

[Office of General Counsel](http://www.utsystem.edu/ogc) | [General Law](http://www.utsystem.edu/ogc/general/homepage.htm) | [Catalog Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.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.

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.

**Instructions for Use:** Please check box below if the answer to the question is YES then enter the page number or URL where the information appears in the catalog. When finished completing the checklist (all or any revised portion being submitted for review), send the completed checklist along with catalog revisions to **OGC Intake (OGC\_Intake@utsystem.edu)** for assignment to an attorney.

Please direct questions or comments regarding this checklist to **Priscilla Lozano**.

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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)[**Organizations - Student**](#_ORGANIZATIONS_-_STUDENT) | [**Religion**](#_RELIGION)[**SACS**](#_SOUTHERN_ASSOCIATION_OF)[**Security**](#_SECURITY)**Services**[**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 would include absences for observance of religious holy days, in accordance with [19 *Texas Administrative Code* §4.4](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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*, Section 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 they must be excused from scheduled classes or other required activities 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*, Section 51.9111](http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm#51.9111) and [19 *Texas Administrative Code* §4.9](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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). [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm)

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# ADD/DROPS

**[ ]**  Does the catalog include the institution’s policy informing undergraduate students that they may not drop 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 (i.e. severe illness, death of family member, active military duty)? [*Texas Education Code*, Section 51.907](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.907) and [19 *Texas Administrative Code* § 4.10](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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 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*, Sections 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). [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#rechighschoolsl)

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**[ ]**  Does the catalog describe the "fresh start" option provided by [Section 51.931, *Texas Education Code*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.931), which relates to evaluating certain students for admission? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#freshstartsl)

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**[ ]**  Does the catalog contain an admissions statement which details the factors used in the admissions decision (undergraduate, transfer, graduate, professional) in accordance with [*Texas Education Code*, Sections 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.

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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*, Section 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 describe the opportunity to use the common application form established in [*Texas Education Code*, Sections 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 and may be eligible for the same financial assistance provided before the student's withdrawal? [*Texas Education Code*, Section 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*, Section 51.844](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9242).

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**[ ]**  (For UT Austin only) Does the catalog inform undergraduate applicants that, beginning with the 2011-2012 school year, UT Austin is no longer 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*, Sections 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 concurrent enrollment clear? [*Texas Education Code*, Section 54.011](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.011).

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# COURSE CREDIT

**[ ]**  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*, Section 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*, Section 61.826](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.826), and [19 *Texas Administrative Code* §4.27](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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 and identifying courses by the Coordinating Board common course number system? [*Texas Education Code*, Section 61.830](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.830).

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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*, Section 51.3042](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.3042).

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# COURSE/PROGRAM DESCRIPTIONS

**General**

**[ ]**  Does the catalog contain 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?

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**Syllabi Website**

**[ ]**  Does the catalog of each academic institution inform students of the internet website where undergraduate classroom course information including a syllabi and faculty curriculum vitae of each regular instructor can be found? [*Texas Education Code*, Section 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? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm%22%20%5Cl%20%22criminalbackgroundsl)

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**[ ]**  ***NEW*** 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*, Section 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/bor/rules/50000Series/50101.pdf) 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*, Sections 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)? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#hazingsl)

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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. [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#disclaimersl)

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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? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#equaledopsl)

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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)?

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# FACILITIES (CAMPUS)

**General**

**[ ]**  Does the catalog contain a statement that campus facilities are not open for general public use? [Regents’ *Rules and Regulations*, Rule 80101](http://www.utsystem.edu/bor/rules/80000Series/80101.pdf).

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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/bor/rules/80000Series/80101.pdf)?

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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*, Section 51.207](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.207).

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

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# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

**[ ]**  Does the catalog contain reference to the Buckley Amendment (Family Educational Rights and Privacy Act) and its provisions regarding disclosure of student records? [Model Policy](http://www.utsystem.edu/ogc/docs/modelpolicy/FERPA.HTM); [FERPA Regulations](http://www.access.gpo.gov/nara/cfr/waisidx_04/34cfr99_04.html).

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**[ ]**  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, Article IX, §6.16. [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#tuitionchangesl)

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**[ ]**  ***NEW*** 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*, Sections 54.2001 and 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 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? Note: The Texas Higher Education Coordinating Board shall proscribe the standards and requirements by January 1, 2010 and institutions shall comply by April 1, 2010. [*Texas Education Code*, Section 61.0777](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.0777).

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**[ ]**  Is there a provision related to installment payment of tuition and fees pursuant to [*Texas Education Code*, Section 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*, Section 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*, Section 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*, Section 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*, Section 54.012](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.012)), if charged? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#excesshourssl)

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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, Section* 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 undergraduate students pursuant to [*Texas Education Code*, Section 54.0065](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.0065)? [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#tuitionrebatesl)

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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*, Section 56.014](http://www.legis.state.tx.us/tlodocs/81R/billtext/pdf/SB01304F.pdf).

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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%22%20%5Cl%20%22exemptionsummary)

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**[ ]**  ***UNFUNDED THROUGH 2012-13 ACADEMIC YEAR*** ***~~NEW~~*** ~~Has the tuition and fee section been modified to reflect that the dependent child of a member of the Armed Forces, who is a resident of this state or entitled to pay resident tuition, is exempt from the payment of resident tuition for any semester or other academic term during which the member of the armed forces is deployed on active duty for the purpose of engaging in a combative military operation outside the United States?~~ See [*Texas Education Code*, Section 54.2031](http://www.legis.state.tx.us/Search/DocViewer.aspx?K2DocKey=odbc%3a%2f%2fTLO%2fTLO.dbo.vwCurrBillDocs%2f82%2fR%2fS%2fB%2f00639%2f5%2fA%40TloCurrBillDocs&QueryText=54.2031&HighlightType=1).

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**[ ]  *NEW*** Beginning with the fall semester, 2014, 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*, Section 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](http://info.sos.state.tx.us/pls/pub/readtac%24ext.ViewTAC?tac_view=4&ti=19&pt=1&ch=22). [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm%22%20%5Cl%20%22tuitionassistancesl)

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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*, Section 51.9095](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9095). [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#selectiveservicesl)

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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, Section 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](http://info.sos.state.tx.us/pls/pub/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&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*, Sections 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*, Section 54.064](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.064). 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*, Section 54.058](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.058).

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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*, Section 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*, Sections 56.481- 56.492](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.56.htm#56.481).

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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*, Section 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?

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# HEALTH

**[ ]**  Does the catalog contain language on AIDS/HIV consistent with [*Texas Education Code*, Section 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 availability of institutional policy and offered educational materials?

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**[ ]**  Does the catalog provide information about the risk of contagious diseases and inform students about immunization requirements in accordance with [*Texas* *Education* *Code*, Section 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*, Section 51.933](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.933).

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**[ ]**  ***AMENDED*** 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 opt-out for reasons of conscience? [*Texas Education Code*, Section 51.9191](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9191); [*Texas* *Education Code*, Section 51.9192](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9192); [19 *Texas Administrative Code* 21.610](http://www.thecb.state.tx.us/index.cfm?objectid=1ADC277D-C40D-C407-6BA224DBC72CE4E1) et seq. See also [THECB Meningitis](http://www.thecb.state.tx.us/index.cfm?objectid=A641CD0D-E56A-A36A-1BCB39FF80781178).

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**[ ]**  Does the catalog inform students of the medical and dental units that health insurance is required for enrollment? [*Texas* *Education* *Code*, Section 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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# 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 Sections 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*, Section 51.973](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.973). [Sample Language.](http://www.utsystem.edu/ogc/checklists/chklistlang.htm%22%20%5Cl%20%22gangfreezones)

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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 Section 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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**[ ]**  ***NEW*** Does the catalog inform incoming students of the penalty for the offense under Section 41.06 of the *Penal Code* (making a false alarm or report involving a public or private institution of higher education)? *Texas Education Code*, Section 51.219. [Sample Language](http://www.utsystem.edu/ogc/checklists/chklistlang.htm#Security)

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**[ ]**  [ ]  Yes [ ]  No

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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, Section 434.302)?

# 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

**[ ]**  Does the catalog reference participation in the National Student Exchange Program as provided by [*Texas* *Education* *Code*, Section 51.930](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.930) if the institution participates? See also [19 *Texas* *Administrative* *Code* §21.901](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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? [Regents’ *Rules* *and* *Regulations*, Rule 50701](http://www.utsystem.edu/BOR/rules/50000Series/50701.pdf).

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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*, Section 51.3062](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.3062) and [19 *Texas* *Administrative* *Code* §4.51](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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 vrs 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*, Section 51.9595](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9595)?

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# TEXTBOOKS

**[ ]**  Does the catalog inform students about the availability of required or recommended textbooks through university-affiliated bookstores and through retailers other than university-affiliated bookstores and include the following statement, “A student of this institution is not under any obligation to purchase a text-book from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.” [*Texas* *Education* *Code*, Section 51.9705](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9705); [19 TAC 4.215](http://info.sos.state.tx.us/pls/pub/readtac%24ext.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 the 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? [*Texas* *Education* *Code*, Section 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*, Section 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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