



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Graduate School *of* Biomedical Sciences

2019-2020
Student Handbook

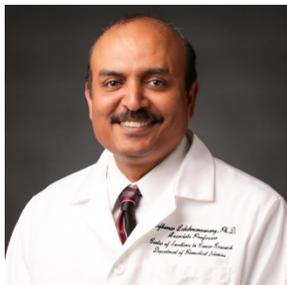
Texas Tech University Health Sciences Center El Paso Graduate School of Biomedical Sciences

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Preface

The purpose of this publication is to assemble a set of guidelines and requirements that all students are subject to at the time of admission into the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Graduate School of Biomedical Sciences (GSBS).

The TTUHSC El Paso GSBS reserves the right to make changes to this catalog as necessary, with or without notice. Every effort will be made to notify all faculty and students when changes are made.

The TTUHSC El Paso GSBS reserves the right to institute, after due notice and during the course of a student's work toward a degree or certificate, any new ruling that may be necessary for the good of the university and therefore, ultimately, of recipients of its degrees and certificates. Normally, a student may graduate under the provisions of the catalog in effect at the time of enrollment in the TTUHSC El Paso GSBS.

The TTUHSC El Paso GSBS also reserves the right to make changes to courses as needed. The right to make changes to tuition and fees is reserved as regulated by the Board of Regents.

All students are subject to the requirements listed in the TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct, the Graduate School of Biomedical Sciences Student Handbook, and the guidelines and requirements given below.

Students with disabilities who need assistance should contact the Disability Support Services Office at:

disabilitysupport.elp@ttuhsc.edu or

elpaso.ttuhsc.edu/studentservices/disability-support-services/default.aspx

Statement of Accreditation

Texas Tech University Health Sciences Center El Paso is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Tech University Health Sciences Center El Paso.

Mission Statement

The mission of TTUHSC El Paso is to improve the lives of people in our State and our community by focusing on the unique health care needs of socially and culturally diverse border populations through excellence in integrated education, research, and patient care. In order to support the institutional mission, the GSBS provides superior graduate education as well as leadership by increasing knowledge and understanding through scholarship and research.

The **mission of the TTUHSC El Paso GSBS** is to educate the next generation of scientists and health-related professionals by providing a dynamic research environment oriented to satisfy the learning needs of a multicultural group of students by fostering creativity and discovery.

The faculty and staff of the GSBS are committed to follow the TTUHSC El Paso goals and objectives that will enable the GSBS fulfill its mission, including:

- Foster the development of competent health care professionals.
- Recruit, develop, and retain outstanding employees.
- Advance knowledge through innovative, peer-review research.
- Improve community health through the provision of patient care services and health-related education.
- Operate effectively and efficiently through maximization of available resources.

elpaso.ttuhschool.edu/about/president/strategic-plan/default.aspx

Expected Student Learning Outcomes

GSBS student learning outcomes are described below:

Biomedical Concepts and Theories

Students will be able to comprehend basic concepts and theories in the fields of biochemistry, cell biology, laboratory methodologies, genes and function, and biomedical research in relation to human physiology and diseases.

Written and Verbal Communication

Students will be able to express and discuss effectively with peers and professors through oral presentations and written discourse.

Independent Research

Students will be able to plan, organize, conduct, and analyze biomedical research with direction from principal investigator.

Critical Thinking

Students will be able to recall, explain, integrate, and apply key concepts related to the fields of cancer research, infectious diseases, neurosciences, and diabetes & metabolism.

Ethical Behavior

Students will be able to identify, analyze, relate, and address the regulatory environment as well as the normative ethics of conducting biomedical research.

Analytical Thinking

Students will be able to display their understanding of analyzing and presenting data in order to design experiments and present genetic data analysis and basic biostatistics.

Academic Expectations

Satisfactory Academic Standing

The GSBS provides students an environment with a wealth of opportunities to develop and enhance their scientific interest and to prepare students to pursue careers in biomedical research and related fields; therefore, expectations and guidelines must be outlined by which students abide. To ensure understanding of the academic performance standards set forth by the GSBS, students are required to:

- Maintain a 3.0 GPA or higher.

- Dedicate sufficient time to prepare for class, exams, and any other academic activity required by the GSBS.
- Display appropriate ethical behavior in accordance with the standards of a developing professional at all times, in particular relating to the scientific research community.
- Commit to embracing a safe and healthy environment through compliance with applicable federal, state, and local rules and regulations.
- Comply fully with the policies of the TTUHSC El Paso and the GSBS.
- Be responsible for the conduct exhibit from the time of admission through the actual awarding of a degree, even though conduct may occur outside the institution.
- Avoid academic misconduct by engaging in any activity, including but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts, or any act designed to give unfair academic advantage to the student, or the attempt to commit such an act.

Learning Environment

The GSBS is committed to provide an environment that fosters freedom of discussion, inquiry, and expression.

Disruptive Behavior

Disruptive behavior, as defined by the GSBS, refers to inappropriate behavior that interferes with the functioning of the institution, faculty's ability to lecture, or students' learning. Such behavior includes, but is not limited to:

- Disruptive tardiness.
- Excessive disruptive behavior during classes.
- Misuse of electronic devices, such as laptops, cellphones, or iPads, during class for activities not related to the course.
- Inappropriate behavior in online discussion boards, emails, or any other online educational technology.
- Recording lectures.

Consequences of Disruptive Behavior

Continued disruptive behavior after being notified may result in removal from the class at the faculty's discretion. Disruptive behavior may be referred to the dean by faculty and/or other students. The dean, as the chief academic officer, reserves the right to place a student in academic probation or dismissal.

The use of electronic devices during class is a privilege and not a right. Therefore, faculty may withdraw such privileges on a case-by-case basis if students repeatedly engage in disruptive behavior.

Email

The TTUHSC El Paso Information Technology department issues and administers official ttuhsc.edu email addresses for students, faculty, and staff. Academic correspondence, notifications, and school announcements must be sent through ttuhsc.edu email addresses. Students are responsible for monitoring and replying to any official requests and/or correspondence.

Canvas

Canvas is the TTUHSC El Paso online course management system. The GSBS uses Canvas to organize course material and assignments; therefore, it is the students' responsibility to constantly check Canvas for any update or material available.

ExamSoft

The GSBS uses ExamSoft as the software to deliver assessments. Students are responsible for familiarizing themselves with the software and downloading course assessments in a promptly manner. Information about ExamSoft and other IT resources can be found in CANVAS.

Identification/Access Badges

Students are issued an official TTUHSC El Paso identification badge. Students are required to wear it in a clear and visible manner at all times while on any TTUHSC El Paso campus. If lost the GSBS must be notified immediately and a replacement will be issued. Unauthorized use of a badge may be 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.

Participation in Course Evaluations and Faculty Evaluations

In an effort to promote continuous improvement, students are encouraged to participate in course evaluations and faculty evaluations at the end of each semester. In addition, graduates complete an alumni survey approximately six to 12 months after completion of an academic program.

Lecture Recording

Lecture Recording Not Allowed

GSBS students are not allowed to record, either digitally or through audiotape, lectures, conferences, seminars, or any academic session hosted by GSBS faculty. The GSBS considers lecture recording a disruptive behavior.

As stated earlier, continued disruptive behavior may result in removal from the class at the faculty's discretion. Disruptive behavior may be referred to the dean by faculty and/or other students. The dean, as the chief academic officer, reserves the right to place a student in academic probation or dismissal.

Academic Support

Disability Support Services

The Office of Disability Support Services is committed to providing equitable access to learning opportunities for all students with documented disabilities (e.g., mental health, attentional, learning, chronic health, sensory, or physical). Accommodations are not provided retroactively and students are encouraged to register as soon as they begin their academic program. TTUHSC El Paso encourages students to access all resources available for consistent support and accommodations.

Please contact the Office of Disability Support Services (DSS) to schedule a confidential conversation about the process for requesting reasonable accommodations in the classroom.

For more information, you can visit the DSS website at elpaso.ttuhs.edu/studentservices/office-of-academic-and-disability-support-services/default.aspx

The information below explains the rights and responsibilities of students with disabilities as well as the obligations TTUHSC El Paso has to provide academic adjustments, auxiliary aids, and/or services. Each student receiving academic adjustments, auxiliary aids, and/or services through the DSS is required to sign a student agreement, which outlines their responsibility for receiving academic adjustments.

Students with disabilities have a **RIGHT** to:

- Equal access to courses, programs, services, and activities offered through TTUHSC El Paso.
- Confidentiality of all information pertaining to the individual's disability, except as disclosures are necessary to provide accommodation or are required or permitted by law.
- Accessible formats of information if reasonably available.
- Equal opportunity to learn through reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

Students with disabilities have a **RESPONSIBILITY** to:

- Meet qualifications and maintain essential institutional technical standards for courses, services and activities.
- To self-disclose as an individual with a disability when an academic adjustment, auxiliary aids and/or service is needed.

- To follow published procedures and seek information, counsel, and assistance in a timely manner to request accommodations and services.
- Complete and submit the Self-Disclosure and Accommodation Request forms to DSS.
- Provide recent documentation from an appropriate professional detailing how a student’s disability limits participation in courses, programs, services, or activities and provides support for each accommodation request.
- Discuss the accommodation(s) with the instructor during the first week of class or rotation and/or within one week of being granted the accommodation.
- Inform DSS if the student elects not to use an approved accommodation. An Accommodation Waiver form will need to be completed.
- Renew accommodations each semester (GGHSON, GSBS) or year (PLFSOM). A Renewal of Accommodations form will need to be completed each semester/year that the student wishes to continue accommodations.
- Promptly inform the DSS director of any problems with the manner in which an accommodation(s) is being provided.

Program of Assistance for Students (PAS)

[The Program of Assistance for Students \(PAS\)](#) is a program that enhances wellness by providing students and any dependents, the opportunity to manage life’s problems before they become serious and impair students’ academic and professional performance.

PAS benefits include:

- Individual, couple, and family counseling or consultations.
- 24-hour crisis hotline
 - Emergence Health Network 915-779-1800
- Call provider or agency of students’ choice and make their own appointment.
- Confidentiality assured. No bills will be identified with students to the schools.
- PAS offices are located throughout the El Paso community.

For more information please dial the following numbers: 800-327-0328 or 806-743-1327

Emergencies

In case of an emergency, students may go to any emergency room, or the ones listed below, at their own expense.

<p>University Medical Center 4815 Alameda Ave El Paso, TX 79905 915-544-1200</p>	<p>El Paso Psychiatric Center 4615 Alameda Ave El Paso, TX 79905 915-532-2202</p>
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The two numbers above 915-544-1200 and 915-532-2202 serve as a 24-hour crisis line, available to any student or family member, whether or not the student are currently receiving

counseling through a PAS provider. The person answering your call will connect the student with a PAS counselor for assistance.

Libraries

The TTUHSC El Paso Libraries serve the Paul L. Foster School of Medicine, the Gayle Greve Hunt School of Nursing, the Graduate School of Biomedical Sciences, and health professionals throughout the U.S.-Mexico Border area. The libraries are located in two buildings on opposite ends of the campus.

The **Delia Montes-Gallo Library** is located on the first floor of the Academic Education Center (AEC) building across from Texas Tech Physicians of El Paso (4801 Alberta Avenue).

The **Doris F. Eisenberg Library** is located on the second floor of the Medical Education Building (MEB).

The hours of operation for each library are as follows:

	Delia Montes-Gallo Library Academic Education Center (AEC)	Doris F. Eisenberg Library Medical Education Building (MEB)
Monday-Friday	7:30am – 10:00pm	7:30am – 11:00pm
Saturday	Closed	10:00am – 11:00pm
Sunday	Closed	1:00pm – 11:00pm

Please visit the libraries' website for detailed information at elpaso.ttuhs.edu/libraries/

Study Space

A large number of individual and group teaching rooms can be found throughout the MEB. Both TTUHSC El Paso libraries have student study spaces. During the day, group teaching rooms are used to conduct university business, but these rooms are available to students after 5pm and are designed for groups of 3 or more students. All study space is shared by TTUHSC El Paso faculty, staff and students, which includes nursing students, graduate students, visiting TTUHSC El Paso students, and residents.

J. Robert and Sherry Brown Student Lounge

The student lounge and wellness center are located on the 1st floor of the MEB across from the Office of Student Affairs. They are available to students 24 hours a day seven days a week by using your ID badge for access. Faculty and residents are prohibited from its use.

Quiet Room

The quiet room is located in the Doris F. Eisenberg Library of the MEB. The quiet room has lounge chairs and is for students to rest, meditate, do yoga or even take a nap.

Health Services for Students

Accident/Incident Reporting and Investigation

Students must report immediately to the GSBS any accident or incident. The GSBS will assist the student complete accident reports or any other forms or procedures. Students will be referred to seek medical attention at the Texas Tech Physicians of El Paso Family Medicine at Hague located at 125 W. Hague Road, Suite 340, El Paso, TX 79902.

[elpaso.ttuhs.edu/som/studentaffairs/ documents/Student%20Health%20Brochure.pdf](http://elpaso.ttuhs.edu/som/studentaffairs/documents/Student%20Health%20Brochure.pdf)

Students involved in an off-campus clinical site may need to complete additional forms as required by that facility. The Workers' Compensation Insurance (WCI) program does not cover students unless they are also TTUHSC employees.

For more information regarding response procedures please review the Non-Employee Incident/Injury Response Flow Diagram

[elpaso.ttuhs.edu/opp/ documents/75/op7514a.pdf](http://elpaso.ttuhs.edu/opp/documents/75/op7514a.pdf)

Required Immunization

In order to protect the health of our TTUHSC El Paso community all entering students are required to provide proof of the following, regardless of whether they have had any history of the disease.

- Varicella (Chicken Pox) or a titer providing immunity
- Measles (Rubeola)
- Rubella (German Measles)
- Mumps
- Tuberculosis clearance
- Hepatitis B series
- Tetanus/Diphtheria/Pertussis
- A meningococcal vaccine (MCV); for adults 22 and younger administered within the last five years

Immunization requirements are based on regulations, guidelines and recommendations available as of November, 2013 from the Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC), and the U.S. Advisory Committee for Immunization Practices (ACIP). See attached CDC Healthcare Worker Vaccination Recommendations (2013). HSCEP OP 75.11., [Attachment A-Health Surveillance Program for Students.](#)

Immunization requirements and titers must be submitted to the Office of Occupational Health electronically by uploading documents to the to the [OmniMD portal](#).

Texas Tech Physicians of El Paso Family Medicine at Hague

Texas Tech Physicians of El Paso at Hague provides health services to students who are currently enrolled and have paid the Student Health Fee as part of their tuition and fees. To receive health services, students must present a student ID at the time of the appointment. Spouses or other dependents are not covered by student health fees.

The Student Health Fee does not cover prescriptions; students are responsible for medication costs. However, there are many discounted pharmacy services available for students without outside health insurance.

The Student Health Fee covers only services provided by TTP El Paso at Hague and specific laboratory and radiology services performed at cooperating locations. All other charges incurred are the student's responsibility.

This is a private clinic so TTUHSC El Paso students are not rotating here. Student health information is private and protected by HIPAA the same as all patients. Students may be seen by other specialists at Texas Tech Physicians of El Paso clinics that are covered under the students' insurance.

For more information regarding student services covered please refer to the following brochure:

elpaso.ttuhsce.edu/som/studentaffairs/documents/Student%20Health%20Brochure.pdf

Health Insurance

The GSBS does not provide health insurance for its students or their dependents. GSBS students are required to maintain health insurance for each semester enrolled. Students should be prepared to provide proof of coverage at the time of registration. Any medical bills incurred by an uninsured student will be their financial responsibility.

Students are free to purchase health insurance from any health insurance provider. TTUHSC El Paso Student Services offers Health Insurance through Academic Health Plans.

More information can be found at: elpaso.ttuhsce.edu/som/studentaffairs/healthresources.aspx or ttuscep.myahpcare.com/

Legal Assistance

Legal Assistance

Students should contact Student Affairs and we will assist the student by connecting them to legal services.

Military

The Veterans Affairs Office

Assist our students with their VA educational benefits, both federal and state. The VA office is here to ensure that all the necessary documents are submitted to the Department of Veterans Affairs and to certify students' enrollment. For further information please contact the Financial Aid Coordinator at 915-215-5602 or visit

elpaso.ttuhs.edu/studentservices/veteransaffairs.aspx

Registrar/Student Records

The Registrar's Office

The Registrar's Office houses all student records. Students can request transcripts through this office. Students can also find their academic calendars and forms to update personal contact information; such as; address and phone numbers.

If you have any questions regarding your records, please contact the Registrar at 915-215-4370 or visit elpaso.ttuhs.edu/studentservices/registrar/default.aspx

The link to request official transcripts is ttuhsc.edu/registrar/transcripts.aspx if you require assistance, please contact Customer Service Department at 1-847-716-3005 or visit <https://www.credentials-inc.com/CIHELP/CustServ.html>

Security

The Texas Tech Police Department

The Texas Tech Police Department (TTPD) prime functions are to protect life, liberty, and property; to enforce all laws and Regents' Rules; to preserve the peace and public order; to prevent and repress crime; to detect violations of the law; to apprehend violators; and, to prosecute those apprehended.

TTUHSC El Paso campus maintains 24 hour security on campus. There are also Emergency Blue Phones located around campus. Students are encouraged to familiarize themselves with these phone locations and to request safety escorts to parking areas at night.

The TTPD can be reached at:

Non-emergency situations: 915-215-7111

Emergency: 911

Or <http://www.depts.ttu.edu/ttpd/personnel-HSC-ElPaso.php>

Traffic and Parking

Traffic and Parking

Students, staff, and faculty on the TTUHSC El Paso campus are required to have valid parking permits on their vehicles and must park in the appropriately designated areas. Violators will be ticketed. Students may park in the MEB parking lots after 3:00pm during weekdays, and anytime on weekends and holidays.

For assistance or any registration questions or concerns, contact the Parking Office at 915-215-4425 or elpaso.ttuhs.edu/parking/traffic-and-parking/default.aspx

In order to apply online for Parking Permits, pay a Violation, Appeal Parking Tickets, or to access an Event Risk Management form you must first register a user profile at ttuhsc.parkadmin.com/

Safety Trainings

The GSBS conducts most of its classes at the Medical Science Building (MSB); therefore, in order to have access to the MSBI and its resources students **must** complete the following safety trainings:

Safety Training Education Program for Students (STEPS)

- Accident Prevention
- Emergency Procedures
- Infectious Disease Exposure Policy
- Right-to-Know/Hazard Community Act
- Select Agents

Laboratory Safety Essentials

- General Lab. Safety
- Lab. Chemical Safety
- Lab. Biological Safety
- Lab. Hazard Identification
- Emergency preparedness

Students that do not complete these trainings in a timely manner will have their access revoke until completion.

Grading Policies

Grades

The GSBS uses a letter grade system from A to F. All grades are converted to points in computing grade point averages (GPA). Instructors may NOT choose to add a plus or a minus to the grade. Substituting another course for one completed with a low grade is not permitted. Work completed at another graduate school is not transferrable to the GSBS.

Grade Point Chart

Grade	Point	Grade Interpretations
A	4	Well above the passing standard; meets degree requirements
B	3	Above the passing standard; meets degree requirements
C	2	Fails to meet requirements for <u>core courses</u> . <ul style="list-style-type: none">• Core course must be retaken. Passing standard; meets requirements for elective courses and non-core courses.
D	1	Below the passing standard; does not meet program requirements. <ul style="list-style-type: none">• Course must be retaken.
F	0	Well below the passing standard; does not meet degree requirements. <ul style="list-style-type: none">• Course must be retaken

Grading Scale

The following scale applies to all courses at the GSBS.

1. 100-90 = A
2. 89-80 = B
3. 79-70 = C
4. 69-60 = D
5. 59 and below = F

Further information about the TTUHSC El Paso Grading Policies, please refer to [HSCEP OP: 77.19, Grading Procedures and Academic Regulations](#)

Students Covered By This Policy

These grading policies apply to students enrolled in the courses necessary to complete the requirements for the Master of Science in Biomedical Sciences and the Post-Baccalaureate Certificate at the GSBS. These policies do not cover the course work done for the other degree programs in which the student may be enrolled.

Student Conduct - Complaint

Any faculty, staff, or student of TTUHSC El Paso may file a Complaint(s) against a student(s) or a student organization(s) for violation(s) of the Student Code.

A preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to filing a Complaint. If a basis for the Complaint exists, [Attachment A from the Institutional Student Handbook: Code of Professional and Academic Conduct](#) shall be completed and delivered by the Complainant to the Student Conduct Administrator. A Complaint shall be submitted no later than twenty business days from the date of the event or when the Complainant becomes aware of the event. Complaints filed more than twenty business days after the event shall include a justification for the delay and will be accepted on a “case by case” basis as determined by the Student Conduct Administrator.

Prior to filling a formal complaint, a preliminary investigation/discussion with the GSBS dean should be conducted to determine if there is a basis for the complaint.

Grade Challenges/Appeals

Challenge Grade on Assignment

Students who wish to challenge a grade on a particular assignment must follow the following process:

- First the student must discuss the grade with the faculty.
 - If the grade is deemed to be correct (no miscalculation occurred), then the grade stands as final for that assignment. The faculty who assigned the grade must notify the student of the decision in writing within five business days.
 - If the grade issued was in error (a miscalculation occurred), then the faculty must correct the grade and notify the student of the grade change within five business days.
- If the student is not in agreement with the grade on a particular assignment after discussing it with the faculty, then the student may request that another faculty member conducts a second, independent, blinded evaluation of the assignment.
 - The student seeking a second evaluation must make the request to the faculty facilitating the assignment within five days of the graded assignment being returned for the second time.
- After the second faculty member grades the assignment, the faculty facilitating the assignment and the second evaluator will review and discuss the scores and reconcile the assignment grade. If the two faculty members cannot reach a consensus, the average of the two scores is used as the final assignment grade.

Timelines related to challenging a grade on a particular assignment may be altered by the dean in consideration of extenuating circumstances.

Course Final Grade Appeal

A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary, or capricious actions on the part of the course director and/or faculty have influenced the final grade. **The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade.**

Students who wish to challenge a final grade on a course must follow the following process:

- First the student must complete a Final Grade Form from the GSBS. The complete form must be submitted to the dean within five business days after the final grade was posted.
- The dean meets with the course director and/or faculty involved and the student separately to review all material pertinent to the grade appeal.
 - If multiple students are involved, the dean may meet with the students either separately or jointly at the dean's discretion.

- The dean has five business days from the receipt of the Final Grade Form to meet with the parties involved. After the meeting(s) take place, the dean has five business days to render a decision which is notified to the parties involved in writing.
- A copy of the decision is forwarded to the GSBS administration and the Registrar's office to change the final grade if needed.
- If the student is not satisfied with the dean's decision, a student hearing committee is then formed according to the following guidelines:
 - The dean appoints five individuals, three faculty and two students, for the student hearing committee.
 - The student hearing committee elects one of the faculty members to serve as chair.
 - The student hearing committee is provided with all materials pertinent to the appeal.
 - The GSBS administration reserves the right to provide the student hearing committee with copies of all materials pertinent to the appeal prior to the date of the hearing.
 - The GSBS reserves the right to record the hearing.
- After deliberations, the student hearing committee makes its final recommendations to the GSBS.
- The GSBS forwards the committee's written recommendation to the dean.
- The dean, as the chief academic officers, reserves the right to approve or reject the recommendation.
- The dean has five days from receiving the committee's recommendation to make a final decision.
 - Reasons for disapproval shall be communicated to the parties involved before further actions are taken.
- A copy of the decision is forwarded to the GSBS administration and the Registrar's office to change the final grade if needed.

The challenge grade/appeals processes described above is not applicable when it is the faculty's judgment that the quality of the student's work is an issue.

The assessment of the quality of the student's academic performance is one of the major responsibilities of GSBS faculty. It is unacceptable for faculty to award passing grades to students who have not demonstrated mastery of the course material.

Faculty members are vested with the authority to establish course requirements, learning objectives, and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements, learning objectives, grading policies, and standards of performance in the course syllabus and apply all grading criteria uniformly and in a timely manner.

Procedure for Non-Grade Complaints

Prior to requesting non-grade complaint hearing, the student must attempt to resolve the issue with the parties involved.

- If not satisfied with the outcome, the student must contact the dean.
- The dean will investigate the complaint, attempt to reconcile differences, and find an acceptable solution.
 - If the grievance is against the dean, the student should contact the associate academic dean.
- Every effort should be made to resolve the issue without going beyond this level.

If the student is not satisfied at this point, the student must file a formal Complaint(s).

- Details on how to proceed with a formal complaint are described in the [TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct Part II, Section F, Disciplinary Procedures](#).

Dismissal

The GSBS reserves the right to dismiss a student under the following conditions or circumstances, but not limited to:

- Failure to make adequate academic progress as defined by each program.
- Engaging in academic or research misconduct.
- Engaging in illegal, fraudulent, or unethical behavior, as defined in the [TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct](#).

Dismissal Procedure

The dismissal should follow the procedures described below.

- Students who are not making adequate academic progress will be placed on academic probation and will be warned in writing of the possibility of dismissal if academic improvement is not reached.
- Students will be given a clear statement about what must be done to alleviate the problem with a specific time frame established.
 - These expectations must be reasonable and consistent with expectations held for all students.

- If the student does not meet the requirements within the specified time frame, the student will be dismissed.
 - Upon recommendation from the dean, the GSBS office will notify the student of his/her dismissal.
- If the student is not satisfied at this point, the student must file a formal Complaint(s).
 - Details on how to proceed with a formal complaint are described in the [TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct Part II, Section F, Disciplinary Procedures](#).

Other Grounds for Dismissal

There may be other unusual situations in which a student may be dismissed, such as:

- A regularly admitted student who has not been registered for three consecutive semesters will be dismissed unless a leave of absence has been approved.
- Any student who does not complete all requirements for a graduate degree within the time limit will be dismissed. Per reporting guidelines established by the Texas Higher Education Coordinating Board (THECB), students seeking master's degrees are expected to graduate within five years.

Academic Misconduct

Academic misconduct refers to any activity that compromises the academic integrity of the university or subverts the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts, or any act designed to give unfair academic advantage to the student or attempt to commit such an act. Refer to the [TTUHSC El Paso Institutional Student Handbook Code of Professional and Academic Conduct Part II, Section D, Misconduct](#) for more information.

Research Misconduct

Allegations of research misconduct (fraud, dishonesty, or any kind of misconduct in research) will be investigated by the university's research integrity officer as outlined in [HSCEP OP 73.07 Honesty in Research & Allegations of Scientific Misconduct-Attachment A](#).

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results; or other practices that materially deviate from those that are commonly accepted within the scientific and academic communities for proposing, conducting, or reporting research. It also includes other material deviations from accepted scientific practices, such as failure to report unethical research practices, obstruction of another's research, violation of confidentiality; intentional deception,

omission, or research dishonesty; repeated incidents of regulatory noncompliance and misuse of research funds. It does not include honest errors or honest differences in interpretations or judgments of data.

- Fabrication refers to making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results, such that the research is not accurately represented in the research record.
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of students' educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest

- Another school to which the student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection to the student's financial aid
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- In compliance with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health or safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law(s)

Directory Information

Schools may disclose, without consent, directory information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (a special letter or inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the school.

For additional information or technical assistance, call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 800-877-8339.

Or you may contact the U.S. Department of Education's [Family Policy Compliance Office \(FPCO\)](#), which is responsible for the administration of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Health Insurance Portability and Accountability Act (HIPAA)

All students receive training on Health Insurance Portability and Accountability Act (HIPAA) of 1996. This will be a live presentation during new student orientation, but it is required to complete an online training each subsequent year while a student.

HIPPA requires that covered entities train all members of its students, workforce, volunteers, trainees, and anyone else who represents the organization in privacy and security policies and procedures.

See the following link for details on HIPPA
elpaso.ttuhschool.edu/hipaa/policies-procedures.aspx

The U.S. Department of Health and Human Services states that organizations are required to create and utilize "appropriate sanctions against workforce members who violate policies and procedures." Should a breach occur, TTUHSC El Paso must conduct a confidential and timely investigation of the matter in accordance with TTUHSC El Paso policies to lessen the harmful effect to wronged party to the maximum extent practical.

TTUHSC El Paso Title IX

The University does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the University's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases.

The University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex and other types of Sexual Misconduct.

The University will not take any disciplinary action against a student enrolled at the University who in good faith reports to the University being the victim of, or a witness to, an incident of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking for a violation by the student of the TTUHSC Student Handbook, Code of Professional Conduct, occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of the University's disciplinary process regarding the incident, if any.

The University reserves the right to investigate to determine whether a report of an incident of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking was made in good faith. After such investigation, the Title IX Coordinator or his/her designee will make a determination as to whether a student is entitled to amnesty. Once a determination is made regarding amnesty for a student, such determination is final and may not be revoked.

Notwithstanding the forgoing, amnesty does not apply to a student who reports the student's own commission or assistance in the commission of Sexual Harassment, Sexual Assault, Dating Violence, or staling.

Although students eligible for amnesty may avoid formal disciplinary action under these amnesty provisions, amnesty does not preclude the University from requiring students to participate in directives such as counseling or educational opportunities relating to the conduct students were engaged in.

Abuse of these amnesty provisions by a student may result in a violation of the TTUHSC Student Handbook, Code of Professional Conduct. The amnesty provisions do not impact criminal proceedings or charges, mandatory reporting to state licensing boards, legal actions, or actions required to comply with professional ethic requirements.

For more information please contact:

Deputy Title IX Coordinator for Students at (915) 215-4786,

Title IX Coordinator for TTUHSC El Paso at (915) 215-4140

Or refer to the [HSCEP OP 51.03, Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure](#).