

STUDENT POLICIES

The following excerpts and policy descriptions from The University of Texas Health Science Center at Houston Handbook of Operating Procedures (HOOP) relate to student life at UTHealth Houston. A full list of policies can be found here (<https://www.uth.edu/hoop/>), in the Subject Index section.

University policies, promulgated under the authority of The University of Texas System Board of Regents' Rules and Regulations, implement the rules of governance and administrative procedures for UTHealth Houston within the guidelines of the rules and regulations of the Board of Regents, which can be found here (<https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations/>).

Important: All students at the seven UTHealth Houston schools (as well as residents and fellows) are charged with the responsibility for knowledge of and compliance with all UTHealth Houston policies, regulations, and procedures, including, as appropriate, policies, regulations, and procedures unique to the individual school or program in which the student is enrolled or participates. The policies provided below in connection with each topic are not exclusive. Certain topics may be covered by additional policies, regulations, or procedures not specifically identified in this document.

For additional information on policies specific to individual schools, contact the Student Affairs Office in your school or access the individual school website from the links provided on the UTHealth Houston homepage (<https://www.uth.edu/>).

Policies Applicable to GSBS Students and GSBS Graduate Research Assistants

All students admitted to the MD Anderson UTHealth Graduate School of Biomedical Sciences (GSBS) and who are appointed as a Graduate Research Assistant (GRA) as part of their degree program must follow the employment policies of the institution(s) in which the GRA appointment is made. This is true for students appointed as GRAs at UTHealth Houston, MD Anderson or another institution under which a specific agreement has been executed.

With the exception of specific institutional employment policies governing GRA appointments, all GSBS students will adhere to the policies outlined in this catalog and that are detailed in the UTHealth Houston Handbook of Operating Procedures, including but not limited to Student Conduct and Discipline, Student Government, Student Complaints, Title IX and Sexual Misconduct, Fitness for Participation, Educational Records, and Payment of Tuition and Fees.

Educational Records and Family Educational Rights and Privacy Act (FERPA)

UTHealth complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects the privacy of educational records and establishes the rights of students to access their educational records. The Registrar will annually notify students of their rights and the procedures for exercising these rights.

HOOP 129, Educational Records, can be found here (<https://www.uth.edu/hoop/policy.htm?id=1448106>).

FERPA notice can be found on the Registrar's website here (<https://www.uth.edu/registrar/current-students/student-information/ferpa.htm>).

All research papers, thesis, and dissertations authored by degree candidates are available to interested members of the general public upon request.

Absences

Military Obligations

For any academic term that begins after the date a student is released from active military service (except for Texas National Guard training exercises) but not later than the first anniversary of that date, a school shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes. On readmission of the student under these circumstances, the School shall provide to the student any financial assistance previously provided by the institution to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's service, such as continuous enrollment or another similar timing requirement; and allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the institution. The university may require reasonable proof from a student of the fact and duration of the student's active military service.

If a student enrolled in a school fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration and the student chooses not to withdraw from school, the school shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination with a reasonable time after the absence. Students enrolled in distance learning, self-paced, and other asynchronous courses will receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.

A graduate or professional student who withdraws from or defers admission to the institution to perform active military service in a combative operation will be readmitted to their program, previously earned coursework will be applied toward the program, and any standardized test score previously submitted will be accepted.

Military Service Withdrawal

A student who withdraws as a result of being called to active military service may choose:

1. To receive a refund of tuition and fees for the semester;
2. If eligible, to be assigned an "incomplete" ("I") in each course; or
3. At the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of course work and has demonstrated sufficient mastery of the course material.

Religious Accommodation

Religious accommodations may be provided to covered individuals (students) who's sincerely held religious beliefs conflict with a University policy, procedure, or other academic program or employment requirement, so long as it does not create undue hardship.

Observing Religious Holy Days

Students who wish to observe a religious holy day that interferes with classes, examinations or completion of assignments must submit a request for accommodation in writing to their school's Academic and/or Student Affairs Office and/or the Office of University Relations & Equal Opportunity ("UREO") for each class to be missed and/or the planned absence(s) not later than the fifteenth calendar day of the semester. The school's Academic and/or Student Affairs Office and/or UREO will engage in the interactive process with the student and instructor(s) whose course(s) are impacted by the request and respond to the student within a reasonable period of time. Pursuant to Texas law, a request to observe a religious holy day may be denied if the student's absence will interfere with assigned clinical care.

Also, pursuant to Texas law, a student who follows these procedures and is excused from class for a religious holy day may not be penalized, but the instructor may respond appropriately if the student fails to satisfactorily complete a missed assignment or examination within a reasonable time after the absence.

Religious Attire, Dress, Grooming and Other Requirements

Upon request, the university will make reasonable efforts to accommodate covered individuals' attire that is related to their sincerely held religious beliefs and conflict with any university requirements.

Quiet Spaces and Prayer

Upon request, the university will evaluate and where reasonable and available, provide access to quiet, private spaces for meditation, religious study and/or prayer consistent with the requirements of institutional policy.

For additional information on the accommodation process and how to request religious accommodation, please see HOOP Policy 112, Religious Accommodation (<https://www.uth.edu/hoop/policy.htm?id=1448072>).

Contact Information:

Office of University Relations & Equal Opportunity
7000 Fannin, Suite 150
Houston, TX 77030
Phone: 713-500-2255
Email: call@uth.tmc.edu
Website: <https://go.uth.edu/equalopportunity> (<https://go.uth.edu/equalopportunity/>)

Disability Accommodation

UTHealth Houston is committed to providing reasonable accommodation to all members of the University community and to individuals who access services or programs of the University who have or had an impairment that substantially limits a major life activity. Reasonable accommodation may be provided to an individual with a disability to enable the individual to participate in University academic programs, services, and activities, so long as it does not create undue hardship or fundamentally alter the essential elements of a program or position.

Students seeking disability-related accommodation must contact University Relations & Equal Opportunity (UREO) to initiate the

accommodation process. Accommodation requests are considered on a case-by-case basis considering the student's individual limitations, accommodation needs, and the operational realities of the University. If the requestor is determined to be a qualified individual, the requestor, the designated Section 504 Coordinator and applicable faculty will engage in an interactive process facilitated by UREO to determine if it is possible to grant reasonable accommodation.

Accommodations are not retroactive, and require advance notice to implement. To allow adequate time to evaluate the required documentation, engage in the interactive process, and make arrangements for any accommodation to be provided, requestors are strongly urged to contact UREO as soon as possible.

The school is not required to grant accommodations that constitute a fundamental alteration of the program or course. Specifically, the school does not have to modify a requirement, including attendance, that is essential to the educational purpose or objective of a program or class. Decisions regarding essential requirements of a course or program will be made by a group of people who are trained, knowledgeable, and experienced in the area through a careful, thoughtful, and rational review of the academic program and its requirements. Decision-makers will consider a series of alternatives for the essential requirements, as well as whether the essential requirement(s) in question can be modified for a specific student with a disability.

For additional information on the disability accommodation process, please see HOOP Policy 101, Disability and Pregnancy Accommodation (<https://www.uth.edu/hoop/policy.htm?id=1448050>).

A list of UTHealth Houston 504 Coordinator's by school can be found here (<https://www.uth.edu/hoop/section-504-coordinators.htm>).

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Accommodation and Attendance Requirements

UTHealth Houston students are expected to be present for all classes (whether in-person or online) and other forms of required class time to include labs, clinical rotations, or other school required meetings. Students are also responsible for taking quizzes and examinations in a timely manner according to the schedule for the courses and programs in which they are enrolled. It is the responsibility of each student to learn and comply with the standards set in each course's attendance policy, as explained in the course syllabus. Students should be aware that, when a course policy allows for a specific number of absences with no penalty, that number typically includes absences for any reason (including those with documented justification). In courses with such limits, absences beyond the allowed number create a presumption that the student has not fulfilled the essential educational requirements of the course, and therefore, will receive a grade reflecting the deficiency.

Attendance is important to the academic success of a student; however, UTHealth Houston understands that there may be disability or religious related reasons for missed classes. A student can request an exception to a faculty member's attendance policy by requesting an accommodation through the Office of University Relations & Equal

Opportunity when related to a disability or a sincerely held religious belief that conflicts with a university policy, procedure, or other academic requirement.

Students should discuss planned absences due to accommodations with their faculty before absences occur to ensure the repercussion of absences are clear and/or to develop a contingency plan. This process is not intended to allow for unlimited absences and does not alleviate the student of their responsibility to complete all assignments, quizzes, and examinations, or participate in class or related activities (if applicable).

Conduct and Discipline

All UTHealth Houston students are expected and required to obey federal, state and local laws, and university policy, to comply with the directives issued by UTHealth Houston or UT System administrative officials acting in the course of their authorized duties, and to obey standards of conduct appropriate for an academic institution. Any student who engages in conduct that violates UTHealth Houston or UT System policies or rules, or federal, state, or local laws is subject to discipline, whether the conduct takes place on or off campus and whether civil or criminal penalties are imposed for such conduct.

HOOP Policy 186, Student Conduct and Discipline (<https://www.uth.edu/hoop/policy.htm?id=2553c1c1-c490-4ad0-a570-e263e12e0dff>)

Student Complaints

UTHealth Houston encourages fair, efficient and equitable solutions for problems or disputes arising out of the educational process in accordance with applicable university or school policies and procedures. This policy applies to formal academic and non-academic complaints and is applicable to all students, including those enrolled in online and/or distance education courses or programs. The policy informs students of procedures in regard to the 2023-2024 General Information Catalog Page 32 following complaints:

- Complaints regarding the general or academic misconduct of another student;
- Complaints regarding discrimination and/or harassment, including sexual misconduct;
- Complaints regarding disability accommodations;
- Complaints regarding student educational records;
- Complaints regarding grades or grading;
- Complaints regarding other issues related to central student services; and
- Complaints regarding other issues related to individual schools.

HOOP Policy 220, Student Complaints (<https://www.uth.edu/hoop/policy.htm?id=2553c1c1-c490-4ad0-a570-e263e12e0dff>)

University Emergency Communications

UTHealth Houston is committed to protecting its personnel, property, and the surrounding community from the effects of spontaneous and predicted emergency situations by maintaining procedures to assist students, employees and visitors in responding to emergencies.

The various means of UTHealth Houston Emergency Communications along with current campus status can be found here (<https://www.uthhealthhoustonemergency.org/>). The website is designed to provide the UTHealth Houston community with the most current

information regarding potentially hazardous weather or other emergency conditions along with building, school, and information systems status.

UTHealth Houston Alert is the emergency text message notification system that provides the campus community information about imminent threat, crisis or harm, or university status updates if weather conditions dictate a “controlled access” situation. Student who enter a cell phone number in the appropriate field during school registration are automatically enrolled in the UTHealth Houston Alert notification system. Students can verify their enrollment in the UTHealth Houston Alert system by following instructions in myUTH to add or update a personal cell phone number. Student will also receive two test texts per year.

For more information regarding UTHealth Houston emergency procedures please refer to the following HOOP policies:

HOOP Policy 85, Controlled Access Status for Emergency, Disaster or Severe Weather (<https://www.uth.edu/hoop/policy.htm?id=1448018>)

HOOP 141, Emergency Management and Business Continuity Plans (<https://www.uth.edu/hoop/policy.htm?id=1448130>)

HOOP 2, Campus Security (<https://www.uth.edu/hoop/policy.htm?id=1447852>)

Campus Security

UTHealth Houston is committed to a safe and secure learning and working environment. To that end, the university strives to assure that its buildings and contents are secure and that members of the university community are properly identified and are given appropriate access to university facilities and amenities. Information about campus security can be found online in HOOP Policy 2, Campus Security (<https://www.uth.edu/hoop/policy.htm?id=1447852>).

Possession of firearms on university premises is strictly regulated.

- Long guns (e.g. rifles and shotguns) are prohibited in university buildings at all times except if carried by police officers.
- Texas law forbids the open carrying of handguns on university premises at all times except by police officers.
- Only holders of a Texas License to Carry a Handgun may carry concealed handguns on or about their person in limited areas at UTHealth Houston as specified in HOOP Policy 222, Concealed Handguns on Campus (<https://www.uth.edu/hoop/policy.htm?id=aeb4da95-c86f-4e39-af0b-f7b6e4d228f2>). All persons on UTHealth property are subject to this policy.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, UTHealth Houston collects specified information on campus crime statistics and makes timely reports to the university community on crimes considered to be a threat to students and employees. The University of Texas at Houston Police Department (UTPD) provides a link to crime statistics on their reports page of the UTPD website (<https://www.utph.org/index/reports/>). Information about fire safety procedures and statistics can be found in the same report.

Guidance on reporting criminal activity on campus can be found online in HOOP Policy 87, Reporting Criminal Activity to Campus Police (<https://www.uth.edu/hoop/policy.htm?id=1448022>).

Additionally, students residing in University Housing may designate a confidential contact person who will be contacted upon a determination

that the student is missing. Information regarding how to designate a confidential contact person and other missing student notification procedures can be found in HOOP Policy 207, Missing Student Notification (<https://www.uth.edu/hoop/policy.htm?id=3401787>).

Making a False Alarm or Report

A person commits a felony offense under Texas law if he/she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that they know is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

The offense of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.

Copyrighted Material and Software

All UTHealth Houston employees and students must comply with United States Copyright Law of 1976, as amended, (Title 17, United States Code) ("Copyright Act") including UTHealth Houston policies and guidelines governing the use of copyrighted materials. All students are responsible for knowing the laws that govern copyrighted materials, which are summarized in HOOP Policy 47, Classroom and Research Use of Copyrighted Material (<https://www.uth.edu/hoop/policy.htm?id=1447942>).

Both uploading and downloading files can potentially violate copyright laws and put UTHealth Houston information resources at risk. Students must be cautious and research whether the source provides material licensed by a copyright owner.

Information regarding Peer-to-Peer file sharing and potential copyright infringement can be found in HOOP Policy 180, Acceptable Use of University Information Resources (<https://www.uth.edu/hoop/policy.htm?id=1448208>).

UTHealth Houston must also comply with copyright laws pertaining to computer software and with software license agreements. Students and employees utilizing university network resources, computers and/or computer peripherals for unauthorized duplication of copyrighted or licensed works are subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal and state laws. Detailed information on Software Copyright Compliance can be found in ITPOL-018, Software Copyright Compliance Policy (<https://inside.uth.edu/it/cio/policies/policy.htm?id=21d32398-2570-4078-9ca2-e3503be1d8c5>).

Criminal Background Checks – Students

UTHealth Houston is committed to providing a safe environment for its students and employees. The university obtains criminal background information regarding applicants for security sensitive positions. The university has determined all positions (whether employee or student)

within the university are security sensitive. Students who are unable to meet the university's criminal background standards may be denied admission or continued enrollment in the program.

Enrolled students may be required to consent to additional criminal background checks for clinical placement or other purposes at the discretion of the Dean of the each school.

For full university policy please see HOOP Policy 160, Criminal Background Checks (<https://www.uth.edu/hoop/policy.htm?id=1448168>).

Nondiscrimination, Anti-Harassment and Equal Opportunity

UTHealth Houston is committed to providing a working and learning environment free from discrimination and harassment. The University prohibits discrimination and/or harassment by any member of the University community on the basis of race (including hair texture or protective hairstyle), color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the university or any of its component entities on any basis prohibited by applicable law or university policy.

To help achieve an environment free from prohibited discrimination and harassment, the university provides any individual who believes they have been subjected to discrimination or harassment complaint process to address their concerns.

For the full university policy please see HOOP 183, Nondiscrimination, Anti-Harassment and Equal Opportunity (<https://www.uth.edu/hoop/policy.htm?id=1448214>).

Contact Information:

Office of University Relations and Equal Opportunity
7000 Fannin, Suite 150
Houston, Texas 77030
Phone: 713-500-2255
Email: call@uth.tmc.edu
Website: <https://go.uth.edu/equalopportunity> (<https://go.uth.edu/equalopportunity/>)

Prohibition of Sexual Harassment & Sexual Misconduct

Title IX of the Higher Education Amendments of 1972 prohibits discrimination based on sex in educational programs or activities. UTHealth is committed to providing an environment free from discrimination and inappropriate conduct, which includes all forms of sexual misconduct, including sexual harassment, sexual assault, sexual violence, stalking, domestic violence and/or dating violence, and other inappropriate sexual conduct. Sexual misconduct and other conduct prohibited under university policy will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action.

In accordance with this commitment, the university's Title IX Office (<https://www.uth.edu/titleix/>) works to prevent prohibited conduct from occurring and responds seriously and appropriately to all reports of prohibited conduct. In addition, the university's Title IX Coordinators are responsible for coordinating the institution's efforts to comply with

its Title IX responsibilities, including the institution's Title IX grievance process to investigate and resolve complaints.

The university's policy on prohibition of sexual harassment and sexual misconduct outlines expectations for conduct and consequences for violation of policy for all university community members. To learn more about how to make a report or file a complaint, procedures for reporting to the Title IX office, or how to obtain supportive measures and resources available through the Title IX office, please see HOOP Policy 59, Prohibition of Sexual Harassment & Sexual Misconduct. (<https://www.uth.edu/hoop/policy.htm?id=1447966>)

Contact Information:

Title IX Office/Office of University Relations and Equal Opportunity
7000 Fannin, Suite 150
Houston, Texas 77030
Phone: 713-500-2255
Email: call@uth.tmc.edu
Website: <https://go.uth.edu/t> (<https://go.uth.edu/equalopportunity/>)titleIX (<https://www.uth.edu/titleIX/>)

Pregnant and Parenting Student Nondiscrimination

UTHealth Houston is committed to maintaining a learning environment that is free from discrimination against pregnant or parenting students in accordance with the Texas Education Code, Section 51.982 and other applicable laws, such as Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex (including pregnancy discrimination) in education programs or activities; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of a disability (including disabilities based on temporary medical conditions from pregnancy); and Title II of the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against individuals with disabilities in public schools such as institutions of higher education.

HOOP 232, Pregnant and Parenting Student Nondiscrimination (https://www.uth.edu/hoop/policy.htm?id=32d838cb-8f11-40f7-b8e5-f42719d41202#_ftn1), outlines prohibited conduct and provides guidance to pregnant students on how to request reasonable accommodation. This policy also provides guidance for pregnant and parenting students who need to request a leave of absence due to their pregnancy or parenting status. Please see full policy linked above.

Contact Information:

Office of University Relations and Equal Opportunity
7000 Fannin, Suite 150
Houston, Texas 77030
Phone: 713-500-2255
Email: call@uth.tmc.edu
Website: <https://go.uth.edu/equalopportunity> (<https://go.uth.edu/equalopportunity/>)

AIDS, HIV, HBV and HCV Infection

UTHealth Houston works to help safeguard the health and safety of students, employees, patients and the general public against the contact and spread of infectious diseases. UTHealth is also sensitive to the needs and rights of any of its employees or students who have contracted diseases that might be infectious. In recognition of the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and

the Hepatitis C Virus (HCV) as serious public health threats, UTHealth Houston has adopted policy and procedural steps to both prevent the spread of HIV, HBV, and HCV infections and to protect the rights and well-being of employees and students.

The university's policy, which defines terms and addresses general principles, voluntary counseling and testing, work-related exposure, and educational efforts, is found online in HOOP Policy 158, Bloodborne Pathogen Infection Control (<https://www.uth.edu/hoop/policy.htm?id=1448164>).

Student Immunizations and Health Records

All students registering at UTHealth Houston are required to furnish an immunization record signed by a health care provider. An immunization hold is automatically placed on an applicant's record at the time an application for admission is submitted. If admitted to the university, this hold will block registration. Student Health and Counseling Services will release all immunization holds after proof of immunizations is provided. Students enrolled in fully online degree or certificate programs, who will not participate in any on campus course or events, as determined by the school and with the approval of the Registrar's Office are exempt from HOOP Policy 55, Student Immunizations and Health Records (<https://www.uth.edu/hoop/policy.htm?id=1447958>).

The following immunizations and screening tests are required for all students admitted to UTHealth Houston:

- Tuberculosis: TB screening, consisting of an Interferon gamma release assay (IGRA) blood test with either T-spot or Quantiferon-Gold, along with a TB risk assessment questionnaire, must be done within the past 6 months, even for those who received the BCG vaccine as a child. If the IGRA test is positive, a chest x-ray documenting no active tuberculosis must be submitted.
- Measles – proof of two (2) doses of measles vaccine if born after January 1, 1957, administered at least 28 days apart or lab report of a positive rubeola titer confirming immunity or evidence of prior infection;
- Mumps – proof of two (2) doses of mumps vaccine if born on or after January 1, 1957, administered at least 28 days apart or lab report of positive mumps titer confirming immunity or evidence of prior infection;
- Rubella – proof of one dose administered on or after the first birthday or a positive rubella titer confirming immunity or evidence of prior infection;
- Tetanus/Diphtheria and Pertussis – proof of one “booster” dose within the past 10 years. Td/DPT/Dtap does not satisfy this requirement;
- Hepatitis B Virus (HBV) – proof of three-dose series (second dose one month and third dose six months after first dose) or lab report of positive hepatitis surface antibody titer. Students must be vaccinated to most current status possible prior to registering for classes;
- Varicella (chickenpox) – proof of two-dose vaccine series or lab report of positive varicella titer. If varicella titer is negative, varicella vaccine series is required; and,
- Meningococcal (Meningitis) – Documentation of one dose of meningitis vaccine if younger than 22, prior to the beginning of classes. The vaccine must be administered within 5 years and at least 10 days prior to enrollment. (Students 22 and older are NOT required to have meningitis immunization.)

Each school may have additional vaccination or testing requirements for students. Students are expected to comply with the immunization policies of affiliated hospitals, clinics and/or agencies where they may be assigned as part of their educational program. Failure to do so may result in disciplinary action, up to and including dismissal.

****Important information regarding the Meningococcal Vaccine****

Texas law mandates that Texas universities and health science centers require all new and transfer students show proof of vaccination against bacterial meningitis. The law does not apply to new and transfer students who are age 22 or older at the time of enrollment or who are enrolled only in distance learning classes.

The only exceptions permitted by law are for:

1. Students who can provide proof that a health care provider has determined that it would be a health risk for the student to have the vaccine; or,
2. Students who use the Exemption Form issued by the Texas Department of State Health.

Obtaining the required form from the Texas Department of Health Services to establish an exemption for reasons of conscience is a time-intensive process that takes approximately a month.

A student anticipating using this exemption should start this process early. Online information and exemption form can be found on the Texas Department of State Health Services (<https://www.dshs.texas.gov/immunize/school/exemptions.aspx?terms=Exemption%20Form%20Meningococcal>) website.

For more information on immunizations or how to obtain certain required immunization exemptions contact Student Health and Counseling Services at 713-500-5171 or visit the Student Health Clinic (<https://www.uth.edu/studenthealth/>) website.

The university policy, listing required immunizations and procedures for requesting exemptions from required immunizations is found online in HOOP Policy 55, Student Immunizations and Health Records (<https://www.uth.edu/hoop/policy.htm?id=1447958>).

Substance Abuse – Students

UTHealth Houston is committed to maintaining an environment that is free from substance abuse. The university expects impaired students to seek help voluntarily and to assume responsibility for their professional and personal conduct. UTHealth Houston recognizes that substance abuse is a treatable condition and, as an institution dedicated to health, facilitates the treatment and rehabilitation of this condition. Such assistance may be provided through Student Health and Counseling Services, McGovern Medical School Department of Psychiatry and Behavioral Sciences, private physicians or community agencies with expertise in treating chemical dependence.

In any case where an employee, student or trainee causes harm to or appears to endanger the safety of himself or herself or others, he or she will be subject to disciplinary action in accordance with university policy.

For full university policy on Substance Abuse see HOOP Policy 173, Substance Abuse (<https://www.uth.edu/hoop/policy.htm?id=1448194>).

Solicitation on Campus

No solicitation shall be conducted on UTHealth Houston property unless permitted as outlined in HOOP Policy 165, Solicitation on Campus (<https://www.uth.edu/hoop/policy.htm?id=1448178>).

Auxiliary Enterprises (“AE”) is the responsible office at UTHealth Houston for coordinating the review and approval for solicitation on campus. Solicitation requests can be submitted through the AE’s website (<https://www.uth.edu/auxiliary-enterprises/forms/>).

Student Travel

UTHealth Houston supports the educational, research and service activities of its students by sponsoring and reimbursing certain approved travel activities and expenditures. All student travel funded or to be reimbursed by the university must use contracted agencies to purchase airfare or rent a car. Travel information is provided by Payment Services – Expense Reimbursement Team found here (<https://inside.uth.edu/travel/>).

Enrolled students can find more detailed student travel information and requirements for international travel here (<https://inside.uth.edu/travel/student-travel/>).

The university’s policy on travel can be found online in HOOP Policy 13, Travel (<https://www.uth.edu/hoop/policy.htm?id=1447874>).

Other Important Policies Affecting Students

The UTHealth Houston Handbook of Operating Procedures (HOOP) lists other important policies affecting students and is divided into a Table of Contents by subject, alphabetical order and policy number. Some additional HOOP policies not outlined in this catalog which may be helpful to students are listed below in policy number order:

Policy Number, Title and website location:

8, Use of University Name, Logo or Seal
<https://www.uth.edu/hoop/policy.htm?id=1447864>

9, Alcoholic Beverages
<https://www.uth.edu/hoop/policy.htm?id=1447866>

11, Use of University Facilities
<https://www.uth.edu/hoop/policy.htm?id=1447870>

56, Student Financial Aid
<https://www.uth.edu/hoop/policy.htm?id=1447960>

57, Student Payment of Tuition and Fees, Term Withdrawals, Refunds and Repayment
<https://www.uth.edu/hoop/policy.htm?id=1447962>

60, Student Services
<https://www.uth.edu/hoop/policy.htm?id=1447968>

85, Controlled Access Status for Emergency, Disaster or Severe Weather
<https://www.uth.edu/hoop/policy.htm?id=1448018>

86, Medical Emergencies, Minor Injuries/Illnesses
<https://www.uth.edu/hoop/policy.htm?id=1448020>

87, Reporting Criminal Activity to Campus Police

<https://www.uth.edu/hoop/policy.htm?id=1448022>

108, Protection from Retaliation

[h \(https://www.uth.edu/hoop/policy.htm?id=1448064\)](https://www.uth.edu/hoop/policy.htm?id=1448064)
<https://www.uth.edu/hoop/policy.htm?id=1448064> (<https://www.uth.edu/hoop/policy.htm?id=1448064>)
<https://www.uth.edu/hoop/policy.htm?id=1448064>)

109, Standards of Conduct

<https://www.uth.edu/hoop/policy.htm?id=1448066>

121, Student Loan Collections

<https://www.uth.edu/hoop/policy.htm?id=1448090>

163, Fitness for Participation (Students)

<https://www.uth.edu/hoop/policy.htm?id=1448174>

167, Student Employment Appointments

<https://www.uth.edu/hoop/policy.htm?id=1448182>

168, Conduct of Research

<https://www.uth.edu/hoop/policy.htm?id=dd4f2609-f36b-41b0-923e-8cbff479fa1f>

174, Speech and Assembly

<https://www.uth.edu/hoop/policy.htm?id=1448196>

202, Research Misconduct

<https://www.uth.edu/hoop/policy.htm?id=1702018>

207, Missing Student Notification

<https://www.uth.edu/hoop/policy.htm?id=3401787>

To search HOOP policies by either subject, alphabetically or number go to

<https://www.uth.edu/hoop/policies.htm>.