Grade Report”, which is filed with the department head. Copies are sent to the student and to the Associate Dean for Research and Graduate Studies or designee. This report includes (1) a statement of the instructor’s reason for awarding the incomplete grade and (2) a
statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university unless the Associate Dean for Research and Graduate Studies or designee, with the consent of the instructor (in the absence of the instructor, the department head), grants an extension of time for good reason.

Unless the student is afforded a different completion schedule due to a long-term leave of absence, the grade of Incomplete (I) is a temporary grade given when, for reasons beyond the control of the student, all course requirements are not met within the prescribed time. The “I” grade is not calculated in the GPA. Students with “I” grades issued due to a long-term leave of absence will have the deadline for removal of the “I” grade assigned (approved) by the GEC upon return from the long-term leave of absence. Any of the permanent grades (A, B, C, or F) may be earned and will replace the “I” grade. Unless there is a documented medical reason, including pregnancy, the grade of “I” will become a grade of “F” if not removed within the prescribed time.

Students who are admitted to Graduate School on probation must maintain a “B” average during the first 10 semester hours of graduate work at the 5000 or 600 level. Failure to do so will cause the student to be subject to dismissal from the College. Students are automatically removed from probation upon completion of the first 10 semester hours of graduate-level course work if a “B” average is attained.

Any fully admitted student who fails to maintain a “B” (3.000) in both cumulative and programmatic GPA (should a programmatic GPA requirement be detailed in the programs academic policies) during any term of the graduate course of study will be placed on probation for the next semester of graduate course work or until all graduate work is completed, whichever occurs first.

If the Program Director places the student on probation, then the student must be informed, in writing, by the Program Director, that he/she is being placed on probation, the reason(s) for the probation, the conditions that must be rectified to remove the probation, a time-line to remove the probation and a statement if he/she fails to remove the conditions of the probation they will be subject to dismissal.

During the probationary period, students must restore both the overall and program (see written individual program requirements) GPA to a 3.000 (“B”) and demonstrate adequate proficiencies in cognitive skills or milestones. Failure to maintain a grade point of 3.000 or better, or receipt of a final grade in any course of “F” is sufficient cause for dismissal from the College.

Students dismissed under conditions listed above may remain enrolled at the College until they have exhausted all appeals described in Section D. Student Academic Grievance Procedures and Appeals.

A student allowed to repeat a failed course who fails the required course a second time will be dismissed. In certain clinical courses, remediation may not be possible and thus the ability to repeat a course is left to the discretion of the Program Director.

D. Student Academic Grievance Procedures and Appeals

1. Grade disputes and appeals are handled following the processes outlined in TAMU Rule 48.

2. The process for dismissal and appeals will follow TAMU Student Rules, including rules 12, 48, 53 and 59 and any other pertinent Rules.
3. The TAMU Graduate Appeals Panel (TAMU Rule 59) hears appeals involving actions against students stemming from: (a) suspensions or blocks for scholastic deficiencies (including failure to make sufficient progress in the student’s academic program); and (b) appeals of disputes over final course grades or evaluation on examinations required by the department, intercollegiate faculty, or the graduate advisory committee

a. Informal Resolution Procedures. To be eligible for a hearing before the TAMU Graduate Appeals Panel, a student shall first complete each of the following informal resolution procedures.

1). A conference must be held with the respondent (faculty or administrator who made the decision) and the student, following the procedures outlined in TAMU Rule 59.

2). If the student does not receive a satisfactory outcome at the conclusion of the respondent conference, the student may seek review of the decision by the department head (or designee) of the department offering the course, following the procedures outlined in TAMU Rule 59.

b. If the student does not receive a satisfactory outcome at the conclusion of the department review, the student may seek review by the College. The Dean has relegated this review to the GEC, who will make the final College decision.

1). Students dismissed may appeal to the GEC Due Process Committee, which can uphold the dismissal, require the student to repeat the year, or reinstate the student as a regular student, or as a student on academic probation. This appeal must be filed in the Office of the Associate Dean for Research and Graduate Studies within five (5) business days after notification of dismissal. Failure to submit an appeal within the time specified will render the original decision final and conclusive. If an appeal is filed, the GEC Due Process Committee will schedule a hearing of the appeal.

2). The voting members of the GEC Due Process Committee will be all the regular members of the GEC, minus the Program Director of the student making the appeal, with the addition of three graduate students. All members, except the Associate Dean for Student Affairs, who will be a non-voting member, will have equal authority during the hearing and when voting.

3). At the beginning of the fall semester every academic year, each Program Director will submit the name of one student who is entering their final program year and who has agreed to serve on the GEC Due Process Committee, if needed. If a hearing is needed, this group of students will form a pool of which three will be randomly selected by the Associate Dean for Research and Graduate Studies. The students that are selected can’t be from the same program as the student making the appeal and should choose not to serve if they have a conflict of interest. As noted above, all members will have equal authority during the hearing and when voting.

4). For the hearing, the GEC Due Process Committee will select a Chair from its faculty members. The Associate Dean for Research and Graduate Studies will not attend the hearing unless asked to do so by the Chair of the hearing, to answer specific questions. The Chair of the GEC Due Process Committee, during the hearing, has the sole discretion to determine what relevant facts and information will be heard and discussed during the hearing and deliberations. The hearing will be scheduled within ten (10) business days following receipt of the student’s notification of intent to appeal. The Office of the Associate Dean for Research and Graduate Studies will notify the student, in writing, of the time and date of the scheduled hearing. If a student chooses not to attend the scheduled hearing, the session may proceed and a decision may be made in his or her absence. The student will be informed, in writing, of the GEC Due Process Committee’s decision within five (5) business days of the hearing.
5). The student may appeal the decision of the GEC to the TAMU Graduate Appeals Panel, as outlined in TAMU Rule 59.

4. Exhausting Appeals

Students dismissed under the conditions outlined above may remain enrolled at the College until they have exhausted all appeals described above. Note: If dismissal is the result of concerns pertaining to patient treatment or clinical patient care, privileges of the student can be suspended temporarily by the Program Director and indefinitely by the Program Director after consultation with the Associate Dean for Clinical Affairs or designee. The student’s actions may result in written notification, up to and including immediate suspension of the student from the College (or clinic), pending final disposition of the case. If a suspension occurs, the Program Director will immediately notify the Associate Dean for Research and Graduate Studies and the Associate Dean for Student Affairs, in writing.

E. Readmission

Students dismissed from the College may be readmitted only by applying for admission, following normal admissions procedures, and being accepted for readmission.

F. Addendum to TAMU Student Rule 10 Grading

Section 10.3 - The College, due to the lockstep curriculum, does not recognize a solely student initiated “Q-drop”.

Section 10.4.1 - Unless specially designated in the graduate catalog, courses may not be taken on an S or U basis.

Section 10.4.3 - In addition to maintaining a 3.000 overall grade point average on their degree plan, clinical specialty programs may also require a cumulative GPA of 3.000 in their clinical program courses (see individual program requirements). If a program chooses to have a clinical programmatic cumulative GPA of 3.000, students must be given written notice at the beginning of the program which courses are considered “programmatic.” If a program chooses to do this, they must maintain the programmatic GPA and report deficiencies to the Associate Dean for Research and Graduate Studies.

If a student’s degree plan GPA or their programmatic GPA (if required) drops below 3.000, then minimum 3.000 GPA requirement(s) must be re-attained by the end of the next semester.

Section 10.5 - Some courses may be longer than a traditional semester and thus the “I” will be given at the end of these courses.

Section 10.7.1 and 10.7.2 - The College has a lockstep curriculum and thus grade changes must be initiated within three (3) weeks from the call for grades by the registrar.

Section 10.13.1 - Unless specially designated in the graduate catalog, courses may not be taken on an S or U basis.

Section 10.13.2 - Graduate students may not take undergraduate courses.

Section 10.18 - This section also applies to clinical graduate students seeking only certificates.
G. Addendum to TAMU 12 Scholastic Deficiency/Probation

Section 12.3 and 12.5 - This section also applies to clinical graduate students seeking only certificates.

Section 12.3.1 - See addition above to Section 10.4.3.

Section 12.3.2 - Every student is required to maintain minimum levels of academic accomplishment, comprised of clinical proficiency, professional standards, and cognitive and non-cognitive performance, in order to retain his/her right to attend. Absolute discretion is permitted to the faculty to assess student performance and level of scholarship, as long as the assessment is not arbitrary or capricious.

The review process for the above uses the GEC.

Section 12.5 and 12.5.3 - The review process includes the GEC, who makes the final recommendation to the Associate Provost for Graduate and Professional Studies.

Section 12.5.3 - A student allowed to repeat a failed course who fails the required course a second time will be dismissed. In certain clinical courses, remediation may not be possible and thus the ability to repeat a course is left to the discretion of the Program Director and approval of the GEC.

Section 12.7.2, 12.7.3 and 12.7.4 - Final decisions on probation are made by GEC.

H. Addendum to TAMU Rule 48 Grade Disputes

Section 48.2 - The College has a lockstep curriculum and thus grade changes must be initiated within three weeks from the call for grades by the registrar.

I. Addendum to TAMU Rule 59 Graduate Appeals Panel

Section 59.4.3 - The Dean has designated the College’s GEC to make the College review.
As related to the Texas A&M College of Dentistry (the College), the student’s responsibilities may be classified in five broad areas, which are as follows: 1. Academic performance; 2. Academic integrity; 3. Professional conduct; 4. Conduct associated with the College, but not directly related to academic or professional training of the student; and 5. Off-campus conduct, which may reflect adversely on the image and reputation of the College and Texas A&M University (TAMU).

Different guidelines exist for the assurance of due process, based upon whether the student difficulties are academic or disciplinary. Academic penalties result from failure to attain a required level of scholarship and performance and disciplinary penalties arise from violation of prescribed code of ethics and professional conduct. Academic performance (see TAMU Student Rules 10, 12, 48, 53 and 59 and any other pertinent rule) is addressed in a separate document entitled, “Academic Due Process for Graduate Students.”

The students of the College will be held to the highest standards of personal and professional honor and integrity - both on and off campus. Personal and professional integrity and honor are not just concepts; they are the cornerstone of our profession. It is with this understanding that students are entrusted with the duty of holding each other accountable for their behavior, and when inappropriate behavior is witnessed, to refer the matter to the proper authority, including the Associate Dean for Research and Graduate Studies. The purpose of this document is to clarify unacceptable behaviors, and explain the processing and disposition of any allegations. Given the integral nature of ethical and professional conduct in our prescribed competencies of our curricula, student behavior must be reviewed and assessed by faculty with direct responsibility for their training and their student colleagues.

Professional conduct, proper patient management, and ethical behavior are essential to maintain the dignity and credibility of the dental professions. An important responsibility for the protection of the profession rests in the dental school. Therefore, the College abides by the following Code of Ethics to be embraced by the student body:

   Behave honorably and with integrity at all times.
   Neither permit nor accept that which is not just.
   Refrain from lying, cheating, stealing or intentionally misleading or deceiving anyone as to the known facts.
   Refrain from other forms of unethical or unprofessional conduct.

Examples of unethical conduct are:

Lying/Falsification: To deliberately make an untrue written or oral statement or to deliberately create a false impression through words or actions.

Cheating: To mislead intentionally or defraud, or to endeavor to mislead or defraud another. To use unauthorized assistance from any source - either from individuals or from information resources in submitted work or examinations designed to represent one’s own effort.

Collusion: To agree to or to cooperate for an unethical or deceitful purpose.
Additionally, any student who engages in conduct that violates the Texas A&M University System Policies and Regulations, TAMU Rules, College procedures, any TAMU administrative directive or federal, state, or local laws, shall be subject to discipline. Any student in violation of the law either on or off campus may be subject to disciplinary action up to and including dismissal, notwithstanding any action taken by civil authorities because of the violation.

A student’s personal responsibility for his or her actions is paramount; however, we also recognize that the College shares in the provision of an environment that fosters a climate of integrity. To this end, academic testing, practical training, practical and clinical examinations and clinical patient care, to the extent possible, will be monitored in a way that encourages integrity and discourages unethical behavior.

It is the students’ responsibility to conduct themselves in a manner refraining from unethical behaviors and intervening when they are witness to or suspect unethical actions in their classmates. Failure to report these behaviors is as destructive to the climate of integrity as engaging in them.

I. ACADEMIC INTEGRITY

A. Background

Academic integrity matters are handled in accordance with TAMU Rules 20 and 52, and any unique addendum approved by the College Graduate Education Council (GEC) under a “Memorandum of Understanding between TAMU Aggie Honor System Office and Texas A&M University College of Dentistry”.

B. Aggie Honor System

1. The foundation of the Aggie Honor System is “An Aggie does not lie, cheat or steal or tolerate those who do.”

2. Procedures for handling suspected violations of the Aggie Honor System, under the TAMU Rules 20 and 52, include:
   a. Functions of the Aggie Honor System Office
   b. Honor System Rules
   c. Reporting and Adjudication
   d. Sanctions
   e. Appeals
   f. General Information

3. Organization and Procedures
   a. Aggie Honor System Office
   b. Honor System Advisory Council
   c. Honor Council
   d. Adjudication Process
   e. Communications and Training
   f. Academic Integrity Development Program
II. Student Conduct

A. Background

Student conduct, including professional standards, are handled in accordance with TAMU Rules 23-31 inclusive, 47, 51, 58, and any unique addendum approved by the GEC under a “Memorandum of Understanding between TAMU Offices of the Dean of Student Life (ODSL) and Texas A&M University College of Dentistry”. The College reserves the right to enlist the aid of ODSL staff in administering TAMU Student Rules related to the Student Code of Conduct.

B. Code of Conduct Rules, Procedures and Appeals

The Student Code of Conduct, procedures and appeals are addressed in the TAMU Rules under the following headings.

1. Basic Rules and Procedures Governing Student Life (Rule 23)

2. Student Conduct Code (Rule 24)

   The following addendum has been approved by the GEC and added to this Rule. “A student will not treat patients, either outside regularly-scheduled clinic periods or without appropriate faculty supervision. The student will safeguard the confidentiality of patient records, including encryption of the records, if they are stored on an electronic device. Failure to do so may result in revoking of clinical privileges while the matter is investigated and acted on by the Associate Dean for Clinical Affairs and the GEC. In addition, action taken by the College could include a variety of sanctions, up to and including expulsion.”

   A student will safeguard the confidentiality of human subject data, including encryption of the data if it is stored on an electronic device. Failure to do so may result in review and administration of appropriate discipline by the Institutional Review Committee and possibly by the GEC.

3. Student Conduct Code Procedures (System) (Rule 25)

4. Student Conduct Proceedings (Rule 26)

5. Sanctions (Rule 27)

6. Student Conduct Files and Records (Rule 28)

7. Departure from Campus Following Suspension or Dismissal and Request for Reinstatement (Rule 29)

8. Dangerous or Disruptive Behavior Caused by Manifestations of a Serious Psychological Problem (Rule 30)

9. Racial and Ethnic Harassment (Rule 31)

10. Sexual Harassment (Rule 47)

11. Student Conduct Separation and Appeal (Rule 51)

12. University Disciplinary Appeals Panel (Rule 58)