Appendix I

Rules, Regulations, and Statutory Requirements

A. Student Conduct and Discipline

The University of Texas System (Regents' Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in Student Discipline and Conduct, UTDSP5003. Copies of these rules and regulations are available to students in the Office of the Dean of Students where staff are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391).

A student at the University neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

• Academic Dishonesty. The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes, plagiarism, cheating, fabrication and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found on the Dean of Students website.

• Campus and Residence Hall Solicitations. In accordance to Regents' Rule, 80103 and the Speech and Expression Assembly policy, UTDSP5001 (see http://policy.utdallas.edu/utdsp5001), Subchapter B, section 46.07, no solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility controlled by The University of Texas System (UT System) or UT Dallas, except by the officers or employees of the University, acting in the course and scope of their authority, or by the Student Government, or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

• does not disturb any academic programs or administrative activities of the University or any program or activity that is authorized by UT System;
• does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
• does not harass or intimidate the person or persons being solicited; and
• does not violate applicable state, federal, or local laws or regulations.

Non-university groups, individuals, or associations are not permitted to solicit, distribute, or circulate any petitions, handbills, or other literature in university buildings or on the grounds.

All solicitations on the UT Dallas campus must conform to the Regents' Rules and the Speech and Expression Assembly policy, UTDSP5001; copies of which are available in the offices of the President, Executive Vice President and Provost, Vice Presidents, and Deans, and in numerous other administrative offices and the library.

Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the appropriate offices as outlined in the Speech and Expression Assembly policy, UTDSP5001.

Appropriate responses to violations of the above policy are outlined in the Speech and Expression Assembly policy, UTDSP5001, Subchapter L, section 46.49: (a) students will be reported to the Dean of Students, (b) the Office of the Vice President of Academic Affairs and Provost will handle faculty violations; and (c) staff members should be referred to Human Resources Services.

• Hazing. Hazing, submission to hazing, or failure to report first-hand knowledge of the planning or occurrence of specific hazing incidents is prohibited by state law and, in addition to disciplinary actions, is punishable by fines up to $10,000 and confinement in county jail for up to two years. Moreover, any hazing offense that causes the death of another person is a state jail felony. Hazing is defined by state law as, "... any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." Any person who reports a specific hazing incident involving a student to the Dean of Students is immune from civil or criminal liability that he/she might otherwise incur as a result of the report. Any persons who have further questions about hazing or activities that may be considered hazing should call the Dean of Students' office at (972) 883-6391.

• Copyrighted Material. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal penalties. All UT Dallas syllabi are required to include, whether in text or a hyperlink, student conduct policies including a copyright notice. This notice directs students to UT Dallas' Policy Regarding Photocopying Copyrighted Materials (UTDPP1043) and UT System's copyright website. Further, the University Attorney is identified as the University's contact for copyright questions or concerns. See www.utdallas.edu/copyright.

• Other Disciplinary Situations. Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a rule or regulation of The University of Texas System or The University of Texas at Dallas.

B. Grievance Procedures

To the extent provided by applicable law, The University of Texas at Dallas is committed to a policy of nondiscrimination on the basis of age, color, disability, gender, race, religion, sexual orientation, national origin, or veteran status in its provision of services, activities, and programs, and in its treatment of students. Students
seeking further information about this policy or related complaint procedures for alleged discrimination or sexual harassment should contact the Dean of Students. The dean will follow the procedures for student grievances that are found in **UTDSP5005, Student Grievances Policy**.

Sexual harassment is a form of sex discrimination. Such harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors also constitute sexual harassment. The full text of the University's "Sexual Harassment Policy and Procedure" may be found in the *Administrative Policies and Procedures Manual*, Section D, D11-115.0.

Any student who perceives that he or she has been subject to any form of discrimination as defined above may file a written complaint with the Dean of Students using the following procedures:

- The complaint must contain the nature of the alleged discrimination, the date on which the alleged discrimination occurred, and other appropriate information as required by the dean.

- The dean will refer all complaints that name an employee of the University (including graduate assistants and other student employees) as the offender to the Office of Human Resources for investigation and resolution. When the nature of the complaint is discrimination on the basis of disability, the dean will refer the grievance or complaint to the ADA Coordinator who will investigate the complaint under the procedures given in the *Administrative Policies and Procedures Manual*, Vol. IIA, Section D, page D11-195.0, Americans with Disabilities Act Grievance Policy.

- With the exceptions noted in subsection (2) above, the student discipline procedure outlined in **UTDSP5003** Student Discipline and Conduct will be utilized for complaints that name a student as an alleged offender. Such complaints will be investigated by the dean.

- As a result of the investigation, the dean will, on the basis of the information presented, determine: a) that the charges of discrimination are without basis, b) that further investigation is required, c) that campus action shall be initiated to alleviate a discriminatory situation, or d) that a hearing will be held.

### C. Academic Grievances

Procedures for student grievances are found in the University policy **UTDSP5005**. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations.

**PROCEDURES TO APPEAL ACADEMIC DECISIONS**

(a) The appeal procedures defined in this section apply to an unresolved grievance concerning some aspect of the student's academic standing at UT Dallas. The intent is to address the grievance of the student in a prompt and orderly fashion. A grievance means a dispute concerning some aspect of the student's academic standing arising from an administrative or faculty decision that the student regards as incorrect or unjust. Grievances include, but are not limited to, disputes over grades, application of degree plan, graduation/degree program requirements, and thesis and dissertation committee and/or adviser actions or decisions. Grievances, as defined in this section, do not include the right to appeal the termination of employment of a teaching assistant or research assistant during the term of the student's appointment. That appeal process is defined and described in UT Dallas Policy **UTDP1075** University Policies Related to Graduate Student Teaching.
Assistants and Graduate Student Research Assistants.

(b) A grievance regarding academic concerns will be considered in the following manner:

• **Initial Consideration of Grievance** In attempting to resolve any student grievance falling within the scope of this policy, it is the obligation of the student first to make a serious and prompt effort to resolve the matter through discussion with the instructor, supervisor, administrator, or committee chair with whom the grievance originated (hereafter called “the respondent.”) within sixty (60) calendar days after the date on which the decision was first rendered.

• **Appeal to the Department/Program Head** If the matter cannot be resolved in discussions between the student and the respondent, the student grievant can submit a written appeal to the respondent's department/program head with a copy to the respondent clearly specifying the basis of the appeal and stating the remedies the student is seeking. This written appeal MUST be submitted no later than the sixty-fifth day after the date on which the decision in dispute was first rendered by the respondent. Within ten business days while classes are in session, the respondent will provide both the student and the department/program head with a written response. The department/program head will have 10 business days to review all submissions and provide a written response to the student and respondent (an extension to this timeline may be granted by the school dean for good cause). In determining the validity of the grievance, the department head should be guided by the principle that the burden is on the grievant to show that the decision is arbitrary and capricious. If the department/program head decides that the grievance be granted, he/she will also provide a decision on how to resolve the dispute.

• **Academic Appeals Panel** If the student is dissatisfied with the decision of the department/program head, the student may submit a written appeal via email or hard copy, within ten business days of the date the decision was sent, to the dean of the school hosting the course, comprehensive or oral examination with a copy to the department/program head (an extension to this timeline may be granted by the dean for good cause). The written appeal by the student to the school dean must clearly state the reasons for the appeal and remedy sought. The dean will appoint an appeals panel. The appeals panel composition will consist of an associate dean of the school in which the grievance originated, acting as chair, two faculty members from the school in which the grievance originated, an associate dean from another school, and a student. The student selected to serve on the panel will be an undergraduate when the grievance is from an undergraduate student and will be a graduate student when the grievance is from a graduate student. The academic panel will review all submissions, obtain additional information and opinions if desired, and provide the student with a written response within twenty business days while classes are in session of the receipt of the student's appeal to the school dean. The appropriate dean of graduate or undergraduate studies will receive a copy of the panel's response. The findings and recommendation of the appeals panel are final.

(c) All parties involved in an academic appeal will be informed about the final disposition of the appeal. Copies of these rules and regulations are available to students in the Office of the Dean of Students where staff are available to assist students in interpreting the rules and regulations.

**D. Privacy Act: Student Records**

• The student's education record is established and maintained to provide both the student and the University with information regarding the student's progress while enrolled at the University. Any student enrolled in the University has access to and may inspect those records relating to his or her academic progress, to the extent allowed by the Family Educational Rights and Privacy Act and the Texas Public Information Act. The record is considered to be confidential and may be released only within the limitations clearly defined by university regulations and state and federal statutes or with the student's written permission.

• The University may release directory information which is defined as public information and includes the name, local and permanent postal addresses, E-mail address, telephone number, place of birth, field of study, dates of attendance, enrollment status, student classification (example: freshman, first year law school student), degrees awarded, certificates and awards (including scholarships) received, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams; and, the most recent
previous educational agency or institution attended. This information may be printed in various publications of the University such as the student directory, honors list, athletic programs, list of graduating students, or similar documents. Additionally, this information may be released upon request without student consent unless a student submits a written request to the registrar during the first twelve (12) days of class of a fall or spring semester, the first four (4) class days of a summer semester, of the first three days of any quarter to withhold such information from disclosure, as applicable or as otherwise designated by the University in the Annual Notice. Upon graduation or termination of a student's enrollment for any reason, the release of the Student's Directory Information will be governed by the Student's Directory Information status in place during the student's last period of enrollment, unless the former Student changes that status.

• A student who believes that an education record maintained about the student is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA, may request amendment of the record. However, substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right.

• Detailed information pertaining to the content of and handling of students' education records is contained in University policy Handbook of Operating Procedures, Family Educational Rights and Privacy Act (UTDS P5010). Students wishing more information about their rights established under the Family Educational Rights and Privacy Act should contact the Office of the Registrar, Student Services Building, (972) 883-2342.

E. Student-Right-To-Know and Campus Security Act (Clery Act)

In compliance with the Student-Right-to-Know and Campus Security Act, The University of Texas at Dallas collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates. The University publishes an annual report of campus security policies and crime statistics and distributes copies during registration. The University also publishes an online university profile, including graduation rates (see http://www.utdallas.edu/ospa/university-profile).

F. Emergency Response, Fire Safety, and Security

Emergency Response: In the event of an emergency or natural disaster the campus community will be notified as prominently as possible through several means of communication. This includes Campus Alert E-mail, the University's website, campus and local media, text-messaging, Fire Alarm Systems, Indoor Warning System and Outdoor Warning System. For policies and procedures, and reporting requirements please visit www.utdallas.edu/ehs/emergency.

Fire Safety: The entire UT Dallas campus fire alarm system is monitored 24-7 through a SimplexGrinnell Information management system. This IMS operates on a fiber optic loop connected to every building fire panel on the Richardson campus. All 30 of UT Dallas' buildings have primary reporting to the University Police and secondary reporting to EHS and EMS. For policies and procedures please visit www.utdallas.edu/ehs/firelife safety.

Gang-free Zones: Premises owned, rented or leased by The University of Texas at Dallas, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

Missing Student Notification: The purpose of the UT Dallas Missing Persons Policy is to establish procedures for the University's response to reports of missing students as required by the Higher Education
Opportunity Act of 2008. This policy applies to students who reside in on-campus housing. For purposes of this policy, a student may be considered a "missing person" when he or she is absent from the University for more than 24 hours without any known reason. A student may also be deemed missing when his/her absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, or has been with persons who may endanger the student's welfare.

All residential students will have the opportunity to designate a confidential contact to be notified by the University no more than 24 hours after the student is determined missing. Instructions will be provided on how to register that person's contact information. Residential students' contact information will be registered confidentially, will be accessible only to authorized UT Dallas officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

All reports of missing students must be directed to the UT Dallas Police Department, which shall investigate each report and make a determination about whether the student is missing. In addition, no later than 24 hours after a student is determined missing, UT Dallas will notify the Richardson Police Department, unless the Richardson Police Department was the entity that determined the student to be missing. At that time, if the missing student is under the age of 18 and not emancipated, UT Dallas will also notify the student's custodial parent or guardian.

G. Use of Facilities

Pursuant to the general authority of Texas Education Code Chapter 65, and the specific authority of Texas Education Code Chapter 51, the Board of Regents of The University of Texas System, in Series 80101-80110 of the Rules and Regulations, promulgates rules relating to the use of buildings, grounds, and facilities for purposes other than programs and activities related to the role and mission of the UT System and the component institutions.

The property, buildings, or facilities owned or controlled by the UT System or UT Dallas are not open for assembly, speech, or other activities as are the public streets, sidewalks, and parks. The responsibility of the Board of Regents to operate and maintain an effective and efficient system of institutions of higher education requires that the time, place, and manner of assembly, speech, and other activities on the grounds and in the buildings and facilities of the UT System or UT Dallas be regulated.

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