

[Office of General Counsel](http://www.utsystem.edu/ogc) | [General Law](http://www.utsystem.edu/ogc/general/homepage.htm) | | [Tuition and Fees Summaries](http://www.utsystem.edu/ogc/checklists/tuitionfeesummaries.htm)

**Catalog Checklist**

The university catalog is one of the official documents UT System institutions use to communicate a variety of information to students about the university/student relationship. The catalog includes information regarding admissions requirements, tuition and fees, financial aid, degree programs and courses offered, academic requirements, student life, student conduct, and federal and state required notices related to higher education. The university strives to deliver accurate information. Toward this goal, The University of Texas System Office of General Counsel has developed this Catalog Checklist to assist in catalog review.

Policies in the Checklist identified with an asterisk (**\***) must be published in institution catalogs. For policies not identified with an asterisk, institutions must publish or provide notice of these policies as described in the Checklist, but institutions have discretion as to whether the policy is published in their catalog or by a different method. UT System encourages institutions to limit their number of official publications and include most, if not all, of the Checklist policies in their catalogs.

Policies identified as ***NEW*** are based on laws, regulations, or rules issued subsequent to the prior edition of the Checklist.

True legal advice must be provided in the course of an attorney-client relationship specifically with reference to all the facts of a particular situation. Such is not the case here, and therefore, this information must not be relied on as a substitute for obtaining legal advice from a licensed attorney.

Please direct questions or comments regarding this checklist to [**Paige Barnett**](mailto:pbarnett@utsystem.edu) **or** [**Lee Roy Calderon**](mailto:lcalderon@utsystem.edu).

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| [**Absences**](#_ABSENCES)  [**Add/Drops**](#_ADD/DROPS)  [**Admissions**](#_ADMISSIONS)  [**Concurrent Enrollment**](#_CONCURRENT_ENROLLMENT)  [**Course Credit Transfers**](#_COURSE_CREDIT)  [**Course/Program Descriptions**](#_COURSE/PROGRAM_DESCRIPTIONS)  [**Criminal Background Checks**](#_CRIMINAL_BACKGROUND_CHECKS)  [**Discipline**](#_DISCIPLINE)  [**Disclaimer**](#_DISCLAIMER) | [**Equal Educational Opportunity**](#_EQUAL_EDUCATIONAL_OPPORTUNITY)  [**Facilities (Campus)**](#_FACILITIES_(CAMPUS))  **[Family Educational Rights and](#_FAMILY_EDUCATIONAL_RIGHTS)**  **[Privacy Act](#_FAMILY_EDUCATIONAL_RIGHTS)**  [**Financial Information**](#_FINANCIAL_INFORMATION)  [**General**](#_GENERAL)  [**Grievances**](#_GRIEVANCES)  [**Health**](#_HEALTH)  **Liability Insurance – Field Experience Courses**  [**Organizations - Student**](#_ORGANIZATIONS_-_STUDENT) | [**Religion**](#_RELIGION)  [**Security**](#_SECURITY)  **Services**  [**Southern Association of Colleges and Schools (SACS)**](http://www.sacs.org/)  [**Student Exchange**](#_STUDENT_EXCHANGE)  [**Success Initiative**](#_SUCCESS_INITIATIVE)  [**Textbooks**](#_TEXTBOOKS)  [**Travel**](#_TRAVEL)  [**Withdrawals**](#_WITHDRAWALS) |

# ABSENCES

**\*** Does the catalog set forth the university's policy on excused absences, which include absences for observance of religious holy days unless the institution determines the absence interferes with patient care, in accordance with [19 *Texas Administrative Code* §4.4](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=4) and [*Texas Education Code*, §51.911](http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm#51.911)?

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Does the catalog inform students that absences from scheduled classes or other required activities, including examinations, will be excused, if the student is called to and participates in active military service for a reasonably brief period and that the student will be allowed to complete an assignment or exam within a reasonable time after the absence? [*Texas Education Code*, §51.9111](http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm#51.9111) and [19 *Texas Administrative Code* §4.9](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=9).

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Does the catalog, or other institution publication, meet the requirement that policies and procedures have been developed and published to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of coursework following an excused absence for participation in active military service? [*Texas Education Code*, §51.9111](http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm#51.9111) and [19 *Texas Administrative Code* §4.9.](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=9)

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# ADD/DROPS

**\*** Does the catalog include the institution’s policy informing undergraduate students that, under certain circumstances, they may drop not more than six courses at that institution, including any course a transfer student dropped at another institution of higher education, unless the student shows good cause (including, but not limited to, the student’s severe illness, student’s care of a sick, injured, or needy person, death of family member, active military duty)? [*Texas Education Code*, §51.907](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.907) and [19 *Texas Administrative Code* §4.10](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=10).

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# ADMISSIONS

**\*** Does the catalog contain an admissions statement which details the factors used in admissions and competitive scholarships decisions (undergraduate, transfer, graduate, professional) in accordance with [*Texas Education Code*, §§51.803](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.803), [51.805](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.805), [51.808](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.808), and [51.842](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.842), et. seq. and *Regents’ Rules and Regulations*, Rule 40303?

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**\*** Does the catalog inform undergraduate applicants to general academic teaching institutions that applicants must successfully complete the recommended or advanced high school program or obtain certain standardized test scores for admission to the institution? [*Texas Education Code*, §§51.803](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.803), [51.804](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.804), [51.804(2)](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.804), and [51.805(a)](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.805).

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Does the catalog describe the "fresh start" option which relates to evaluating applicants’ course credits or grades earned 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll? [§51.931, *Texas Education Code*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.931)*.*

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Does the catalog inform applicants that an applicant is entitled to automatic admission as an undergraduate student if the applicant meets any minimum requirements established by the institution and is a child of certain public servants who were killed or sustained a fatal injury in the line of duty? [*Texas Education Code*, §51.803(e)](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.803).

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**\*** Does the catalog include the institution’s admission policy promoting the admission of undergraduate transfer students, which must provide for outreach and recruiting efforts directed at junior colleges and other lower-division institutions of higher education? [*Texas Education Code, §51.808*.](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.808)

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Does the catalog describe the opportunity for undergraduate freshman-level and transfer students to use the common application form established in [*Texas Education Code*, §§51.762](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.762) and [51.763](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.763)?

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Does the catalog state that a student who withdraws from the institution to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services, may be eligible for the same financial assistance provided before the student's withdrawal and will be allowed the same academic status the student had prior to withdrawal? [*Texas Education Code*, §51.9242](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9242).

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Does the catalog state that 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 that previously earned coursework will be applied toward the program, and that any standardized test score previously submitted will be accepted. [*Texas Education Code*, § 51.844](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.844).

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**\*** (For UT Austin only) Does the catalog inform undergraduate applicants that UT Austin is not required to offer admission to applicants who qualify for automatic admission under the “top 10% rule” in excess of the number required to fill 75% of the university’s enrollment capacity? Does the catalog explain details of the new policies in accordance with [*Texas Education Code*, §§51.803](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.803) and [51.805](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.805)?

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# CONCURRENT ENROLLMENT

Are policies on tuition limits in cases of concurrent enrollment clear? [*Texas Education Code*, § 54.011](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.011).

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# COURSE CREDIT and REQUIREMENTS and CORE CURRICULUM

Does the catalog include its core curriculum requirements stated in terms consistent with the Texas Common Course Numbering System pursuant to 19 *Texas Administrative Code* § 4.28?

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**\*** Does the catalog include information about graduation requirements under the particular catalog pursuant to [19 *Texas Administrative Code* §4.25](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=25)(g)?

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**\*** Does the catalog identify each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual pursuant to [19 *Texas Administrative Code* §4.25](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=25)(a)?

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**\*** Does the catalog include the applicable course numbers from the Texas Common Course Numbering System (TCCNS), and, if the TCCNS is not the sole means of course numbering, also include the information required by [19 *Texas Administrative Code* §4.35](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=35) as well as a chart, table, or matrix, alphabetized by common course prefix, listing all common courses taught at the institution by both the common and local course number?

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**\*** Does the catalog describe transferability of the statewide core curriculum and field of study curriculum adopted by the Coordinating Board pursuant to [*Texas Education Code*, §61.821](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.821), et seq.?

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**\*** Does the catalog contain the mandatory language on lower division course transfer and procedures for resolution of disputes as required by *Texas Education Code*, §§[61.822](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.822), [61.826](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.826), and [19 *Texas Administrative Code* §4.27](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=27)?

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**\*** Does the catalog contain guidelines addressing the practices of the institution regarding the transfer of course credit from other higher education institutions, identifying courses by the Coordinating Board common course number system and explaining the numbering system? [*Texas Education Code*, §61.830](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.830) [*Texas Education Code*, § 61.830](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.830) and [19 *Texas Administrative Code* §4.35](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=35)(b).

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Does the catalog state that, in determining whether to award course credit toward a degree for the completion of military training by a student who is admitted or readmitted to the institution (after having withdrawn to perform active military service), the institution shall consider any official military record presented to the institution by the student that describes the substance of the completed training and verifies the student’s successful completion of the training and whether the substance of that training satisfies the purpose of the course for which the student seeks credit as described in the institution’s course catalog? [*Texas Education Code, §51.3041*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.3041).

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Does the catalog inform students that an eligible former member of the armed forces admitted as an undergraduate or readmitted as an undergraduate (after having withdrawn to perform military service) will be given course credit for all physical education courses the institution requires for an undergraduate degree and for additional semester credit hours, not to exceed 12, to satisfy any elective course requirements for the student’s degree program for courses outside the student’s major or minor? And does it state that to be eligible, a veteran must have graduated from an accredited public or private high school or a high school operated by the US Department of Defense, and be honorably discharged from the US armed forces after completing at least two years of service or discharged because of a disability? Does the catalog inform students of the university procedures to receive the credit and provide proof of eligibility? [*Texas Education Code*, §51.3042](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.3042).

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**\*** If the institution has established a Visiting U.T. System Students Program, does the catalog include information describing the program, specifying eligibility requirements, and identifying the designated visiting students program coordinator(s) at that institution? [*Regents’ Rules and Regulations*, Rule 50701](http://www.utsystem.edu/board-of-regents/rules/50701-visiting-u-t-system-students-program).

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# COURSE/PROGRAM DESCRIPTIONS

**General**

**\*** Has the catalog been revised to eliminate course descriptions that could be construed as guarantees of achievement of skill or knowledge?

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**Degree Programs**

**\*** Are new degree programs, tracks, majors, and concentrations set forth in the catalog? If so, have they been approved by the UT Board of Regents and the Texas Higher Education Coordinating Board? [*Regents’ Rules and Regulations*, Rule 40307.](http://www.utsystem.edu/board-of-regents/rules/40307-academic-program-approval-standards)

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**Syllabi Website**

Does the catalog of each academic institution inform students of the internet website where undergraduate classroom course information can be found, including a syllabus and faculty curriculum vitae of each regular instructor? [*Texas Education Code*, §51.974](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.974)?

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# CRIMINAL BACKGROUND CHECKS

Does the catalog notify students that criminal background checks may be required as a condition of admission, program completion, or licensure and that the student is responsible for the costs of the criminal background check? (There is no state statutory requirement for institutions to perform criminal background checks on students, but, to the extent the checks are performed, information regarding the circumstances of the checks should be included in the catalog and the checks must be performed pursuant to the Fair Credit Reporting Act requirements.)

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Does the catalog inform students that, if they apply for on-campus housing, the university is entitled to check the student’s criminal history record and will notify the student if this information is used to deny them housing? [*Texas Government Code*, §411.0945](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.411.htm#411.0945).

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# DISCIPLINE

**Copyrighted Material – Unauthorized Distribution**

Does the catalog inform students that unauthorized distribution of copyrighted material may subject students to civil and criminal penalties, and tell them where they may find information describing the penalties for such violations, information about the institution’s policies on peer-to-peer file sharing and information regarding disciplinary action that may be pursued for violations of policy? [34 CFR 668.43(a)(10)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=9aca38e3351818a20a696a4b68cdb460&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.3&idno=34); [34 C.F.R. §668.41(c)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=9aca38e3351818a20a696a4b68cdb460&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.1&idno=34); [17 U.S.C. 506](http://www.copyright.gov/title17/92chap5.html#506).

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**Disciplinary Rules**

Does the catalog notify students of the student disciplinary rules and procedures in [*Regents’ Rules and Regulations*, Rule 50101](http://www.utsystem.edu/board-of-regents/rules/50101-student-conduct-and-discipline) as approved by the UT Board of Regents and the institution’s Handbook of Operating Procedures?

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**Hazing**

**\*** Does the catalog contain the mandatory notice prohibiting hazing as required by [*Texas Education Code*, §§ 37.151](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.151), et seq., and [51.936](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.936)?

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# DISCLAIMER

**\*** Does the catalog contain a prominent disclaimer of contractual relationship following the form of the standard disclaimer? *Southwell v. University of the Incarnate Word*, 974 S.W.2d 351, Court of Appeals of Texas, 4th Dist., San Antonio, 1998.

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# EQUAL EDUCATIONAL OPPORTUNITY

**\*** Does the catalog contain explicit reference to a policy of nondiscrimination in all activities, including the admission process? 65 C.F.R. §618.135(b); 34 C.F.R. §106.9.

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**\*** Does the catalog provide students with information on how to file discrimination complaints such as race, sexual harassment, or disability (i.e., directing students to policies in the Handbook of Operating Procedures)? 65 C.F.R. §618.135(b); 34 C.F.R. §106.9.

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# FACILITIES (CAMPUS)

**General**

Does the catalog contain a statement that campus facilities are not open for general public use? [Regents’](http://www.utsystem.edu/board-of-regents/rules/80101-category-facilities-and-authorized-users) *[Rules and Regulations](http://www.utsystem.edu/board-of-regents/rules/80101-category-facilities-and-authorized-users)*[, Rule 80101.](http://www.utsystem.edu/board-of-regents/rules/80101-category-facilities-and-authorized-users)

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**Solicitation**

Does the catalog contain provisions regarding solicitation on campus or in dormitories consistent with [Regents’ *Rules and Regulations*, Rule 80103](http://www.utsystem.edu/board-of-regents/rules/80103-solicitation)?

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**Vehicles on Campus**

Does the catalog reference the institution policy regarding the enforcement of Texas vehicle inspection laws for vehicles parking or driving on the campus? [*Texas Education Code*, §51.207.](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.207)

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Does the catalog state that a disabled veteran with a disabled veteran license plate may park with either a free institution permit or without an institution permit (as determined by institution parking regulations) in a disabled parking space for an unlimited period of time? [*Texas Transportation Code*, §681.008.](http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.681.htm#681.008)

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# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Does the catalog contain a link to the institution’s policy on the Family Educational Rights and Privacy Act (FERPA), which applies to the confidentiality and any disclosures of student education records maintained by the institution; and, its Notice of Student Rights Under FERPA & Notice Concerning Directory Information. **Note that System-wide policy UTS 183, adopted July 2014, now requires all institutions to adopt, as part of its Handbook of Operating Procedures, the OGC Model FERPA Policy or a policy determined by OGC to contain the essential requirements of the OGC Model FERPA Policy, including the Model Policy's definitions of "Directory Information" and "University Officials"**. Revised [*OGC Model FERPA Policy*](http://www.utsystem.edu/ogc/docs/modelpolicy/OGC%20Model%20FERPA%20Policy%20revised%201-30-2015.docx)*;* Revised [*Notice*](http://www.utsystem.edu/ogc/docs/modelpolicy/APPENDIX%20A%20Model%20FERPA%20RIGHTS%20%20DIRECTORY%20INFORMATION%20NOTICE%20rev%201-30-15.docx).

**FERPA Policy - Page       or URL:**

**Notice of Student Rights - Page       or URL:**

**\*** Does the catalog provide notice to students that research papers and thesis authored by the student will be available to interested members of the public?

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# FINANCIAL INFORMATION

**General Tuition & Fees**

Does the catalog indicate that tuition and fees are subject to change by legislative or regental action and become effective when enacted? Does the catalog state that fee increases are determined by the institution and not mandated by the legislature? [General Appropriations Act 2010-2011](http://www.lbb.state.tx.us/Appropriations_Bills/82/2010%2011%20General%20Appropriations%20Act%20SB1%20Introduced.pdf), Article IX, §6.16.

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Does the catalog indicate that continued receipt of a tuition and fee exemption and/or waiver is conditioned on the student maintaining a GPA for making satisfactory academic progress and, if an undergraduate, not completing an excessive number of credit hours? (Texas Education Code, §[§54.2001](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.54.htm#54.2001) and [54.2002](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.54.htm#54.2002))

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**\*** Are all tuition and fees charged authorized by statute and regental approval, and listed in the catalog?

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Does the catalog include a description of the amount of each incidental fee to be charged pursuant to *Texas Education Code*, § 54.504? “Incidental fees” includes, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include a fee for which a governing board makes a charge under the authority of any other provision of law.

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**\*** Does the catalog set forth information regarding the cost of attendance at the institution and financial aid opportunities in accordance with uniform standards prescribed by the Texas Higher Education Coordinating Board? [*Texas Education Code*, §61.0777](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.0777) and 19 [*Texas Administrative Code* 21.2220](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=21&rl=2220).

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Is there a provision related to installment payment of tuition and fees pursuant to [*Texas Education Code*, § 54.007](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.007)?

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Is the refund policy consistent with [*Texas Education Code*, §54.006](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.006) and implementing regulations for Title IV programs which require a different refund policy and the inclusion of an example of application of the policy?

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Does the catalog include information about the Academic Common Market, [*Texas Education Code*, §160.07](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.160.htm#160.07) available to certain nonresident graduate students (if the institution participates)?

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**\*** Does the catalog reference a higher tuition rate for any undergraduate hours in excess of 30 semester credit hours beyond the required hours of the degree program in which the student is enrolled ([*Texas Education Code*, § 54.014](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.014)) or for doctoral students, 100 semester credit hours or more ([*Texas Education Code*, §54.012](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.012)), if charged? (Mandatory catalog publication also required by 19 [*Texas Administrative Code* §13.109](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=37&pt=1&ch=13&rl=109).)

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**\*** Does the catalog reference a higher tuition rate for any course in which a resident student enrolls that is the same or substantively identical to a course that the student previously completed, if charged? [*Texas Education Code, §*54.014](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.014). [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#repeatedcourses)

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Does the catalog mention the $1,000 tuition rebate available to certain undergraduate students pursuant to [*Texas Education Code*, §54.0065](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.0065) and include information about the rebate program as prescribed by [19 *Texas Administrative Code* §13.85](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=13&rl=85)?

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Does the catalog inform students that they will be given notice on their tuition bill, tuition receipt or an e-mail in connection with tuition charges of the amount of his/her tuition payment that is required to be set aside to provide financial assistance for students enrolled at the institution? [*Texas Education Code*, §56.014.](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.56.htm#56.014)

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Has the catalog been updated to reference tuition and fee exemptions? See [Tuition and Fees Exemption Summary](http://www.utsystem.edu/ogc/checklists/tuitionfeesummaries.htm#exemptionsummary)

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Does the catalog at a general academic institution offer a fixed tuition price plan for undergraduate students whereby the school agrees not to increase the per-semester-hour tuition rate for at least 12 consecutive semesters for that student, as required by *Texas Education Code*, §54.017?

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**Financial Assistance**

To the extent that the catalog references types of financial assistance, does the catalog refer to assistance that may be available through programs administered by the Texas Higher Education Coordinating Board? [19 *Texas Administrative Code*, Chapter 22](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=1&ch=22).

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**\*** Does the catalog reflect the requirement that a student subject to selective service registration under federal law must file a statement that he has registered or is exempt before the student is eligible to receive financial assistance funded by state revenue? [*Texas Education Code*, §51.9095](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9095).

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**\*** Does the catalog reference the web site where students can access a list of work-study employment opportunities sorted by department in accordance with [*Texas Education Cod*e, §56.080](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.56.htm#56.080)?

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**Residency**

Does the catalog inform students of the Coordinating Board regulations regarding residency and that they are required to complete the Core Residency Questionnaire? [19 *Texas Administrative Code* §21.21](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=155214&p_tloc=&p_ploc=1&pg=3&p_tac=&ti=19&pt=1&ch=21&rl=21), et seq.

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If the catalog contains specific information regarding residency, is the information consistent with [*Texas Education Code*, §§54.052](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.052), et seq.? See [Residency PowerPoint Presentation](http://www.utsystem.edu/ogc/Docs/training/ResidenceStatusJan2006.pps).

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Does the catalog reference categories of nonresidents who may be eligible for resident tuition rates? See [In-State Tuition for Nonresidents Summary](http://www.utsystem.edu/ogc/checklists/tuitionfeesummaries.htm#nonresidentssummary).

Note: It is no longer mandatory to grant in-state tuition to students holding a competitive scholarship so if the institution has modified its policy, does the catalog reflect this change? [*Texas Education Code*, §54.213](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.213). Also, the resident tuition and fee rates are available to certain veterans and service members, their spouses and children, if the veteran or service member is eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans. Does the catalog make this clear? See [*Texas Education Code*, §54.241](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.241).

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**Scholarship/Fellowships**

**\*** Does the catalog contain the institution’s policy describing the factors that are considered in awarding competitive scholarships in accordance with [*Texas Education Code*, §51.809](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.809)? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#scholarshipssl)

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Does the catalog provide information about scholarship opportunities available to students in the top 10% of their high school graduating class and how to obtain an application? [*Texas Education Code*, §§56.481](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.56.htm#56.481)- [56.492](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.56.htm#56.492).

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# GENERAL

When was the last catalog review and what recommendations were made? Were those recommendations followed?  Yes  No



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**\*** Does the catalog explicitly reference the *Rules and Regulations* of the Board of Regents of The University of Texas System?

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**\*** Does the catalog have the date of publication in a conspicuous location at the beginning of the document? [*Texas Government Code*, §441.103](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.441.htm#441.103).

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# GRIEVANCES

Does the catalog describe the institution's academic appeals (grade grievance) procedure?

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Does the catalog describe the institution's general student grievance procedure? [19 *Texas Administrative Code* §1.112](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=1&rl=112).

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# HEALTH

**\*** Does the catalog contain language on AIDS/HIV consistent with [*Texas Education Code*, §51.919](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.919) requiring, at a minimum, that students be made aware of the availability of the institutional policy and offered educational materials?

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***AMENDED*** Does the catalog provide information about the risk of contagious diseases, including the consequences of not being current on immunizations, the age groups most vulnerable to vaccine-preventable diseases, local providers of immunization services, and inform students about immunization requirements in accordance with [*Texas* *Education* *Code*, §51.933](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.933)? And do the immunization requirements make clear that a Hepatitis B vaccination applies only to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids? [*Texas* *Education* *Code*, §51.933](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.933).

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**\*** Does the catalog inform new students about the institution's method of distributing information about bacterial meningitis? Do the immunization requirements state that entering students 21 years of age and younger, including transfer students, must provide evidence (a certificate signed by a health practitioner or an official immunization record) showing that the student has been vaccinated against bacterial meningitis during the five years preceding and at least 10 days prior to the first day of the semester? And does the information provided include information about how to claim an exception for reasons of conscience? [*Texas Education Code*, §51.9191](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9191); [*Texas* *Education Code*, §51.9192](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9192); [19 *Texas Administrative Code* 21.610](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=21&rl=610) et seq. See also [THECB Meningitis](http://www.thecb.state.tx.us/index.cfm?objectid=A641CD0D-E56A-A36A-1BCB39FF80781178).

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**\*** For students of the medical and dental units, does the catalog inform them that health insurance is required for enrollment? [*Texas* *Education* *Code*, §51.952](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.952).

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**\*** Does the catalog inform international students of the International Student Health Insurance Requirements? [Regents' *Rules* *and* *Regulations*, Rule 50402](http://www.utsystem.edu/bor/rules/50000Series/50402.pdf).

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# LIABILITY INSURANCE – FIELD EXPERIENCE COURSES

**\*** If the institution requires students in enrolled in field experience courses to show evidence of student liability insurance when enrolled in field experience courses which utilize off-campus facilities, if such facilities require the insurance, does the catalog include the requirement? [Regents' *Rules* *and* *Regulations*, Rule 50501](http://www.utsystem.edu/board-of-regents/rules/50501-liability-insurance-students).

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# ORGANIZATIONS - STUDENT

Does the catalog refer to single-sex student organizations that may be problematic under Title IX?

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# RELIGION

Does the catalog contain statements regarding religious activities on campus? If so, consider deletion.

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# SECURITY

Does the catalog inform students about fire safety policies and procedures and reporting requirements or where to obtain this information? [34 CFR §§668.49](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=0d79c595ffc8b879b22b89b7f1301653&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.9&idno=34) and [668.41(e)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=132bc74164fa992646191ee85c00c1c1&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.1&idno=34); See also [Summary of New Campus Safety Disclosure Responsibilities](http://counsel.cua.edu/res/docs/security/heoa-summary.pdf).

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**\*** Does the catalog include information on gang-free zones and the consequences of engaging in organized criminal activity within these zones? [*Texas* *Education* *Code*, §51.973](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.973).

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Does the catalog include information about where to obtain the institution’s policies and procedures regarding immediate emergency response, including procedures regarding how the campus community will be notified of a significant emergency involving an immediate threat and campus evacuation? [34 CFR §668.46](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=bbd6a0d159d66ea0953c3c6c25ea93f8&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.6&idno=34); [Summary of New Campus Safety Disclosure Responsibilities](http://counsel.cua.edu/res/docs/security/heoa-summary.pdf).

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Does the catalog include information about the missing student notification policy for students who reside in on-campus housing and about how to obtain information regarding registering a confidential contact? [34 CFR 668.46](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=bbd6a0d159d66ea0953c3c6c25ea93f8&rgn=div8&view=text&node=34:3.1.3.1.34.4.39.6&idno=34); See also [“Missing Person Procedures” in the Higher Education Opportunity Act – 2008](http://www.utsystem.edu/ogc/Newsletter/ForeseeableFutureFall-Winter2008.htm#Article3); [Summary of New Campus Safety Disclosure Responsibilities](http://counsel.cua.edu/res/docs/security/heoa-summary.pdf).

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Does the catalog inform students of the Student Right-to-Know and Campus Security Act? [The Handbook for Campus Crime Reporting](http://www.ed.gov/admins/lead/safety/handbook.pdf); [Summary of New Campus Safety Disclosure Responsibilities](http://counsel.cua.edu/Security/HEOA%20Summary.pdf).

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Does the catalog inform incoming students of the penalty for the offense of making a false alarm or report involving a public or private institution of higher education under § 42.06 of the *Penal Code*? [*Texas Education Code*, §51.219](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.219).

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# SERVICES

Does the catalog inform students of the Veterans Education Counselors Program, in which Veterans Commission counselors work with institutions of higher education to promote and support veterans educational opportunities ([Texas Government Code, §434.302](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.434.htm#434.302))?

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# SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)

**\*** Does the catalog contain a listing of full-time faculty and degrees held in accordance with the Southern Association of Colleges and Schools accreditation criteria?

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# STUDENT EXCHANGE

If the institution participates, does the catalog reference participation in the National Student Exchange Program as provided by [*Texas* *Education* *Code*, §51.930](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.930)? See also [19 *Texas* *Administrative* *Code* §21.901](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=21&rl=901), et seq.

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**\*** Does the catalog include information which describes the UT System student exchange program, including eligibility requirements and the program coordinator(s) at the institution? [Regents’ *Rules* *and* *Regulations*, Rule 50701.](http://www.utsystem.edu/board-of-regents/rules/50701-visiting-u-t-system-students-program)

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# SUCCESS INITIATIVE

Does the catalog contain a statement on the requirements of the Success Initiative and exemptions thereto as set forth in [*Texas* *Education* *Code*, §51.3062](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.3062) and [19 *Texas* *Administrative* *Code* §4.51](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=51), et seq.?

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Does the catalog (or a page on the university’s website) provide information to first-time entering undergraduates about the benefits of on-time graduation, including a comparison of tuition and fees (for those who graduate in 4 vs 5 vs 6 years), an estimate of lost earnings, and information about how to get support to help them graduate on time, as required by [*Texas* *Education* *Code*, §51.9195](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9195)?

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# TEXTBOOKS

Does the catalog inform students about the availability of required or recommended textbooks through university-affiliated bookstores and through other retailers and include the following statement, “A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.” [*Texas* *Education* *Code*, §51.9705](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9705); [19 Texas Administrative Code §4.215](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=215) et seq.

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Do course schedules include a notice that textbook information, including to the maximum extent practicable the International Standard Book Number and retail price information, is available on the Internet course schedule for every required and recommended textbook and supplemental materials and does the notice contain the Internet address for the schedule? [20 U.S.C. 1015b](http://www.law.cornell.edu/uscode/html/uscode20/usc_sec_20_00001015---b000-.html).

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# TRAVEL

**\*** Does the catalog contain the institution policy regarding student travel and include the minimum required provisions outlined in the Regents Rule 50601? [*Texas* *Education* *Code*, §51.950](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.950).

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# WITHDRAWALS

Does the catalog inform students who withdraw as a result of military service that they may choose to (1) receive a refund of tuition and fees, (2) if eligible, be assigned an incomplete (I); or (3) at the institution’s discretion, receive a final grade in courses where a substantial amount of coursework has been completed and mastery of the material demonstrated? [*Texas* *Education* *Code*, §54.006](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.006).

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See Admissions above regarding withdrawal of a graduate or professional student to perform active military service in a combative operation.

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