



# University *of* Austin

2025-2026

Student Handbook

*The Texas Higher Education Coordinating Board has granted a Certificate of Authority to  
UATX to award the degree listed below:  
Bachelor of Arts in Liberal Studies*

*This certificate does not constitute accreditation; the issuance of this certificate attests  
only that the institution has met the Board's standards established for nonexempt  
institutions.*

*Questions or complaints about this institution should be addressed to:  
Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, Texas 78711  
512.427.6200*

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# Welcome to the University of Austin

Congratulations to our incoming freshmen and our returning sophomore class! You are the founding students of UATX, the pioneers who are laying the groundwork for generations of students to come. This handbook serves as an essential companion for you as you help us build America's next great university.

Please reference this handbook, the Academic Catalog, Populi, and UATX's website often for important information, policies, and resources available to you to help you succeed in your academics and lives beyond the classroom.

While we have already launched a dynamic lineup of activities and programs in our first year, we are counting on you to share your ideas. You have the unique opportunity to become part of the founding story of this extraordinary institution. Building a university involves a degree of trial and error, so please know that some policies may be subject to revision, and we welcome your input.

Welcome to UATX. We are thrilled to have you join our community.

With best wishes,

Carlos Carvalho, President

# Definitions

For purposes of this Handbook and articulated policies, the following definitions are used:

- **University** - refers to the University of Austin, *aka* "UATX."
- **Student** - refers to a currently enrolled, active full-time Student in good standing. Privileges and permissions articulated below assume this definition. All other Student statuses will require case-by-case exceptions or permissions.
- **Campus** - refers to our current main building located at the Scarbrough Building, 522 Congress Avenue, Austin, Texas 78701, floors 2 and 3. At present, Floor 3 is where the bulk of Student-related activities take place; Floor 2 is largely reserved for Faculty and Staff.
- **Student Housing** - refers to current student housing located at the Union on 24th apartment community, located at 701 W. 24th St, Austin, Texas, 78705.

# Student Support

One of the most exciting parts of UATX and what sets us apart from other universities is our unique take on Student Life and academic support. At UATX, we pair student services with a one of a kind student experience, designed to support and celebrate our student community and the incredible, once in a lifetime experience of building a brand new university, together.

Please refer to this handbook often for the resources, services, and support available to you as a student at UATX.

## Student Support & Services Directory

**Office of the Registrar:** [registrar@uaustin.org](mailto:registrar@uaustin.org)

- Transcripts & Course Assignments
- Withdrawals and Leaves of Absence
- Academic Support
- Tutoring

**Student Life:** [student.life@uaustin.org](mailto:student.life@uaustin.org)

- Residential Life (Housing)
- Medical & Mental Health
- Extracurriculars, Clubs, Athletics
- Student & Parent Community Events
- Speaker Series & Dinners
- Soapbox Agendas & Announcements
- Student Conduct & Governance

**ADA, Disabilities & Accommodations:** [accommodations@uaustin.org](mailto:accommodations@uaustin.org)

**University Compliance:** [compliance@uaustin.org](mailto:compliance@uaustin.org)

**Accounts:** [accounts@uaustin.org](mailto:accounts@uaustin.org)

- Billing
- Tax info
- Reimbursements & Payments

## Academic Advisors

Each of you will be assigned a faculty member as your academic advisor. This person's main role will be to help you design your roadmap of coursework to achieve your academic goals. You'll learn more about this during orientation at the beginning of each year.

## Resident Assistants

Resident Assistants (RAs) are selected among the student body to assist the Director of Student Life in maintaining a safe environment at the Residence Hall. Each of these RAs are trained to assist with emergency situations that may arise at the Residence Hall, and to help their fellow students access the services and amenities at [Union on 24th](#). You can reach out to them as an additional resource, including by texting or calling the RA On-Duty Phone at: (737)207-1745.

## Sexual Misconduct Response Coordinator<sup>1</sup>

The Sexual Misconduct Response Coordinator for UATX is Kristi Espino and the Deputy Coordinator is Julia Stone. They are resources if you need to report an issue or seek support for potential issues related to sexual harassment, sexual assault, dating violence, or stalking, and can be reached at [kespino@uaustin.org](mailto:kespino@uaustin.org) and [jstone@uaustin.org](mailto:jstone@uaustin.org). UATX encourages anyone who has experienced, witnessed, or knows of misconduct to report it. Reports may be submitted via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), to Ms. Espino or Ms. Stone in person or via email, or through the "Submit a Concern" link on UATX's website.

Pursuant to Texas law, UATX has designated Becca Schwinger ([bschwinger@uaustin.org](mailto:bschwinger@uaustin.org)) as the person to whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking. Absent the student's consent, Ms. Schwinger will only report the type of incident disclosed and will not include information that would violate the student's expectation of privacy.

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<sup>1</sup> The Sexual Misconduct Coordinator serves as the functional equivalents of a Title IX coordinator and deputy Title IX Coordinator under Texas law.



## **UATX Talent Network**

The UATX Talent Network is a community of entrepreneurs and professionals across business, technology, science, public service, journalism, and the arts who are committed to fostering students' professional growth. Through curated events, workshops, and 1:1 networking sessions, UATX students have a unique opportunity to develop meaningful relationships with members of the Talent Network.

While at UATX, students can engage with Talent Network members to explore professions, find Polaris Project mentors, build tangible skills, and make valuable connections as they prepare to launch careers. Students are encouraged to take the initiative with Talent Network relationships—doing their research, preparing thoughtful questions, and seeking to engage in meaningful ways with network connections.

If you are interested in finding a mentor or an internship, please contact:  
[talentnetwork@uaustin.org](mailto:talentnetwork@uaustin.org).

# Student Life

## The Tempo of the Week

During the academic term, classes are held on Mondays, Tuesdays, Thursdays, and Fridays. The campus follows this schedule:

<b>1st Period:</b>	<b>8:30am - 9:45am</b>
<b>2nd Period:</b>	<b>10:00am - 11:15am</b>
<b>3rd Period:</b>	<b>11:30am - 12:45pm</b>
<b>LUNCH:</b>	<b>12:45pm - 2:00pm</b>
<b>4th Period:</b>	<b>2:00pm - 3:15pm</b>
<b>5th Period:</b>	<b>3:30pm - 4:45pm</b>
<b>6th Period:</b>	<b>5:00pm - 6:15pm</b>

Wednesdays are intended to give students time to read, study, and do other activities. In the event of a University holiday, classes may move to Wednesday that week only. Special classes and extra credit programs may be run on Wednesday afternoon/evenings.

Each term is roughly 11 weeks long, including instructional weeks and finals week.

Students are encouraged to find time to get regular exercise for their physical and mental well-being and UATX offers many clubs and athletics to support this initiative.

## Tuesday Speaker Series & Community Dinner

On each Tuesday during the term, all students and faculty gather at 5:30pm in the Second Floor Forum at Scarbrough for a lecture by a guest speaker, followed by a community dinner, held at 7pm in the university's cafe. Guest speakers will include prominent academics, who will speak on topics related to the Intellectual Foundations curriculum, as well as successful leaders and entrepreneurs. If you'd like to recommend a speaker, please speak with the Student Life Coordinator.

All students are required to attend the Tuesday Speaker & Community Dinners on campus, and attendance will be taken each week. Freshmen students will be given **one** unexcused absence

for the speaker series without penalty. Sophomore students will be given **two** unexcused absences for the speaker series without penalty.

## **Extracurricular Clubs, Activities & Athletics**

The university offers a broad range of extracurricular activities, clubs, and athletics, based predominantly on student interest and participation. You are encouraged to form casual social groups among your fellow students, and you are welcome to meet informally on any topic you wish at the residence hall, in the student areas of the campus, or at any other location. You are also welcome to join any preexisting clubs, no matter your enrollment year.

Official university funded clubs are open to all students and each club will appoint student officers to fulfill the mandated requirements for such clubs. Each official club must be approved (see below) and is responsible for ensuring it meets all funded club requirements. Information on each club will be provided at the start of each year, for new and returning students, and will include the details of where and when they meet, current membership, and plans for that year.

Below is a sample of some of the current student activities offered:

- Austin Union Debate Society
- Greek Theater Club
- [Formula SAE](#)
- JewATX (UATX Chabad/ Jewish community)
- Rangers Institute (Outdoors/ Marksmanship)
- [Astronautics Club](#)

However, if you wish to form a new university-funded club, student organization, activity, or team, then you must submit a proposal with budgetary requirements to the Director of Student Life by submitting a Student Club Proposal form (below).

The University will decide, in its sole discretion, whether to approve a new club and its proposed budget. In forming a new club, you must agree to abide by the University's code of conduct for affiliated clubs, and make sure your club meets the minimum requirements.

## New Club Formation

Students are welcome to suggest new clubs by submitting an official [Student Club Proposal](#) form, and proposals will be assessed based on the following requirements: interest levels, governance structures, and budgets.

In general, we suggest you restrict yourself to joining no more than one major extracurricular activity, plus one athletic club. You need time to rest and recharge!

## Club Requirements:

All university-funded clubs must meet the following requirements:

- An expected **15%** (22 students) of **Student Body participation**
- An **approved budget** for the initial seed funding of \$3,000
- An appointed UATX Club **Governance Structure**, consisting of the following:
  - i. **President**
    - Drive relationship with University and broader student body
    - Exercise general leadership and take executive actions
  - ii. **Vice President**
    - Deputise for President, Deliver special projects
  - iii. **Secretary**
    - Minute taking and official correspondence
  - iv. **Treasurer**
    - Manage finances
    - Liaise with UATX Finance team
  - v. **Management Committee Member 1**
  - vi. **Management Committee Member 2**
  - vii. **Management Committee Member 3**
  - viii. **Staff or Faculty Sponsor**
    - Oversee club activities
    - Approve club expenditures
- Students who hold club leadership positions are required to maintain a 2.0 grade point average.
- **Financial and Strategic reporting** (Twice termly by Weeks 3 & Week 8 of each term) to Director of Student Life (Clint Carton):

- Budget: all spending documents, receipts, reimbursements and RAMP transactions submitted weekly for prompt accounting.
  - Fundraising: Students responsible, must check with the Senior Manager of Development Operations, Julia Stone, for donor approach and fundraising proposals
- Provide weekly, all required spending documentation to the Accounts Office ([accounts@uaustin.org](mailto:accounts@uaustin.org) or Kristi Espino, Controller at [kespino@uaustin.org](mailto:kespino@uaustin.org) ) for prompt payment and RAMP card issuance and management.

## **Athletics**

UATX Athletics currently consist of club-level, intramural sports. All are open to beginners, and the university currently offers the following four athletic teams:

**Basketball**

**Brazilian Jiu Jitsu**

**Golf**

**Weightlifting**

If you have any questions about athletics, or would like to join a team, please contact Will Varnell, [wvarnell@uaustin.org](mailto:wvarnell@uaustin.org).

# The Scarbrough Campus

UATX campus is located at The Scarbrough Building, on the corner of 6th St. & Congress Avenue:

**522 Congress Ave.**

**Ste 300**

**Austin, TX 78701**

However, the main entrance is on 6th street (101 W. 6th). Use the doorway between *Velvet Taco* and *Ruth's Chris Steakhouse*. The first floor of the building is secured access. A secure elevator bank in the back of the cafe provides access to the main UATX campus on the 2nd and 3rd floors. Student ID is required to unlock the front door from the sidewalk when locked, and to access the 2nd and 3rd floors (from the stairs and the elevator).

## Campus Hours

The UATX campus is open to students during the academic term, **Monday through Friday from 8 AM to 8 PM**. If you need to access the campus at other times, please contact the Director of Student Life.

## Your Student ID

Your Student ID will act as both your main form of identification at all UATX events and facilities and may serve as your access card to gain entry and elevator access at the Scarbrough Building. It will also be needed to take advantage of any student discounts and partnerships which the University has arranged for you around town, including discounts with local food vendors and restaurants. Your Student ID will be issued upon arrival at UATX. Please keep it with you at all times when attending the University, and notify campus security immediately if it has been misplaced or stolen.

## Classroom Locations, and Other Spaces for Students

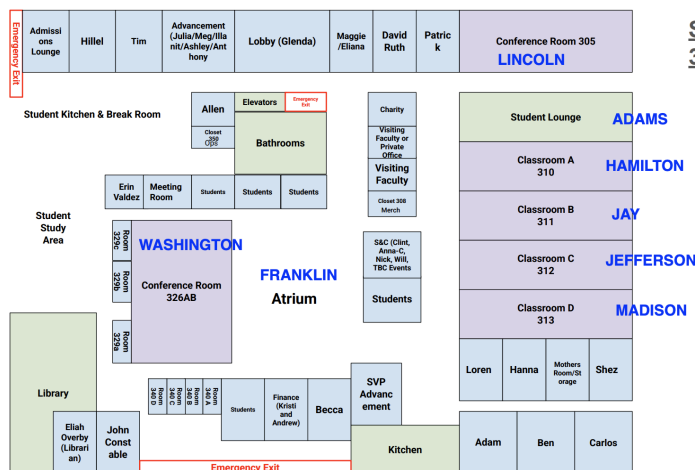
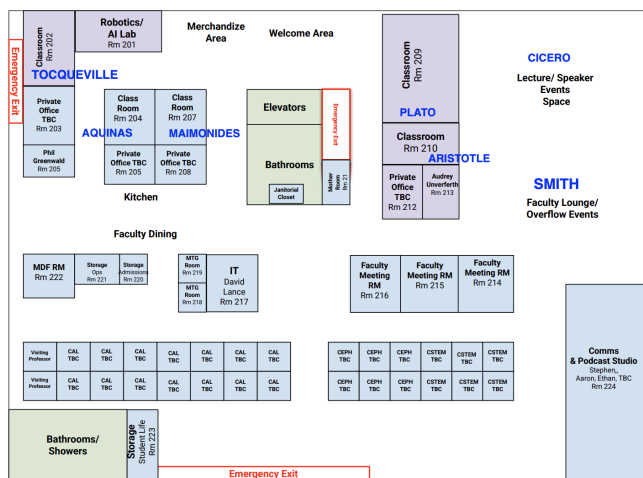
During Mondays, Tuesdays, Thursdays, and Fridays, all four seminar rooms (Hamilton, Jay, Jefferson, Madison), second-floor classrooms (Tocqueville, Aquinas, Maimonides, Plato, Aristotle), and the Main Lecture Hall (Washington) are reserved for classes. Tuesdays the main lecture hall is closed all day for the Tuesday Speaker. The main conference room in the Northeast corner, the faculty reading room, and the faculty lounge are all reserved for faculty and staff only.

## After-Hours Usage of Facilities

Students *may* be permitted (though not guaranteed), with advance permission from Operations and any other relevant Faculty/Staff, to use University facilities after hours. This is usually limited to specific short-term projects or events, not as an ongoing practice. In general, if the main Campus is locked, usage is not permitted, and/or requires special exception permission. Former or prospective Students are not afforded any privileges without express consent from relevant Faculty and Staff. This is done primarily to **protect the safety of Students, Faculty, and Staff**, and other building occupants, as well as our duty to care for University property and Campus.

## Classroom Usage

Classrooms may be used for student club activities outside of classroom hours, so long as university staff/faculty does not require the rooms. Students may also work and socialize in the Cafe, atrium, huddle spaces, phone booths, and first floor Lobby, subject to approval from the current tenant of that space until the space becomes tenant-occupied.



## **Campus Safety**

UATX considers the safety of our students and staff our utmost priority and is committed to providing healthy, safe, and secure living and learning environments. We have partnered with several local organizations including the Austin Police Department, the Downtown Austin Alliance, Block by Block, and Watchmen Security, UATX's campus security officers, to help ensure that our students, staff, and faculty are safe, both on and near campus. Any student will be able to access these resources at their convenience should they feel the need for intervention, assistance, or simple accompaniment to the bus or parking garage. UATX Security officers will be on site whenever students are on campus. Student, employee, and visitor IDs will be checked upon entry. Security officers can be contacted at (512) 516-4983.

## **Emergency Alert Notification System**

AlertMedia operates a state-of-the-art campus-wide emergency notification application to notify students, faculty and staff in the event of an emergency, including weather and facility-related emergencies and updates. The University will provide instructions for installing and using the AlertMedia application. Please be sure to keep your information current in the student information system so that you receive important alerts for school closings, emergencies, and other such time-sensitive notifications. All students, faculty and staff will be reminded and expected to have the Alert Media app downloaded on their phones and computers before the beginning of each academic term. The University will also provide safety training, both in person and online, at the start of each year.

## **Protecting yourself**

UATX provides a healthy and safe environment for all. Students play an important part in fostering this environment. While moving through downtown Austin, students should always be aware of their surroundings. Take these steps to ensure your own personal protection and to protect others:

- a. If you are in a dangerous situation, immediately find safe shelter and call 911.
- b. Report suspicious activity to any campus staff or instructors. Report to your RA if in the residence.
- c. Exercise good judgement when walking or jogging: keep your eyes up, be alert (not looking down at a phone), and consider traveling in pairs, especially after dark.
- d. Keep all valuables (purse, wallet, money, laptop, cell phone, etc.) secure and/or out of sight when in public. When feasible, secure these items in your room rather than in common spaces. Never leave items unattended in public locations including classrooms, study rooms, gyms, and the various shared communal spaces, etc. at the Residence Hall



or Scarbrough campus. Certain portable electronics have “Find My Device” functionality that would assist in locating a missing item.

- e. Lock your apartment and room every time you leave.
- f. Travel in groups when you go out, and always return together.
- g. Do not hold the door for someone you don’t know, and don’t allow anyone to “tailgate” you into the Residence Hall or Scarbrough campus. This is especially important given our urban environment and is critical to the safety of all who work and live within these facilities.

## **Fire Safety**

- In case of fire, immediately leave the building by the nearest available exit, avoiding the elevators.
- Location-specific exit strategies will be posted in each building.
- Do not return until instructed to do so by a University official.
- Call 911 for the fire department.

## **Active Shooter Response Guidelines**

Due to the unpredictable and dynamic nature of critical incidents, UATX policy does not mandate a rigid course of action for its employees or students, but recommends the following guidelines. These guidelines have been shown through history and research to ensure the greatest chance of success. In preparation for the possibility of a critical incident, UATX employees have the opportunity to train with the A.L.I.C.E. Training Institute (the top-rated active shooter civilian response training for institutes including schools).

### **Before the Incident:**

- Learn to recognize threat indicators and unusual behavior in the people around you. Report suspicious behavior and activities to the police as soon as possible. Do not ignore threat indicators, such as suspicious behavior, etc.
- Take responsibility for your own safety and learn the locations of hospitals, police departments, and your location in reference to them.
- Know where the closest exit is to you (if you are indoors).

### **During the Incident:**

- Run from the threat if possible.
- Hide and barricade yourself if running is not an option.
- Lock yourself in rooms and block the doors with tables if possible.

- If you are confronted by the threat, fight back quickly and violently. This can prevent the loss of your life and the lives of others.
- Call 911 as soon as possible and give accurate information regarding the threat's description, location, movement, and armament. The more accurate the detail, the better.

After the Incident:

- Once Police arrive, comply with their commands immediately. **Non-compliant persons can be mistaken for threats.**

### **Reporting a crime**

If there is an emergency or a crime has occurred, call 911. When at the Scarbrough Building, students should alert the designated Public Safety Officer, who is the Security Officer in the lobby. The public safety officer can be contacted at (512) 516-4983. In the Residence Hall, at Union on 24th, students may call the Resident Assistant on duty who can be contacted at (737) 207-1745. They will either engage law enforcement or notify the appropriate staff.

If the crime is between or only involves UATX students, then a Resident Assistant should be contacted to conduct an incident report, using the official UATX Incident Report Form. RA's will be trained on how to handle incidents and will be expected to submit all incident reports within 24 hours to the Director of Student Life. Incident reports are subpoenaable.

# Student Housing & Residence Hall

All students are required to reside in our designated residence hall for their first two years. Students are required to sign Residence License Agreements, addendum agreements and comply with all regulations of this handbook and housing policies as defined here and in the contracts signed before the beginning of each academic year. Please see the UATX Residence License Agreement for further details.

A person must be an enrolled UATX student in good standing to reside in Student Housing; any other status requires special written permission from the University Dean. No former or prospective UATX students are granted access to UATX Student Housing without escort from a UATX employee or currently enrolled student in good standing.

All students living in Student Housing must pay their housing prepayment by the deadline shown in their Populi account. Students unable to meet this deadline may request a deferral by submitting a written appeal to the University Dean prior to the due date. The appeal must outline financial circumstances and, where possible, include supporting documentation.

## Union on 24th

UATX has partnered with [Union on 24th](#) to provide student accommodation. All students will have their own single bedroom and bathroom, within a larger shared apartment of either 4 or 10 bedrooms. All UATX freshmen are housed together on the 13th and 14th floors, with the sophomore class living in blocks on nearby floors. In addition, all UATX students have exclusive, key fob-controlled, access to a UATX specific 3-floor community study space, accessed from floors 13, 14, or 15.

Each apartment has a living room and full kitchen, with a full-sized refrigerator, microwave, stove, oven, and dishwasher, as well as a washer and dryer. The building also offers a wide array of additional amenities and various spaces for activities and study.

Please note that UATX holds a master lease for all of its suites at Union on 24th, and students sublet these apartments from the University per the terms of the UATX Residence Licence Agreement. Please contact the Director of Student Life ([ccarton@uaustin.org](mailto:ccarton@uaustin.org)) with any questions regarding student housing.

Union on 24th serves as both our student residence hall and also as “the rest of campus” for student amenities beyond what the historic Scarbrough Building can provide. These amenities include a full gym, spin studio, boxing studio, indoor basketball, gaming lounge, movie theater, maker space, and full roof-top deck with pool, bbq grills, firepits, and more. More details may be found [here](#).

In the case where there is deviation between Union on 24th rules and regulations and UATX’s Student Handbook, the UATX Student Handbook and UATX Residence License Agreement will supersede any resident policies at Union.

**Union on 24th Office Hours:**

Monday - Friday: 10:00 am - 6:00 pm

Saturday: 10:00 am - 5:00 pm

Sunday: 1:00 pm - 5:00 pm

For maintenance or security needs outside of office hours, please call **(737) 304-8355**.

**Resident Portals:**

All student residents will be given access to their [Union on 24th resident portals](#) at move-in, as well as information for downloading the various apps needed for packages, parking and other building amenities. All maintenance requests should be submitted directly through their portal with Union on 24th, not the university.

**Maintenance Emergencies:**

Maintenance Emergency Number : **(737) 304-8355**.

For emergency maintenance issues, (during business hours):

1. Please submit a maintenance request or contact Union on 24th’s Leasing Office at (737) 304-8355. They will answer and start a ticket/alert maintenance staff.

To report a maintenance emergency (during afterhours/ non-business hours):

1. Call (737) 304-8355
2. It will go to Voicemail: select Option 3 (Maintenance)

**\*\*Please Note:** During non-business hours, YOU HAVE TO LEAVE A MESSAGE AND THEY WILL CALL BACK ASAP. You have to leave a voicemail for them to call back; they won't if you call and don't leave a message.

## **Food/M meal Options**

UATX does not offer a formalized meal plan. All student apartments have full kitchens, and students often enjoy cooking for each other and hosting dinners together. The University campus and the Union on 24th building are located close to restaurants, grocery stores, and other urban amenities.

## **Grocery Stores**

Students can shop for groceries and fresh ingredients at several nearby stores, easily accessible on foot or via a brief rideshare trip.

H-E-B

Fresh Plus Grocery

Target Grocery

Whole Foods

Trader Joe's

## **Residence Hall Safety**

The student residence hall has patrolling overnight security officers as well as key fob controlled access to all building entrances, facilities, amenities, student suites, and study spaces, including the exclusive UATX Community Study. Each student will have access to their suites by fob, and their individual bedrooms by key.

In case of safety concerns, students should call Union on 24th's main number: **(737) 304-8355** to be connected with Union on 24th staff during office hours, or with the building's security officers, after hours.

Resident Assistants ([RAs](#)) are also available to help students report facilities questions or concerns to the building management.

Physical mail can only be accessed by key, and each suite shares a mailbox. Delivered packages will be held in a locker in the first floor package room at Union on 24th. Each package is

delivered to a locker accessed by a one-time code provided by Union on 24th's package app (Luxor One) and sent to the student directly.

## **Accommodations at the Residence Hall**

Students with documented disabilities needing accommodations within the residence hall should contact the ADA & Accommodations team at [accommodations@uaustin.org](mailto:accommodations@uaustin.org) or Phone: 512.348.7252. Students will be required to follow the same process as those requesting academic accommodations, and will need to provide all necessary documentation. UATX is committed to working with students in good faith to determine if a reasonable accommodation is appropriate.

# Transportation & Parking

There is no dedicated student parking at the University's Scarbrough campus, and parking is extremely limited in downtown Austin, consisting mainly of public parking garages or metered street parking.

## **UATX Uber for Business**

This year, UATX is offering a new, flexible way to get between your dorms and campus. Through a partnership with Uber for Business, you can buy into a shared transportation pool that gives you safe and direct rides when you need them. In normal circumstances, a 4-way split Uber pool ride between Union on 24th and campus would cost \$2.50 per person.

For an annual fee of \$450, students who opt in will receive up to \$450 in Uber ride credits. These rides are locked to trips between dorms and campus, available Monday through Friday from 7 AM to 8 PM. Participation is completely optional, so you can choose whether or not to join.

This program gives students a convenient and affordable way to travel between Scarbrough and Union on 24th, while ensuring safe and direct transportation. For those who want flexibility, bike storage is also available nearby, and students can top up their ride funds if they need more. Together, these options make it simple to choose the method of transportation that works best for your schedule and budget.

## **Car Parking Passes**

Students may park one car at Union on 24th for an additional fee (set by Union on 24th, and paid monthly). Parking passes are limited and must be purchased from Union on 24th directly. UATX reserves a set amount of parking passes at the start of each academic year, once these are all taken, students must contact Union on 24th to be added to the waitlist, and be sure to mention you are a UATX student. The waitlists are long, however, so it is strongly recommended to reserve your pass, in July, before the start of each year, to make sure you get one!

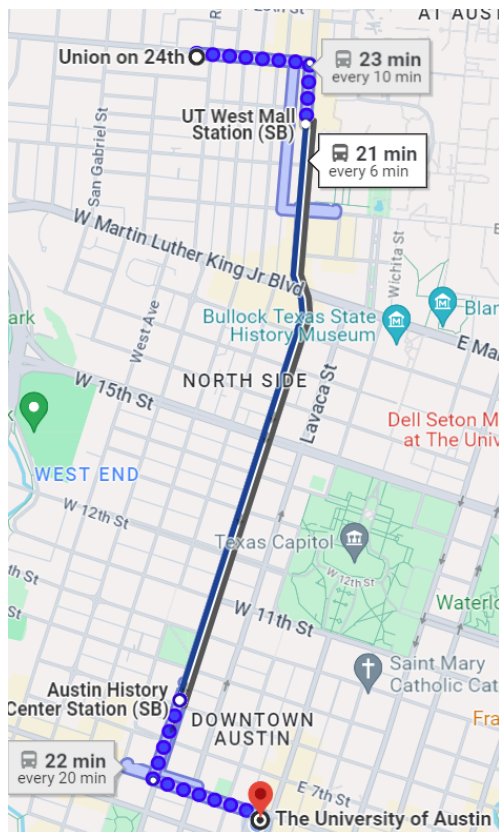
There is no university-provided parking near Scarbrough, but some local lots offer monthly passes for a fee, or you can park in local pay lots.

## Bikes

Bikes are allowed and there will be limited storage available at the residence (Union on 24th) and the Littlefield Parking Garage, one block from campus. However, the University discourages biking as the main mode of transportation, especially in and around downtown Austin due to the varied safety concerns of biking on busy city streets with the daily traffic of pedestrians, cars and trucks.

## CapMetro

[CapMetro](#) offers a convenient public bus service and bike share network throughout the City of Austin.



### CapMetro Bus:

#### Bus Lines:

- Heading to UATX: 1, 3, 801, 803
- Heading to Union on 24th: 1, 801, 803,

#### Stops

- Near Union on 24th: UT West Mall Station
- Near UATX: Austin History Center or 517
- Lavaca/ 6th

#### Time

- 20–26 minutes each way (plus walking)



## **CapMetro Bike Share:**

Single Trip - \$1.09 to unlock and \$.23 per minute,

1 Day Pass - \$12.99 (unlimited 60-minute trips within 24 hours)

31 Day Pass - \$11 (unlimited 60-minute trips within 31 days)

Annual Pass - \$86.60 (unlimited 60-minute trips within 365 days)

Bikeshare (previously MetroBike) is a CapMetro operated system of electric-assist bikes that get you around central Austin without having to buy a bike of your own!

Bikes can be unlocked from one station and returned to any other station. Stay connected to transit stops, popular destinations and areas where cars can't go.

You can purchase your pass, find your nearest Bikeshare station and unlock a bike all within CapMetro's new [Bikeshare app](#).

## **Closest CapMetro Bikeshare stations:**

Near Union on 24th: at the west end of 23rd street (right before San Gabriel St.)

Near UATX Scarbrough campus: on Congress Ave (NW corner of intersection with 6th St.)

# Student Services

## Obtaining Books Required for Your Classes

Each term your instructors will provide you with a list of required and/or recommended materials. The course material list will provide ISBN numbers for specific book titles. Some courses may require a reader of additional articles. Students are responsible for acquiring these prior to the beginning of the term.

## Campus Communications

The University will communicate with you at your designated UATX email address for all day-to-day communications. You are responsible for ensuring you have regular access to your school email account and that you check it daily. The University will use electronic means of communication regarding policies and procedures, financial aid information, student billing, housing information, health and wellness resources, etc.

## Information Technology

The Information Technology Department builds and maintains the computing infrastructure and services that UATX's students, faculty, and staff rely on to do their work. Campus Wi-Fi, and UATX-Guest wireless access provides the campus with access to Internet resources. Campus visitors, including parents, have access to the "uaustin\_guest" wireless network (password or QR code-to-join available on campus). Main campus Student Wi-Fi is "uaustin\_student."

**Scan the QR Code to join University of Austin Student Wifi:**



Assistance with technology-related issues is available through the IT Help Desk [via this IT Support Ticket Request Form](#). Support hours vary with holidays and semester breaks.

## **Academic Support**

Please reach out to your academic advisor (assigned at the start of each academic year) or [studentsuccess@uaustin.org](mailto:studentsuccess@uaustin.org) for assistance or more information.

## **Accessibility, ADA & Disability Resources**

Prospective and current students may contact the University with questions about obtaining accommodations. Upon enrolling at UATX, new students who plan to request accommodations should contact the Director of Academic Affairs by using the [accommodations@uaustin.org](mailto:accommodations@uaustin.org) email address as soon as possible.

## **Confidentiality Policy Regarding Protected Information**

The ADA & Accommodations staff at UATX follow the standards of the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act Amended Act (ADAAA). The information you provide regarding your diagnosis, disability, or accommodations can only be accessed by authorized staff members. Your student records, degree, and transcript will not reflect your registration for accommodations.

### **Disclosure of Protected Information**

While you may feel comfortable discussing your disability, you are not required to disclose your diagnosis or symptoms to anyone outside the Director of Academic Affairs. However, you will likely need to communicate with your professors about how to implement your approved accommodations in their class. You may discuss the implementation of accommodations without disclosing your diagnosis or symptoms.

If a faculty or staff member enquires about your diagnosis, you may refer them to the Director of Academic Affairs.

### **Need-to-Know**

The Director of Academic Affairs will only share information with UATX faculty and staff who are directly responsible for providing or facilitating your accommodations.

If you do not wish for a professor to know that you are registered for accommodations, you may choose not to request accommodations for a specific class. However, please note that instructors are not required to provide accommodations if you have not provided them with an official Letter of Accommodation.

## **Requesting Accommodations**

The Director of Academic Affairs provides qualified students with reasonable accommodations intended to remove barriers that prevent equal access in a traditional university setting. A student requesting accommodations must contact the Director of Academic Affairs at [accommodations@uaustin.org](mailto:accommodations@uaustin.org) and identify as having a mental or physical disability, illness, or health condition that creates a barrier to access. The disclosure of a student's disability is voluntary. However, any students seeking accommodations must disclose their diagnosis to the Director of Academic Affairs to allow them to engage in the process.

After a student discloses a disability, a process will commence to determine which accommodations are appropriate. Students are not guaranteed a specific form of accommodation, even if recommended by a medical professional. The student will be required to submit documentation signed by a licensed medical professional supporting their diagnosis, how it impacts their performance in an academic environment, and any suggested accommodations. The documentation must provide a diagnosis that supports a mental or physical disability that significantly limits their performance.

Academic accommodations do not lower course standards or alter degree requirements, but accommodations may include appropriate academic adjustments and modifications to allow for full and equal access by students. UATX will not discriminate against any student on the basis of any disability.

Please keep in mind the following:

1. Requests for accommodations are not considered until the student has participated in the interactive process of submitting documentation and meeting with a staff member from the Director of Academic Affairs or their designees.
2. Once accommodations are approved, they are in place for the student's academic career at UATX, unless provided on a provisional or temporary basis, or if there is a change in a student's diagnosis. Accommodations can be amended as needed, and are never retroactive.
3. Upon approval of accommodations, students will be provided with an official Letter of Accommodation that lists their approved reasonable accommodations. The letter does not disclose a student's diagnosis. Students will then provide their Letter of

Accommodation to all of their instructors, and can choose, if they wish, to disclose their diagnosis at that time.

4. Students will need to notify the Director of Academic Affairs before each term if they intend to use their accommodations for that semester. Once a student has confirmed the use of their accommodations, they will be provided with a new Letter of Accommodation dated for the current term.
5. It may be necessary to submit additional documentation with subsequent requests for accommodations, or if there is a change in a student's diagnosis.
6. It is preferred that students submit requests for accommodations at the beginning of the semester, as some accommodations require coordination (ordering furniture, arranging distraction-reduced testing environments, etc.) and we want to ensure they are in place when classes start. However, students have the right to request accommodations at any time during the academic year.

## **Documenting a Disability**

Students are required to provide documentation of a disability to the Director of Academic Affairs before receiving academic accommodations. Documentation must be no more than three years old, although exceptions can be made for certain diagnoses. Documentation must be signed by a licensed medical professional who has a prior relationship with the student. The documentation must list a student's diagnosis, how it impacts the student in a university setting, and any recommended accommodations. If students do not have documentation on hand, they may request a *Disability Verification Form* and have their medical professional fill out, sign, and return it to the Director of Academic Affairs at [accommodations@uaustin.org](mailto:accommodations@uaustin.org).

## **Reasonable Accommodations**

The academic accommodations students receive vary according to individual need and course content. Accommodations may not be necessary in all courses, or the specific accommodations may vary. Possible accommodations may include, but are not limited to:

- Distraction-reduced testing environment
- Student may need to have written material read aloud or put into an accessible format
- Priority seating assignment
- Flexibility to take breaks during class
- Captioned/subtitled audio content
- Allowance of assistive devices in the classroom or on assignments and exams
- A sign language interpreter

Reasonable accommodations involve a level of shared responsibility, cooperation, and communication among faculty, staff, and students in order to ensure academic integrity and to provide equal access to educational opportunities for students with disabilities.

### **Student Responsibilities**

- Submit a *Disability Verification Form* and/or medical documentation signed by a licensed medical professional (see [Documenting a Disability](#)) that would support the need for accommodation(s), as far in advance as possible to assure the most timely and effective accommodations.
- Sign a consent form if you choose to give permission allowing the Director of Academic Affairs to communicate with your parents, medical professionals, prior schools, etc. regarding your accommodations or disability-related information.
- Confirm that all required documentation has been received by the Director of Academic Affairs and make an appointment to meet with them to discuss possible accommodations.
- Meet with the Director of Academic Affairs and engage in the interactive process of determining appropriate reasonable accommodations.
- Provide your instructors with your Letter of Accommodation. Be willing to discuss your accommodation needs and academic concerns with your instructors as needed. Many instructors prefer to work closely with you and are genuinely interested in your success—communicate early and often!
- Check in with the Director of Academic Affairs if there are changes to your disability which may require updated documentation or if you have any concerns about receiving your accommodations. They will work with you to clarify questions and resolve the matter in a timely way.

### **Disability Documentation & Diagnosis**

Students in need of official documentation or new or updated diagnoses, or those interested in just learning more and to see if they'd like to be tested, should contact One Medical or the Director of Academic Affairs at [accommodations@uaustin.org](mailto:accommodations@uaustin.org) for more information.

### **Service and Emotional Support Animals**

Students may request to live with a service animal or an assistance animal (sometimes called a support animal) as part of a disability accommodation. These categories of animals serve different roles and follow different rules.

#### **Service Animals**

A service animal is a dog (or, in rare instances, a miniature horse) that has been trained to perform specific tasks for a person with a disability. The animal must do work directly related to

the person's disability (e.g., a guide dog for a blind student). No other species qualify as service animals under federal or Texas law.

Service animals may go anywhere students are allowed on campus, including classrooms, dining halls, libraries, and academic buildings.

Students who plan to live in university housing with a service animal must notify the Director of Academic Affairs at least four weeks before moving in. To help UATX prepare, students must submit the following:

- A completed Service and Emotional Support Animal Information and Registration Form
- A written description of the tasks the animal is trained to perform
- A recent full-body photo of the animal
- A completed Maintaining a Service or Emotional Support Animal in University Housing Form

Although students do not need formal approval to use a service animal in public areas, UATX requires advance notice for animals that will live in student housing.

### **Assistance Animals in University Housing**

Under the Fair Housing Act, UATX considers requests for assistance animals in university-administered housing. An assistance animal is an animal that:

- Provides emotional support that alleviates one or more symptoms or effects of a disability
- Performs a disability-related function, even if the animal is not formally trained.

This includes emotional support animals and other non-task-trained animals that support students with mental or emotional disabilities. Students must submit documentation from a licensed healthcare provider showing:

- The student has a qualifying disability under the Fair Housing Act
- The animal's presence is necessary to help the student use and enjoy housing
- There is a clear link between the animal and the disability-related need

UATX evaluates these requests on a case-by-case basis. Students must obtain written approval before bringing an assistance animal into university housing.

While dogs and cats are the most common assistance animals, UATX may consider requests for other species if the accommodation is reasonable and does not pose a direct threat, cause property damage, or create an undue burden. In apartment-style housing licensed by UATX in

privately owned buildings, the university may consult the property owner or management company when evaluating the feasibility of housing certain animals.

Unless they also qualify as a service animal under the ADA, emotional support animals are not allowed on campus, including classrooms, dining halls, libraries, and academic buildings.

### **Handler Responsibilities**

The student who has a service animal or assistance animal must care for and always control the animal. UATX may ask a student to remove or relocate a service animal or assistance animal in certain situations. These include:

- The animal behaves aggressively, threatens others, or disrupts the community, and the handler does not fix the behavior
- The animal is not housebroken or creates a sanitation problem
- The animal poses health or safety risks
- The animal damages property or causes a disruption

UATX will explain the removal decisions in writing.

### **Misrepresentation of a Service Animal**

Texas law makes it illegal to falsely claim that an animal is a service animal. Anyone who knowingly misrepresents an animal may face criminal charges. Penalties can include fines, community service, and University disciplinary action.



# Medical and Mental Health Services

## Emergency & Urgent Care

Students needing emergency medical attention should call **911**.

The nearest emergency room is at **Dell Seton Medical Center at The University of Texas** at the following address:

**1500 Red River St  
Austin, TX 78701  
(512) 324-7000**

When at the Scarbrough campus: alert the most senior staff/faculty member onsite to the situation. That senior employee will then help manage the situation and seek more medical assistance if necessary, through the proper channels.

When at the Residence Hall (Union on 24th): call **911** then contact your RA.

Students needing non-emergency medical attention should:

Call or text OneMedical (24/7 online support) through their OneMedical app, or go to the nearest OneMedical In Person Clinic (below).

## Primary Medical Provider & In Person Clinic

### [One Medical](#)

- Primary Location (and nearest to UATX Scarbrough's campus):  
**Congress Avenue, 319 Congress Ave., Austin, TX 78701**  
(the One Medical clinic is a three minute walk from the UATX campus)
- Phone: [\(888\) 663-6331](tel:8886636331)
- Students will also have access to three other OneMedical Austin locations, and will soon be able to receive prescriptions and have bloodwork done onsite.

### **OneMedical Plan Overview:**

This is a required annual, monthly membership plan for all UATX students which consists of on-demand holistic primary care. This includes access to a local, in-person clinic, just a short, 3

minute walk from the University's campus. This is different from the University provided health insurance policy through Blue Cross Blue Shield of TX.

With OneMedical, students can expect same day/next-day appointments, within the clinic's business hours (M-F 8am-5pm, and until 4pm on Mondays), as well as around-the-clock access to their online app.

Virtual Care is their most popular, and it offers two types of care: on-demand/urgent and virtual primary care, all with no claims and no co-pays; totally complementary with the monthly membership. Students will be able to ask quick questions, around the clock in the app without needing an appointment, and virtual care medical providers will be able to write prescriptions where necessary.

For more substantial health care requirements, OneMedical providers (in person and online) will write referrals and can help direct students when to go to urgent care or other facilities. They also have a partnership with a local specialist health system, Ascension, to help coordinate referrals and centralize health records across a wide variety of specialists. These features are all included with the monthly membership, along with other App features and support.

OneMedical accepts all major healthcare plans other than Kaiser Permanente and will provide membership onboarding for students before the start of school. Students are permitted to opt-out of this provider plan, but must sign a waiver releasing UATX of all liability, and giving UATX full indemnity, should the student be in need of medical attention, including while on campus at the Scarbrough Building or in student housing, at Union on 24th.

OneMedical is also a great resource for mental health and emotional support.

### **Medical Insurance**

UATX requires all students to have health insurance. Students will automatically be enrolled in the university provided Health Insurance Plan through Blue Cross Blue Shield of TX, unless they submit a health insurance waiver and provide proof of coverage, which follows the Affordable Care Act's stipulations including, "coverage for medical illness, hospitalization and accidents."

Students will be provided with logins and instructions on how to set up their accounts through their Academic Health Plan (AHP) as well as instructions on how to enroll or waive coverage before the school year starts. Students must create an account with AHP, in order to enroll or to waive and decline coverage.

Coverage for the student medical insurance plan, through Blue Cross Blue Shield of TX, will begin on August 15, 2025. Open Enrollment is from August 1, 2025 - September 20, 2025. Students who fail to submit a waiver or complete enrollment on their own during this period will automatically be enrolled and billed after the open enrollment period ends on September 20, 2025.

### **State Counseling**

211 Texas/United Way Navigation Center: 211 is a free, easy-to-use phone number that connects callers anywhere in Texas with health and human service providers in their community. This service provides information on resources for housing, transportation, clothing, physical and mental health care, childcare, education, employment, counseling, government resources, volunteer opportunities, disaster information, and many other resources. This service is available 24 hours a day, 7 days a week.

**211 Toll Free: (877) 541-7905**

**2000 E. MLK Jr. Blvd.**

**Austin, TX 78702**

# University Rules and Policies

Liberty is a core principle at UATX. As the American Founders understood, liberty thrives only when rooted in moral order and civic responsibility. This principle, known as ordered liberty, guides our approach to community life and policymaking.

Our Constitution is the foundation of UATX. It defines our structure, states our commitments, and provides the framework from which all policies develop. From this base, we adopt Institutional Rules: formal university-wide policies that govern key parts of campus life. Each Institutional Rule must support our constitutional commitments, align with relevant law, and undergo legal and presidential review before implementation.

We don't create rules to shield students from challenging ideas or discomfort. We make them to preserve the conditions necessary for inquiry and serious learning. We treat students as adults and expect them to act with integrity, taking responsibility for their actions and interactions with others.

For matters of student misconduct, the most relevant policies are Institutional Rule 2 (*Student Conduct*), Institutional Rule 3 (*Prohibition Against Sexual Misconduct*), and Institutional Rule 4 (*Equal Employment Opportunity and Prohibition Against Discrimination*). We have reproduced these rules in full below. We have also included a few additional items relevant to student life and community expectations, including: *Additional Resources for Victims of Sexual Assault*, *Policy on Vaccinations*, *Policy for Student Fundraising*, and *Policy for Student Photo and Video Release*.

## **Institutional Rule 2** **Student Conduct**

### **I. Preamble**

Institutional Rule 2 defines and governs what constitutes misconduct by students and outlines the procedures for addressing such misconduct. This rule is not a general civility code to overregulate student life. The free exchange of ideas and the pursuit of truth can sometimes be challenging and uncomfortable, and it is not the role of UATX to police petty slights or hurt feelings. Students are adults and are expected to engage responsibly, recognizing that disagreement and difficult conversations are an integral part of the UATX experience.

Instead, this policy aims to correct and, when appropriate, sanction misconduct that is harmful to campus life. Such violations can undermine our academic mission and negatively impact the physical safety and well-being of others.

Mistakes are an inevitable part of growth. For most minor or first-time violations, informal resolution methods, such as coaching, expectation-setting, or written warnings, are the appropriate interventions. And when formal sanctions are necessary, they must be educational, proportional, and consistent with our values of growth and accountability. Suspension or expulsion should be reserved for the most serious or repeated cases.

## **II. Scope**

This rule applies to all enrolled students when they are on university property (owned, leased, or controlled), participating in university-sponsored events, or engaged in any university program or activity. If a student formally withdraws from the University and is no longer enrolled, jurisdiction ends unless the student is later readmitted.

This rule does not apply to misconduct covered under the Institutional Rules governing sexual misconduct or anti-discrimination.

## **III. Definitions**

1. **Advisor:** A student may have a single advisor accompany them to a hearing to provide guidance and support. The student is responsible for presenting their case. An advisor cannot directly participate in the hearing. If an advisor becomes disruptive, they may be muted or removed from the hearing. The student is responsible for arranging their advisor, who may be anyone except a student implicated in the same disciplinary matter as the accused student, a witness in the hearing, or a member of UATX leadership. The unavailability of an advisor on a particular date does not constitute a valid reason to reschedule a hearing. The student must execute the necessary privacy authorizations before the advisor may join the hearing.

2. **Conduct Officer:** A Conduct Officer investigates the facts and circumstances underlying a report of misconduct, assesses whether the evidence supports a finding that it is more likely than not that the misconduct occurred, and proposes an appropriate sanction if needed. The President shall appoint one or more Conduct Officers to investigate allegations of student misconduct. Conduct Officers serve at the pleasure of the President.

3. Constitution or UATX Constitution: The formally adopted version of the Constitution of the University of Austin.
4. Disciplinary Council: The President, Provost, and Deans shall together constitute the Disciplinary Council, with the President serving as chair, which may hear appeals.
5. Hearing: A structured adjudicative process used to determine whether a policy violation occurred and, if applicable, what sanction is appropriate.
6. Informal Resolution: A non-adjudicative process used to address and resolve a conduct matter without imposing sanctions or otherwise engaging the formal processes in this rule. Informal resolution may include coaching, written expectations, referrals to support services, or agreements between the parties.
7. Interim Action: A temporary, non-disciplinary measure imposed to protect the safety, well-being, or rights of any individual or the university community before the resolution of the formal conduct process.
8. Major Sanction: A sanction of suspension, expulsion, or withholding of a degree.
9. Minor Sanction: A sanction that does not involve suspension, expulsion, or withholding of a degree.
10. Respondent: A student accused of a conduct violation in the formal conduct process.
11. Sanction: A formal disciplinary outcome imposed upon a finding of responsibility for a policy violation. Sanctions range from warnings to expulsion.
12. University Dean: The official charged with overseeing student affairs at UATX. The University Dean addresses reports of alleged student misconduct and presides over portions of the student conduct process set out in this rule. If the University Dean is unavailable to perform his function under this rule, the President may designate a replacement.

#### **IV. Conflicts of Interest**

All UATX employees are expected to assess their ability to serve impartially in any case. If they determine they cannot do so fairly and without bias, they must recuse themselves. If necessary, the President may appoint a replacement for any recused official, which can include third parties trained to investigate and adjudicate student conduct matters.

#### **V. Calculation of Time**

For this rule, all periods referenced in days refer to business days—those days on which UATX is open and conducting regular operations. Weekends, holidays, and other days when the University is officially closed do not count toward the calculation of time deadlines. When a

deadline falls on a day when the University is closed, it will be extended to the next business day. To calculate deadlines, exclude the day of the triggering event, e.g., the day notice was received.

Deadlines in this rule may only be extended by the President or their designee for good cause shown (e.g., medical emergency, bereavement). Extensions must be documented in writing and shared with all parties.

University proceedings under this rule may proceed independently of any criminal investigation. In some cases, the University may delay its process briefly to accommodate law enforcement evidence collection, but it is not required to do so.

A blackout period begins one week before final exams and ends one day after the Respondent's last exam. During this period, timelines under this rule are paused. University officials will refrain from initiating investigations, conducting interviews, or holding hearings during this period to enable students to focus on their final examinations, except in cases deemed time-sensitive by the University Dean or President.

## **VI. Prohibited Conduct**

The following types of conduct are prohibited:

### **1. Academic Misconduct**

- a. **Cheating:** Using or attempting to use unauthorized materials, information, or assistance in academic exercises (e.g., copying from another student, unauthorized notes, or obtaining advance access to exams).
- b. **Plagiarism:** Presenting another person's words, ideas, or work as one's own without proper attribution.
- c. **Fabrication:** Falsifying or inventing information, data, or citations.
- d. **Unauthorized Use of Artificial Intelligence:** Using AI tools to complete assignments beyond what the instructor has authorized.

### **2. Behavioral Misconduct**

- a. **Breaking the Chatham House Rule:** Attributing or recording classroom speech without consent.
- b. **Material Disruption:** Behavior that materially disrupts teaching, research, administration, or university activity. Examples include shouting to prevent others from speaking, making loud noises near classrooms, or intentionally blocking access or exit from an area where an event is occurring.

c. **Unauthorized Entry or Presence:** Entering or remaining in restricted or closed areas without authorization.

d. **Acts of Violence or Attempted Acts of Violence:** Intentionally or recklessly causing or threatening physical harm or taking substantial steps toward harming another. Self-defense and the defense of others are defenses provided that the Respondent shows their conduct meets the requirements of Texas law.

e. **False Information:** Knowingly providing false or misleading information to university officials or forging university documents.

f. **Theft or Damage:** Unauthorized taking, use, or damage of university or personal property.

g. **Threatening Behavior:** Actions or words aimed at a person or group that a reasonable person would see as a serious expression of intent to cause physical harm or death.

h. **Failure to Comply with Directives:** Disregarding directives from university officials or law enforcement.

i. **Hazing:** Any intentional, knowing, or reckless act for the purpose of initiation or affiliation with a group, including physical brutality, forced consumption of food or alcohol, sleep deprivation, humiliation, coerced law-breaking, and forced servitude. Hazing is prohibited regardless of the victim's consent. Failure to report hazing may result in disciplinary action.

Amnesty is provided for good-faith reports of hazing if there is cooperation and no serious injury or death. UATX officials will report suspected criminal hazing to law enforcement, as required by Texas law.

j. **Weapons:** Unlawful possession of firearms, knives, explosives, or other deadly weapons.

k. **Hazardous Substances:** Unauthorized possession, use, or transfer of chemicals, explosives, or biological substances with harmful intent.

l. **Unauthorized Surveillance or Recording:** Secretly recording, observing, or photographing individuals in private settings without consent or in a way that breaches trust or dignity, or knowingly transmitting (including livestreaming) any such audio, video, or image.

m. **Policy Violation:** Conduct violating the Constitution or any university rule, policy, or regulation.



n. **Law Violations:** Conduct that would violate local, state, or federal law.

o. **Retaliation:** Any materially adverse action taken against an individual for reporting a potential policy violation, participating in an investigation, or otherwise engaging in protected conduct in good faith under this policy. Retaliation includes threats, intimidation, coercion, harassment, or any other conduct that would discourage a reasonable person from engaging in such protected activity.

p. **Obstruction of the Discipline Process:** Intentionally interfering with the investigation or resolution of a conduct matter. This includes, but is not limited to, destroying evidence, attempting to influence witnesses improperly, or knowingly providing false or misleading information during the conduct process.

q. **Abuse of University Resources:** Misusing, damaging, or interfering with any university-provided resource or service, including technological systems (e.g., email, learning platforms, networks), physical facilities, equipment, or services provided to students. This includes unauthorized access, disruption of services, excessive or inappropriate use, or use that violates university policies or impairs the access or use of others.

r. **Alcohol and Drug Violations:** A student violates this provision if they use, possess, distribute, or consume alcohol on university property without authorization; possess or consume alcohol while under the legal drinking age or provide alcohol to someone underage; engage in alcohol- or drug-related misconduct, including public intoxication, driving under the influence, or driving while intoxicated; use, possess, or distribute illegal drugs or drug paraphernalia; sell or distribute any drug without authorization. Texas law controls what constitutes an illegal drug under this provision.

## VII. Sanctions

Possible sanctions for misconduct include, but are not limited to: written warnings; educational assignments; no-contact directives; loss of privileges; probation; community service; restitution or reimbursement; suspension of rights and privileges, including, but not limited to, participation in athletic or extracurricular activities; academic sanctions; withholding of grades, official transcripts, and/or degrees; bar against readmission; prohibition from entering or residing in student housing; suspension; expulsion; or other sanctions deemed appropriate under the circumstances.

## **VIII. Standard of Evidence**

The standard for determining whether a violation has occurred is the preponderance of the evidence. This means the evidence must show that it is more likely than not that a violation occurred. Decision-makers shall consider the totality of the circumstances to assess whether the evidence meets this standard.

The formal rules of evidence do not apply to the process outlined in this rule, as it is not a formal legal proceeding.

## **IX. The Student Conduct Process and Law Enforcement**

UATX's conduct process is separate from any civil or criminal proceedings. Students may decline to participate if answering would jeopardize a criminal case; however, UATX officials may still make a decision based on the available evidence.

## **X. Reporting Possible Misconduct**

Anyone who believes a student or applicant has violated university policy should report the matter to the University Dean. Reports may be submitted in person, via email, or by using the "Report a Concern" link on UATX's website. While anonymous reports are accepted, the inability to identify the source may impede a comprehensive investigation.

## **XI. Behavioral Misconduct Process**

Within three days of receiving a report of potential prohibited conduct, the University Dean or their delegate will review the matter to determine the appropriate course of action, which may include:

1. Referral to the Conduct Officer for investigation
2. Dismissal
3. Informal Resolution
4. Referral to another UATX official
5. Referral to academic or health support resources

The University Dean shall notify the Dean over the Respondent's degree program of this initial assessment.

## **XII. Investigation**

Within three days of receiving a referral from the University Dean, the Conduct Officer must notify the Respondent in writing that an investigation is underway. This notice must summarize the allegations. The Conduct Officer must also include a copy of this rule.

The Conduct Officer will schedule a meeting or call with the Respondent to discuss the allegations. If the student does not appear or otherwise participate without good cause, the investigation may proceed without their input. The Conduct Officer may also request documents, pose written questions, gather other relevant evidence, and conduct interviews with witnesses.

At any time, the Conduct Officer may recommend that the University Dean dismiss the matter or resolve it outside of the formal student conduct process. Within five days of the initial notice to the Respondent, the Conduct Officer shall issue a report and recommendation, including factual findings, a determination of whether a violation occurred under the preponderance of the evidence standard, and a proposed sanction, if applicable. The report must be sent to the Respondent and the University Dean. The report must explain the student's right to contest an adverse outcome.

## **XIII. Contesting the Report and Recommendation**

**Minor Sanction:** If the Conduct Officer proposes a Minor Sanction, the Respondent may submit a written response to the University Dean within three days of receiving the report. Failure to submit a timely response constitutes a waiver of the right to contest. The Conduct Officer may submit a reply if needed. The University Dean shall issue a decision within three days of receiving the student's response. Any sanction imposed shall take effect after the expiration of the three-day appeal window to seek review by the Disciplinary Council, unless an appeal is filed. If an appeal is timely submitted, any sanction shall be stayed pending resolution of the appeal by the Disciplinary Council.

The Respondent may appeal the University Dean's decision by submitting a written appeal to the Disciplinary Council. Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility was made, and that could affect the outcome of the matter.
3. **Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.

4. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
5. **Disproportionate Sanction:** The punishment imposed is unduly harsh relative to the violation.
6. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

A student must cite a specific ground(s) for appeal and include supporting evidence. A student may appeal only the final decision of the University Dean and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals. Failure to submit a timely appeal constitutes a waiver of the right to contest.

The appeal must be submitted to the Disciplinary Council, copying the Conduct Officer and University Dean, within three days of the Respondent receiving the University Dean's decision. The Conduct Officer may submit a written response to the appeal within three days of receiving it. The Disciplinary Council shall have three days from receipt of the Conduct Officer's response to accept, modify, or reject the University Dean's decision, or to remand for further proceedings. If no action is taken within that timeframe, the appeal is deemed denied, and the University Dean's decision is adopted as final. In such cases, the University Dean will notify the parties in writing that the appeal period has lapsed and the University Dean's decision is final. The sanction then goes into immediate effect.

**Major Sanction:** If the Conduct Officer proposes a Major Sanction, the student may contest the report and recommendation at a hearing. To proceed to a hearing, the student must submit a written election form within three days of receiving the report and recommendation. The Respondent must submit their election to the University Dean and Conduct Officer via email using a pre-approved form provided by the Conduct Officer. Any sanction imposed in the report shall take effect after the expiration of the three-day window to submit an election form, unless an election form is timely filed. If an election form is timely submitted, any sanction shall be stayed pending resolution of the hearing. Failure to submit a timely election form constitutes a waiver of the right to contest.

#### **XIV. Hearing Procedures**

A hearing before the University Dean shall occur within seven days of the Respondent's timely submission of the election form. Hearings are conducted virtually and will be recorded with transcription provided if possible. The University Dean will notify the Respondent of the hearing date, time, and access instructions. The University Dean shall also provide a link to a shared folder for document uploads. The Respondent is responsible for informing their witnesses and ensuring their availability.

The Respondent is permitted to have an advisor attend the hearing to provide guidance and support.

At least two days before the hearing, the Respondent must upload to the shared folder linked in the notice of hearing (1) a written response to the report and recommendation, (2) any evidence for consideration, and (3) a list of intended witnesses. The Conduct Officer may submit a rebuttal and any additional exhibits within one day of receiving the Respondent's materials.

During the proceeding, the University Dean may impose and enforce reasonable time limits to ensure a focused and efficient hearing.

#### Hearing Format:

1. The University Dean introduces the case, confirms the contest, and outlines procedures.
2. Conduct Officer presents the report and recommended sanction.
3. Respondent may present their oral argument.
4. The Conduct Officer may question the Respondent.
5. Respondent may call witnesses.
6. The Conduct Officer may question the Respondent's witnesses.
7. The Conduct Officer may offer rebuttal evidence.
8. Respondent may respond to the rebuttal.
9. Closing statements.
10. Hearing concludes.

Within three days of the hearing's conclusion, the University Dean will issue a written decision and notify the Respondent accordingly. Any sanction imposed shall take effect after the expiration of the three-day appeal window, unless an appeal is filed. If an appeal is timely submitted, any sanction shall be stayed pending resolution of the appeal by the Disciplinary Council.

#### **XV. Appeal**

The Respondent or Conduct Officer may submit a written appeal to the Disciplinary Council within three days of receipt of the University Dean's decision. The Respondent and/or Conduct Officer may appeal the University Dean's decision by submitting a written appeal to the Disciplinary Council. Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.

2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility was made, and that could affect the outcome of the matter.
3. **Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.
4. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
5. **Disproportionate Sanction:** The punishment imposed is unduly harsh relative to the violation.
6. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

An appealing party must cite to a specific ground(s) for appeal and include supporting evidence. An appealing party may appeal only the final decision of the University Dean and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals. Failure to submit a timely appeal constitutes a waiver of the right to contest.

The Disciplinary Council then has five days from the receipt of the written appeal to accept, modify, or reject the University Dean's decision, or to remand for further proceedings. If no action is taken within that timeframe, the appeal is deemed denied, and the University Dean's decision is adopted as final. In such cases, the University Dean will notify the parties in writing that the appeal period has lapsed and the University Dean's decision is final. The sanction then goes into immediate effect.

A Respondent or Conduct Officer may appeal only the final decision of the University Dean and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals.

## **XVI. Discretionary Constitutional Review**

In the event a student receives a major institutional sanction—suspension, expulsion, termination of employment, or the withholding of a degree—and believes the sanction violated the UATX Bill of Rights, they may petition the Adjudicative Panel for discretionary review pursuant to Article IV of the Constitution. Such a petition must be submitted within 14 days of receiving notice of the final decision of the Disciplinary Council. The submission must be made in accordance with the Panel's rules of procedure, which are listed on UATX's website along with this rule. The Adjudicative Panel may decline to hear a petition without explanation. If it elects to proceed, its opinion will be binding and may include recommendations regarding further institutional action.

The applicable sanction remains in effect while the case is under consideration by the Panel.

A student may request discretionary review of only the final decision of the Disciplinary Council and may do so only once.

## **XVII. Academic Misconduct Process**

**Informal Faculty Resolution:** Upon observing or receiving credible evidence of academic misconduct, a faculty member may directly address the issue with the student and assign a grade of zero for the relevant assignment, exam, or project. When addressing the matter with the student, the faculty should provide constructive feedback to the student.

The student has three days from the date of the faculty member's decision to request in writing that the relevant Dean review the matter. The Dean will review the request and render a final, non-appealable decision within three days. Both the faculty member and the Dean must inform the University Dean of the resolution for record-keeping purposes.

**Severe Cases of Academic Misconduct:** In cases where the academic misconduct is egregious, repeated, or otherwise deserving of the formal process, faculty shall report the conduct to the University Dean for further action. The Dean will initiate the same procedures outlined above for behavioral misconduct.

## **XVIII. Interim Actions**

A student's default status during the conduct process is to remain enrolled and engaged in their academic coursework. However, in certain circumstances, UATX officials may determine that precautionary interim actions are necessary to protect the physical safety and well-being of individuals or the campus community. Interim actions may include, but are not limited to:

1. No-contact directives
2. Temporary removal from classes or activities
3. Restrictions on access to facilities or programs
4. Removal from UATX housing
5. Interim suspension

These measures are not disciplinary and do not constitute a finding of responsibility. Only the President and the University Dean, with the President's authorization, may issue an interim action to a student. Interim actions take effect immediately upon issuance of a written notice to the student. The notice must include the nature of the conduct alleged to have caused the interim action and information about the student's rights to challenge an interim action.

A student subject to interim actions may contest the action in writing to the President within three days of receiving notice. The President shall review the materials provided and may

modify, uphold, or lift the interim action. The interim action remains in place during the President's review.

An interim action automatically terminates at the conclusion of the conduct process.

#### **XIX. Confidentiality**

All proceedings under this rule are confidential to the extent possible under law, rule, or regulation.

#### **XX. Constructive Notice**

Students have a responsibility to know the rules that govern their conduct at UATX. Students are deemed to have constructive knowledge of this rule and any others that are publicly available to them.

#### **XXI. Notice**

University Officials charged with enforcing this rule shall send all required notifications to students using the email address on file with UATX. An email sent to an address listed in UATX's records will constitute full and adequate notice. Failure to provide and/or maintain current email addresses or failure to open an e-mail message does not excuse a student from adhering to the requirements and deadlines set out in this rule.

## **Institutional Rule 3**

### **Prohibition Against Sexual Misconduct**

#### **I. Preamble**

At UATX, we prepare the next generation of courageous leaders and citizens for the world. That mission relies on a campus culture grounded in respect, integrity, and accountability.

Maintaining that culture means setting clear expectations for conduct. UATX prohibits all forms of sexual misconduct—including sexual harassment, sexual assault, dating violence, and stalking. This behavior violates our values and has no place in our community. We also prohibit retaliation against anyone who reports sexual misconduct or participates in a related investigation or resolution process in good faith.

UATX adopts this rule in accordance with the Texas Education Code and the Texas Administrative Code.<sup>2</sup> The rule protects the right of any victim of sexual misconduct to report

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<sup>2</sup> While the University of Austin does not accept federal funding and is therefore not subject to the mandates of Title IX of the Education Amendments of 1972, our sexual misconduct policies are designed to meet or exceed the standards set by the Texas



the incident to the university and receive a prompt, fair, and transparent resolution.

## **II. Scope**

This rule applies to all students, faculty, staff, and third parties engaged in university programs or activities, regardless of location.

## **III. Safety, Assistance, and Accommodations**

UATX encourages individuals impacted by sexual misconduct—including sexual assault, sexual harassment, dating violence, or stalking—to prioritize their safety, health, and well-being. In an emergency, individuals should call 911 and contact UATX’s Director of Security.

If medical care is needed, individuals are strongly encouraged to seek treatment as soon as practicable. Prompt hospital visits are important in cases of sexual assault not only for addressing physical injuries but also for preserving forensic evidence, which may be helpful if legal action is pursued. It is also important to preserve any evidence in your possession, such as clothing, messages, photos, or other items, which may be relevant to understanding or documenting the incident. A Sexual Assault Forensic Exam (SAFE) can typically be conducted within 120 hours of the incident at an emergency room or designated facility. Local facilities offering SAFE exams include St. David’s Medical Center (919 E. 32nd St., Austin, Texas, (512) 476-7111) and Dell Seton Medical Center at The University of Texas (1500 Red River St., Austin, Texas, (512) 324-7000).

UATX’s Sexual Misconduct Response Coordinator (SMRC) can assist individuals in identifying care providers, understanding their options, and arranging appropriate accommodations. Accommodations may include changes to housing, transportation, or work arrangements. In accordance with Texas Education Code § 51.282(e)(2), any student who is the Complainant or Respondent in a pending sexual misconduct case under this rule may request to drop a course in which both parties are enrolled. If such a request is granted, the student shall be allowed to withdraw from the course without academic penalty, and the withdrawal shall not be noted as a disciplinary action.

UATX does not operate an on-campus counseling center but shall ensure that both Complainants and Respondents have equal access to referrals for medical or mental health services following a report of sexual misconduct. UATX may refer both parties to the same off-campus clinic or provider group, provided that different practitioners are assigned to each party and no provider offers services to both individuals in the same matter.

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Education Code. These state requirements ensure that students have the right to report sexual harassment, sexual assault, dating violence, and stalking, and to receive a fair, prompt, and equitable resolution process.

Individuals may also request a list of local support resources from the SMRC. UATX will work to facilitate timely access to care, but does not mandate treatment or prescribe specific providers.

Outside of seeking medical care, a victim of a crime should consider whether to report the incident to law enforcement. UATX respects a victim's right to choose whether to report the crime to law enforcement, to be assisted by the UATX in reporting the crime to law enforcement, or to decline to report the crime to law enforcement. However, in limited circumstances—such as where there is a serious or ongoing threat to the safety of the campus community, a legal obligation to report, or evidence of repeated or escalating harm—UATX may notify police.

#### IV. Definitions

1. **Advisor:** A Respondent may have a single advisor accompany them to a hearing to provide guidance and support. An advisor cannot directly participate in the hearing unless explicitly allowed under this rule. If an advisor becomes disruptive, they may be muted or removed from the hearing. An advisor may be anyone except a student or employee implicated in the same disciplinary matter as the respondent, a witness in the hearing, or a member of UATX leadership. A Respondent or Complainant must execute the necessary privacy authorizations before their advisor may join the hearing.

2. **Complainant:** An individual who was alleged to be the victim of prohibited conduct under this rule.

3. **Conduct Officer:** A Conduct Officer investigates the facts and circumstances underlying a report of misconduct, assesses whether evidence supports a finding that it is more likely than not that the misconduct occurred, and proposes an appropriate sanction if needed. The President shall appoint one or more Conduct Officers to investigate allegations of misconduct under this rule. Conduct Officers serve at the pleasure of the President.

4. **Confidential Employee:** One or more employees designated by UATX whom a student may speak confidentially concerning sexual harassment, sexual assault, dating violence, and stalking.

5. **Constitution or UATX Constitution:** The formally adopted version of the Constitution of the University of Austin.

6. **Disciplinary Council:** The President, Provost, and Deans shall together constitute the Disciplinary Council, with the President serving as chair, which may hear appeals.

7. **Formal Complaint:** A written document filed by a Complainant or the SMRC that initiates a formal grievance process related to allegations of prohibited conduct.

8. **Hearing:** A structured adjudicative process used to determine whether a rule violation occurred and, if applicable, what sanction is appropriate.

9. **Hearing Officer:** A Hearing Officer presides over a hearing. The President shall appoint one or more Hearing Officers as needed. Hearing Officers serve at the pleasure of the President.

10. **Interim Action:** A temporary, non-disciplinary measure imposed to protect the safety, well-being, or rights of any individual or the University community before the processes outlined in this rule come to a conclusion.

11. **Major Sanction:** A sanction of suspension, expulsion, termination of employment, or withholding of a degree.

12. **Minor Sanction:** A sanction that does not involve suspension, expulsion, termination of employment, or withholding of a degree.

13. **Respondent:** A person accused of conduct in violation of this rule.

14. **Sexual Misconduct Response Coordinator (SMRC):** A designated employee responsible for overseeing UATX's compliance with laws, rules, and regulations prohibiting sexual misconduct. The President shall appoint an SMRC. The President or SMRC may designate additional employees to serve as deputies to the SMRC, as needed.<sup>3</sup>

## V. Prohibited Conduct

UATX strictly prohibits the following types of behaviors. Those determined to have engaged in this misconduct may be subject to sanctions, up to permanent separation from UATX.

1. **Sexual Harassment:** Unwelcome, sex-based verbal or physical conduct that:
  - a. in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment;
  - b. in the education context, is sufficiently severe, persistent, or pervasive that it

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<sup>3</sup> The SMRC and Deputy SMRC serve as the functional equivalents of a Title IX coordinator and deputy Title IX Coordinator under Texas law.

interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution; or

c. conditions the provision of university aid, benefit, service, or terms of employment or educational experience on an individual's participation in unwelcome sexual conduct.

Speech and expression do not constitute actionable sexual harassment unless it meets these definitions.

2. **Sexual Assault:** Any offense that meets the definition of rape, fondling, incest, or statutory rape as defined in the FBI's Uniform Crime Reporting program.

a. **Rape:** Penetration, however slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.

b. **Fondling:** Touching of the private body parts of another person for sexual gratification, without consent.

c. **Incest:** Sexual intercourse between persons who are related within the degrees prohibited by law.

d. **Statutory Rape:** Sexual intercourse with a person under the statutory age of consent.

Consent is a knowing, voluntary, and mutual agreement to engage in sexual activity. It must be communicated clearly through words or actions and must demonstrate a willingness to participate in each specific act.

Consent is not valid if obtained through force, threats, or coercion. A person cannot give consent if they are:

a. Under the legal age of consent;

b. Unconscious, asleep, or otherwise physically unable to communicate;

c. Unaware that the sexual activity is occurring; or

d. Subject to pressure or exploitation by a person in a position of authority (including University officials or employees acting within the scope of their responsibilities).

3. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It includes sexual or physical abuse or threats of such abuse.

4. **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

Allegations involving prohibited conduct are resolved through the grievance procedures set forth in the section titled Process for Allegations of Prohibited Conduct (Section X).

## **VI. Other Misconduct Prohibited Under this Rule**

In addition to Prohibited Conduct, the following acts of misconduct are prohibited. Those determined to have engaged in this misconduct may be subject to sanctions, up to permanent separation from UATX.

1. **Discrimination Based on Sex or Gender:** Disparate treatment of an individual on the basis of sex or gender—including, but not limited to, sexual orientation or pregnancy status—that adversely affects the terms and conditions of the individual's employment or substantially interferes with the individual's access to educational programs or benefits.

2. **Retaliation:** Any materially adverse action taken against an individual for reporting or participating in an investigation of alleged misconduct in good faith. This includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by law, rule, or this policy.

3. **Failure to Adhere to Interim Measures:** Noncompliance with temporary, university-imposed actions designed to protect the safety, well-being, or rights of an individual or the community. This includes violating no-contact directives, restricted access orders, or interim suspensions.

4. **Failure to Report Prohibited Conduct:** An employee's knowing failure to make a required report of sexual harassment, sexual assault, dating violence, or stalking involving a student or employee. Under Texas Education Code § 51.252, employees must promptly report such incidents to the SMRC or deputy SMRC if they witness or receive information about them, regardless of when or where the incident occurred.

5. **Providing False Information or Interfering with Investigations:** Knowingly making materially false statements, obstructing the investigative process, or tampering with evidence in a misconduct proceeding. This includes misrepresenting facts to the SMRC, Conduct Officer, Hearing Officer, Disciplinary Council, or Adjudicative Panel as well as submitting fabricated evidence, coercing or attempting to influence witnesses, or engaging in other acts intended to mislead or disrupt the integrity of the process.

6. **Prohibited Employee-Student Relationship:** Romantic or sexual relationships between employees and enrolled students are prohibited, regardless of consent or supervisory role.

Allegations involving misconduct under this section are resolved through the grievance procedures set forth in the section titled Process for Allegations of Other Misconduct Under this Rule (Section XI).

If a case involves both prohibited conduct and misconduct under this section, the entire matter shall be resolved using the grievance process for prohibited conduct.

## **VII. Standard of Evidence**

The standard for determining whether a violation has occurred is the preponderance of the evidence. This means the evidence must show that it is more likely than not that a violation occurred. Decision-makers shall consider the totality of the circumstances to assess whether the evidence meets this standard.

The formal rules of evidence do not apply to the process outlined in this rule, as it is not a formal legal proceeding.

## **VIII. Sanctions**

Possible sanctions for violation of this rule include, but are not limited to: written warnings; educational assignments; no-contact directives; loss of privileges; probation; community service; restitution or reimbursement; suspension of rights and privileges; prohibition from entering or residing in student housing; suspension; expulsion; termination of employment; or other sanctions deemed appropriate under the circumstances.

## **IX. Reporting**

UATX encourages anyone who has experienced, witnessed, or knows of misconduct to report it. Reports may be submitted via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), to the SMRC or deputy SMRC in person, or through the “Submit a Concern” link on UATX’s website.

Reporting allows the University to connect individuals with support services, assess safety risks, and determine appropriate next steps. Anyone—regardless of whether they are directly involved in the incident—may submit a report. Anonymous reports are accepted, using the “Submit a Concern” link on UATX’s website, though anonymity may limit the University’s ability to take further action.

Under Texas Education Code § 51.252, employees who witness or otherwise learn about an incident of sexual harassment, sexual assault, dating violence, or stalking involving a student, faculty member, or staff member must promptly report it to the SMRC or deputy SMRC in person, via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), or through the “Submit a Concern” link on UATX’s

website.

Failure to comply with mandatory reporting obligations may result in legal and institutional consequences. Texas Education Code § 51.255 makes it a crime to knowingly fail to report. Section 51.255 also mandates that UATX shall terminate the employment of any employee determined, through established disciplinary procedures, to have committed such an offense. No employee is required to make a report under this section concerning (1) an incident in which the employee was a victim of sexual harassment, sexual assault, dating violence, or stalking; or (2) an incident about which the employee received information as part of a public awareness event related to sexual misconduct sponsored by UATX or a student organization.

An enrolled student is not required to report an incident of sexual harassment, sexual assault, dating violence, or stalking. A student who reports such an incident to UATX, a health care provider, a law enforcement agency, or another third party is entitled to accommodations as necessary. Please contact the SMRC to learn more about accommodations.

UATX has designated one or more employees as persons to whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking. Absent the student's consent, these confidential employees will only report the type of incident disclosed and must not include information that would violate the student's expectation of privacy. A list of confidential employees and other confidential resources can be found on UATX's website.

## **X. Process for Allegations of Prohibited Conduct**

### **1. Initial Review**

After receiving a report of alleged prohibited conduct, the SMRC, with assistance from the General Counsel, conducts an initial review to determine whether the report implicates this rule, requires referral to other officials for processing, should be referred for informal resolution, or can be closed without further action.

If the allegations fall under the rule, the SMRC will contact the potential victim, referred to herein as a Complainant, to offer supportive measures and resources as well as gather information about what, if anything, occurred.

If a Complainant wishes to pursue a grievance related to the alleged prohibited conduct, they may submit a formal complaint to the SMRC. Formal complaints must name a Respondent and describe conduct that, if true, would violate this rule. The SMRC may also initiate a formal complaint when necessary.

Within two days of receiving a formal complaint, the SMRC must either (1) refer the matter to a Conduct Officer, (2) dismiss the complaint, in whole or in part, or (3) refer the matter to another official for processing under a different rule.

If the complaint is dismissed in whole or in part, the SMRC shall notify the Complainant in writing and inform them of their right to appeal the dismissal. A Complainant may submit a written appeal to the Disciplinary Council within five days of receiving the dismissal notice. Failure to submit a timely appeal constitutes a waiver of the right to contest. A Complainant may appeal a dismissal decision of the SMRC only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals.

The Complainant may appeal the SMRC's decision on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding dismissal was made, and that could affect the outcome of the matter.
3. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
4. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

A Complainant must cite a specific ground(s) for appeal and include supporting evidence.

Upon receiving an appeal, the Disciplinary Council shall determine whether a written response from the SMRC is necessary. If no response is requested, the Council shall issue a decision within five days of receiving the appeal. If a response is requested, the Council shall issue a decision within five days of receiving the SMRC's response. The Council may affirm, modify, overturn, or remand the dismissal decision. If the Disciplinary Council does not act within the specified timeframe, the appeal shall be deemed denied. In such cases, the SMRC will notify the Complainant in writing that the appeal period has lapsed and the dismissal decision is final.

## 2. Interim Action

In rare instances, UATX officials may need to impose interim actions to protect a victim, witness, or others from physical harm or retaliation. An interim action is a temporary, non-disciplinary measure imposed against a Respondent to protect the safety or rights of any individual or the University community before the processes outlined in this rule come to a conclusion.



Interim actions may include no-contact directives, temporary removal from classes or housing, restrictions on facility access, or interim suspension. These are precautionary and non-disciplinary.

The President or SMRC, after consulting with the President, may impose interim actions. Respondents will receive written notice outlining the reasons for the interim action and notice of the process to challenge it.

A Respondent may contest interim actions in writing to the President within three days of being notified of the interim action. The interim action remains in effect pending review and will terminate automatically at the conclusion of the process outlined in this rule. The President shall notify the Respondent if the interim action is affirmed, lifted, or modified.

Nothing in this section or rule limits or prevents UATX from placing an employee on investigative leave, administrative leave, or modified job assignment pending the resolution of a matter. Decisions to place an employee on leave are unappealable.

### **3. Grievance Procedures**

If a formal complaint is lodged and not otherwise disposed of as described above, the SMRC shall refer the matter to a Conduct Officer for investigation. The SMRC shall provide notice to both the Complainant and Respondent of the referral, which will include the formal complaint, instructions on how to access the shared folder for use during the matter, and their rights under this rule.

The Conduct Officer shall interview the Complainant and Respondent and offer them the opportunity to provide a list of potential witnesses and evidence. If the Conduct Officer is unable to interview either party due to factors outside the Conduct Officer's control, or either party otherwise fails to participate without good cause, the Conduct Officer may proceed with the investigation based on the available information.

At any time, the Conduct Officer may recommend that the SMRC dismiss the matter. The SMRC shall respond to the recommendation within three days of receiving it.

Within seven days of receiving the referral, the Conduct Officer shall issue a draft report and recommendation. The report shall include findings of fact, a determination using the preponderance of the evidence standard, and, if applicable, a proposed sanction. Both parties shall receive access to the relevant evidence underlying the report and recommendation. The parties have seven days to submit a written response to the Conduct Officer, if they choose. After considering the parties' responses, the Conduct Officer shall issue a final report to the

parties as well as the SMRC.

If either party wishes to challenge the Conduct Officer's final report and recommendation, they may request a hearing. Such a request must be submitted in writing to the SMRC within three days of receiving the final report. Failure to submit a timely request for a hearing will waive the party's right to further contest the Conduct Officer's findings. If no hearing request is received by the SMRC before the deadline, the Conduct Officer's findings become final, and the sanctions, if any, go into effect immediately.

#### **4. Hearing Procedures**

Upon receiving a timely hearing request, the SMRC will request that the President or his designee appoint a Hearing Officer. The President or his designee shall select a Hearing Officer within two days of receiving the SMRC's request.

Within two days of the appointment, the Hearing Officer shall notify the parties of the hearing date, time, and login information for the hearing. The hearing will be conducted remotely.

At least three days before the hearing, each party must upload to the shared folder:

1. All evidence the party intends to introduce.
2. A list of anticipated witnesses, including a brief summary of their expected testimony. The parties are responsible for notifying and securing the attendance of their own witnesses.
3. The necessary privacy authorizations for their advisor, if applicable.

Any request to reschedule a hearing must be submitted at least 48 hours before the scheduled hearing time, unless justified by an emergency.

Each party may be accompanied at the hearing by an advisor of their choice. If a party has an advisor, the advisor may conduct questioning of the other party and witnesses, subject to rulings by the Hearing Officer. If a party would like an advisor but does not have one, the University will appoint one upon request, at no cost to the party. Requests for a University-provided advisor must be made in writing to the SMRC at least five days before the hearing. If a party chooses not to have an advisor, they may question witnesses themselves, but may not directly question the other party. An unrepresented party may submit written questions to the Hearing Officer to be asked on their behalf, subject to rulings by the Hearing Officer. The Hearing Officer may allow reasonable breaks so the unrepresented party may formulate follow-up questions to submit to the Hearing Officer to ask on their behalf.

At the hearing, the Hearing Officer will:

1. Open the hearing, explain the procedures, and notify the parties of their rights under the rule;
2. Allow each party and the Conduct Officer to make brief opening statements;
3. Ensure both parties have an opportunity to present evidence and question witnesses through the methods set out above;
4. Make rulings on relevance and procedural matters; and
5. Maintain order and enforce reasonable time limits to ensure a focused and fair proceeding.

The Hearing Officer may pose questions to any party or witness and may exclude any questioning, evidence, or witness testimony that is irrelevant, harassing, or unduly repetitive. The Hearing Officer may exclude testimony or fashion other remedies in the event a party or witness refuses to be cross-examined.

The hearing will be recorded. The Hearing Officer (or designee) shall upload the recording and transcript, if available, to the shared folder within two days of the hearing's conclusion.

Within five days after the hearing, the Hearing Officer shall issue a written decision including: findings of fact; a determination whether a rule violation occurred using the preponderance of the evidence standard; any remedies necessary to restore the Complainant's access to the education program or activity or workplace; a sanction, if necessary; and notice of each party's right to appeal to the Disciplinary Council.

Any sanction imposed shall take effect after the expiration of the five-day appeal window to seek review by the Disciplinary Council, unless an appeal is filed. If an appeal is timely submitted, any sanction shall be stayed pending resolution of the appeal by the Disciplinary Council.

Either party may appeal a Hearing Officer's determination. The appeal must be submitted to the Disciplinary Council—with a copy to the SMRC, Conduct Officer, and nonappealing party—within five days of notification of the Hearing Officer's decision. An appealing party may appeal only the final decision of the Hearing Officer and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals. Failure to timely appeal waives the right to contest the Hearing Officer's decision.

## **5. Appeal Procedures**

Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility was made, and that could affect the outcome of the matter.
3. **Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.
4. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
5. **Disproportionate Sanction:** The punishment imposed is unduly harsh relative to the violation.
6. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

An appealing party must cite to a specific ground(s) for appeal and include supporting evidence. The nonappealing party and Conduct Officer may submit a written response within five days of receiving notice of the appeal.

The Disciplinary Council shall review the appeal and issue a written decision to the parties within five days of the expiration of the deadline to file a response. The Council may accept, modify, or reject the Hearing Officer's decision, or to remand for further proceedings. If no action is taken within that timeframe, the appeal is deemed denied, and the Hearing Officer's decision is adopted as final. In such cases, the SMRC will notify the parties in writing that the appeal period has lapsed and the decision is final. The sanction then goes into immediate effect.

## **6. Discretionary Constitutional Review**

In the event a student or faculty member receives a major institutional sanction—suspension, expulsion, termination of employment, or the withholding of a degree—and believes the sanction violated the UATX Bill of Rights, they may petition the Adjudicative Panel for discretionary review pursuant to Article IV of the Constitution. Such a petition must be submitted within 14 days of receiving notice of the final decision of the Disciplinary Council. The submission must be made in accordance with the Panel's rules of procedure, which are listed on UATX's website along with this rule.

If the contested sanction arises from a finding of sexual assault, sexual harassment, dating violence, or stalking, the Complainant may choose to participate in the proceeding before the Adjudicative Panel as outlined in the Constitution.

The Adjudicative Panel may decline to hear a petition without explanation. If it elects to proceed, its opinion will be binding and may include recommendations regarding further institutional action.

A student or faculty member may request discretionary review of only the final decision of the Disciplinary Council and may do so only once.

The applicable sanction remains in effect while the case is under consideration by the Panel.

## **XI. Process for Other Misconduct Under this Rule**

This section sets out the process for allegations of discrimination based on sex or gender, retaliation, failure to adhere to interim measures, failure to report, providing false information, interfering with an investigation or resolution process, and prohibited employee-student relationships.

### **1. Initial Review**

When concerns arise about an at-will employee engaging in misconduct under this section—such as sex- or gender-based discrimination, retaliation, failure to adhere to interim measures, failure to report, providing false information, interfering with an investigation or resolution process, or engaging in a prohibited employee-student relationship—the reporting party shall promptly submit the report to [compliance@uaustin.org](mailto:compliance@uaustin.org), to the SMRC in person, or via the “Submit a Concern” link on the UATX website. The SMRC will coordinate with the General Counsel and other relevant officials to investigate the matter, address any misconduct promptly, and, if appropriate, issue disciplinary action. Employment actions taken against an at-will employee in response to this type of misconduct are final and not subject to appeal.

When concerns arise about a faculty member (serving with a fixed term) or student committing misconduct under this section, the report shall be promptly provided to the SMRC to conduct an initial review and determine whether the report warrants further action.

If the report does not warrant further action, the SMRC shall close the matter and document the rationale. If further action is warranted, the SMRC shall refer the matter to a Conduct Officer for investigation. The SMRC shall provide notice to the Respondent of the referral, which will include the allegations, instructions on how to access the shared folder for use during the matter, and their rights under this rule.

### **2. Investigation**

The Conduct Officer shall interview the Respondent and offer them the opportunity to provide

a list of potential witnesses and evidence. If the Conduct Officer is unable to interview the Respondent due to factors outside the Conduct Officer's control, or the Respondent otherwise fails to participate without good cause, the Conduct Officer may proceed with the investigation based on the available information.

At any time, the Conduct Officer may recommend that the SMRC dismiss the matter or resolve it outside of the formal process. The SMRC shall respond to the recommendation within three days of receiving it.

Within seven days of receiving the referral, the Conduct Officer shall issue a draft report and recommendation. The report shall include findings of fact, a determination using the preponderance of the evidence standard, and, if applicable, a proposed sanction. The Respondent shall be given access to the relevant evidence underlying the report and recommendation. The Respondent shall have seven days to submit a written response to the Conduct Officer, if they choose. After considering the Respondent's response, the Conduct Officer shall issue a final report to the Respondent as well as the SMRC.

Any sanction imposed in the report and recommendation shall take effect after the expiration of the applicable appeal window set out below, unless an appeal is filed. If an appeal is timely submitted, the sanction shall be stayed pending resolution of the appeal.

### **3. Contesting the Report and Recommendation**

**Minor Sanction:** If the Conduct Officer proposes a minor sanction, the Respondent may appeal to the Disciplinary Council. Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility was made, and that could affect the outcome of the matter.
3. **Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.
4. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
5. **Disproportionate Sanction:** The punishment imposed is unduly harsh relative to the violation.
6. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

The Respondent must cite to a specific ground(s) for appeal and include supporting evidence.

The appeal must be submitted to the Disciplinary Council, copying the Conduct Officer and SMRC, within three days of receiving the Conduct Officer's final report. Failure to submit a timely appeal will waive the Respondent's right to further contest the Conduct Officer's findings. If the written appeal is not received before the deadline, the Conduct Officer's findings become final, and the sanctions go into effect immediately.

The Conduct Officer may submit a written response to the appeal within three days of receiving the appeal. The Disciplinary Council shall have five days from receipt of the Conduct Officer's response to accept, modify, or reject the Conduct Officer's report, or to remand for further proceedings. If no action is taken within that timeframe, the appeal is deemed denied, and the Conduct Officer's decision is adopted as final. In such cases, the SMRC will notify the parties in writing that the appeal period has lapsed and the decision is final. The sanction then goes into immediate effect.

A faculty member or student may appeal only the final report of the Conduct Officer and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals.

**Major Sanction:** If the Conduct Officer proposes a major sanction, the Respondent may challenge the report and recommendation at a hearing. A hearing request must be submitted in writing to the SMRC within three days of receiving the final report. Failure to submit a timely hearing request will waive the Respondent's right to further contest the Conduct Officer's findings. If no hearing request is received by the SMRC before the deadline, the Conduct Officer's finding is final, and the sanctions go into effect immediately.

#### **4. Hearing Procedures**

Upon receiving a timely hearing request, the SMRC will request that the President or his designee appoint a Hearing Officer. The President or his designee shall select a Hearing Officer within two days of receiving the SMRC's request.

Within two days of the appointment, the Hearing Officer shall notify the Respondent and Conduct Officer of the hearing date, time, and login information for the hearing. The hearing will be conducted remotely.

At least three days before the hearing, each party must upload to the shared folder:

1. All evidence the party intends to introduce.

2. A list of anticipated witnesses, including a brief summary of their expected testimony. The parties are responsible for notifying and securing the attendance of their own witnesses.
3. The necessary privacy authorizations for their advisor, if applicable.

Any request to reschedule a hearing must be submitted at least 48 hours before the scheduled hearing time, unless justified by an emergency.

The Respondent is permitted to have a single advisor attend the hearing to provide guidance and support. The Respondent is responsible for presenting their case, including questioning witnesses. An advisor cannot directly participate in the hearing. If an advisor becomes disruptive, they may be muted or removed from the hearing. The Respondent is responsible for arranging their advisor, who may be anyone except a student implicated in the same disciplinary matter as the accused student, a witness in the hearing, or a member of UATX leadership. The unavailability of an advisor on a particular date does not constitute a valid reason to reschedule a hearing. The Respondent must execute the necessary privacy authorizations before the advisor may join the hearing.

At the hearing, the Hearing Officer will:

1. Open the hearing, explain the procedures, and notify the Respondent of their rights under the rule;
2. Allow Respondent and the Conduct Officer to make brief opening statements;
3. Ensure Respondent has an opportunity to present evidence and question witnesses;
4. Make rulings on relevance and procedural matters; and
5. Maintain order and enforce reasonable time limits to ensure a focused and fair proceeding.

The Hearing Officer may pose questions to Respondent or witnesses and may exclude any questioning, evidence, or witness testimony that is irrelevant, harassing, or unduly repetitive. The Hearing Officer may exclude testimony or fashion other remedies in the event Respondent or a witness refuses to be cross-examined. The hearing will be recorded. The Hearing Officer (or designee) shall upload the recording and transcript, if available, to the shared folder within two days of the hearing's conclusion.

Within five days after the hearing, the Hearing Officer shall issue a written decision including: findings of fact; a determination whether a rule violation occurred using the preponderance of the evidence standard; a sanction, if necessary; and notice of the right to appeal to the Disciplinary Council.

Any sanction imposed shall take effect after the expiration of the five-day appeal window to



seek review by the Disciplinary Council, unless an appeal is filed. If an appeal is timely submitted, any sanction shall be stayed pending resolution of the appeal by the Disciplinary Council.

The Respondent and/or Conduct Officer may appeal a Hearing Officer's determination. The appeal must be submitted to the Disciplinary Council—with a copy to the SMRC and the nonappealing party—within five days of notification of the Hearing Officer's decision. Failure to timely appeal waives the right to contest the Hearing Officer's decision.

The Respondent and Conduct Officer may appeal only the final decision of the Hearing Officer and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals.

## **5. Appeal Procedures**

Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility was made, and that could affect the outcome of the matter.
3. **Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.
4. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
5. **Disproportionate Sanction:** The punishment imposed is unduly harsh relative to the violation.
6. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

An appealing party must cite to a specific ground(s) for appeal and include supporting evidence. Upon receiving an appeal, the nonappealing party or Conduct Officer may submit a written response within five days of receiving notice.

The Disciplinary Council shall review the appeal and issue a written decision to the parties within five days of the expiration of the opposing party's deadline to file a response. The Council may affirm, modify, or overturn the Hearing Officer's decision, or remand the case for further proceedings. If the Disciplinary Council does not act within the specified timeframe, the appeal shall be deemed denied. In such cases, the SMRC will notify the parties in writing that

the appeal period has lapsed and the Hearing Officer's decision is final. The sanction, if applicable, then goes into immediate effect.

## **6. Discretionary Constitutional Review**

In the event a student or faculty member receives a major institutional sanction—suspension, expulsion, termination of employment, or the withholding of a degree—and believes the sanction violated the UATX Bill of Rights, they may petition the Adjudicative Panel for discretionary review pursuant to Article IV of the Constitution. Such a petition must be submitted within 14 days of receiving notice of the final decision of the Disciplinary Council. The submission must be made in accordance with the Panel's rules of procedure, which are listed on UATX's website along with this rule.

The Adjudicative Panel may decline to hear a petition without explanation. If it elects to proceed, its opinion will be binding and may include recommendations regarding further institutional action.

The applicable sanction remains in effect while the case is under consideration by the Panel.

A Respondent may request discretionary review of only the final decision of the Disciplinary Council and may do so only once.

## **XII. Conflicts of Interest**

All UATX employees involved in any part of the sexual misconduct process—including the SMRC, investigators, and decision-makers—must be free from conflict of interest and bias against Complainants or Respondents generally, or any specific Complainant or Respondent. All employees are expected to assess their ability to serve impartially in any case. Any official assigned a role under this rule who determines they cannot serve impartially must recuse themselves. The President may also remove an official who has displayed that they cannot faithfully fulfill their function impartially and without bias. The President may appoint a qualified alternate, including a trained third-party professional from outside the university.

## **XIII. Calculation of Time**

For this rule, all periods referenced in days refer to business days—those days on which the University of Austin is open and conducting regular operations. Weekends, holidays, and other days when the University is officially closed do not count toward the calculation of time deadlines. When a deadline falls on a day when the University is closed, it will be extended to the next business day. To calculate deadlines, exclude the day of the triggering event, e.g., the

day notice was received.

Deadlines in this rule may only be extended by the President or their designee for good cause shown (e.g., medical emergency, bereavement). Extensions must be documented in writing and shared with all parties.

University proceedings under this rule may proceed independently of any criminal investigation. In some cases, the University may delay its process briefly to accommodate law enforcement evidence collection, but it is not required to do so.

For student Respondents and Complainants only, a blackout period begins one week before final exams and ends one day after the Respondent's and Complainant's last exam. During this period, timelines under this rule are paused. University officials will refrain from initiating investigations, conducting interviews, or holding hearings during this period to enable students to focus on their final examinations, except in cases deemed time-sensitive by the SMRC or the President.

#### **XIV. Confidentiality**

All proceedings under this rule are confidential to the extent permitted by law. While UATX endeavors to protect the confidentiality of all individuals involved in sexual misconduct matters, complete confidentiality cannot be guaranteed. Information may be disclosed only as necessary to carry out the purposes of this policy, including implementing supportive measures, conducting investigations, or complying with applicable law. Confidential Employees, as defined herein, shall not disclose identifying information to university officials or law enforcement without the student's express consent, except as required by law.

#### **XV. Constructive Notice**

All members of the UATX community have a responsibility to know the rules that govern their conduct. As a result, they are deemed to have constructive knowledge of this rule and any others that are publicly available to them.

#### **XVI. Notice**

University Officials charged with enforcing this rule shall send all required notifications using the email address on file with UATX. An email sent to an address listed in UATX's records will constitute full and adequate notice. Failure to provide and/or maintain current email addresses or failure to open an e-mail message does not excuse an individual from adhering to the requirements and deadlines set out in this rule.

## **XVII. Mandatory Review and Reapproval**

This rule shall be reviewed at least once every two years. The review shall evaluate the rule's effectiveness, compliance with applicable law, and its alignment with the mission and values of the University. Pursuant to Texas Education Code § 51.282(f), this rule shall be formally approved by the Board of Trustees following each biennial review.

### **Additional Resources for Victims of Sexual Assault**

<a href="#">Integral Care</a>	512-472-HELP(4357)
<a href="#">National Sexual Assault Hotline (RAINN)</a>	800-656-4673
<a href="#">SAFE Alliance- Austin</a>	512-267-7233 (SAFE)
<a href="#">Texas Legal Aid for Survivors of Sexual Assault</a>	844-303-7233 or 512-267-7233

## **Institutional Rule 4 Equal Employment Opportunity And Prohibition Against Discrimination**

### **I. Preamble**

At UATX, we prepare the next generation of courageous leaders and citizens for the world. That mission relies on a campus culture grounded in respect, integrity, and accountability.

Maintaining that culture means setting clear expectations for conduct. UATX strictly prohibits unlawful discrimination and harassment in the work and educational environment based on an individual's race, gender, sex, political affiliation, religious faith, disability, or any other legally protected characteristic. We also prohibit retaliation against anyone who reports misconduct or participates in a related investigation or resolution process in good faith.

Institutional Rule 4 defines and governs what constitutes discrimination, harassment, retaliation, and other forms of prohibited behavior and outlines the procedures for promptly investigating and addressing such misconduct. This rule complies with all applicable state and federal laws, including Chapter 21 of the Texas Labor Code and Title VII of the Civil Rights Act of 1964, as amended.

## **II. Scope**

This rule applies to all members of the UATX community (students, faculty, staff, applicants, contractors, and visitors) and governs all university programs, activities, and operations.

It applies to conduct occurring on campus or in university-controlled housing or facilities; in any education program or activity over which UATX exercises substantial control; and off campus when the conduct materially affects an individual's education or employment or poses a risk to the UATX community.

"Campus" means any building or property owned, leased, or controlled by UATX used in support of its educational mission. "Program or activity" includes locations and events where UATX maintains significant oversight or involvement.

Note: Complaints involving sexual harassment, sexual assault, dating violence, stalking, sex- or gender-based discrimination, or other forms of sexual misconduct fall under Institutional Rule 3 (Prohibition Against Sexual Misconduct). Please refer to Rule 3 for more information on reporting and the process for this type of misconduct.

## **III. Speech and Expression**

Freedom of speech and expression are bedrock rights at UATX. Our community may speak, debate, question, and dissent without fear of censorship or punishment. This freedom includes the ability to express views that are unpopular and controversial. Constitutionally protected speech and expression do not constitute discrimination or harassment under this policy.

## **IV. Statement on Equal Employment Opportunity**

UATX is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, political affiliation, creed, gender, sex (including pregnancy), national origin, ancestry, ethnicity, genetic information, military or veteran status, age, physical or mental disability, or any other classification protected by applicable state and federal laws.

This rule applies to all terms and conditions of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, termination, and reasonable accommodation.

UATX expects employees to take all necessary steps to maintain a workplace free of unlawful discrimination, harassment, and retaliation.

## V. Statement on Equal Access

UATX shall ensure, to the greatest extent practicable, equal access for enrolled students or employees who have disabilities. UATX will make reasonable efforts to consult with disability service providers and other relevant stakeholders to assist the university in complying with its duties under this policy.

## VI. Definitions

1. **Advisor:** A Respondent may have a single advisor accompany them to a hearing to provide guidance and support. An advisor cannot directly participate in the hearing. If an advisor becomes disruptive, they may be muted or removed from the hearing. An advisor may be anyone except a student or employee implicated in the same disciplinary matter as the Respondent, a witness in the hearing, or a member of UATX leadership. A Respondent must execute the necessary privacy authorizations before their advisor may join the hearing.
2. **Conduct Officer:** A Conduct Officer investigates the facts and circumstances underlying a report of misconduct, assesses whether evidence supports a finding that it is more likely than not that the misconduct occurred, and proposes an appropriate sanction if needed. The President shall appoint one or more Conduct Officers to investigate allegations of misconduct under this rule. Conduct Officers serve at the pleasure of the President.
3. **Constitution or UATX Constitution:** The formally adopted version of the Constitution of the University of Austin.
4. **Disciplinary Council:** The President, Provost, and Deans shall together constitute the Disciplinary Council, with the President serving as chair, which may hear appeals.
5. **Hearing:** A structured adjudicative process used to determine whether a rule violation occurred and, if applicable, what sanction is appropriate.
6. **Hearing Officer:** A Hearing Officer presides over a hearing. The President shall appoint one or more Hearing Officers as needed. Hearing Officers serve at the pleasure of the President.
7. **Interim Action:** A temporary, non-disciplinary measure imposed to protect the safety, well-being, or rights of any individual or the University community before the processes

outlined in this rule come to a conclusion.

8. **Major Sanction:** A sanction of suspension, expulsion, termination of employment, or withholding of a degree.

9. **Minor Sanction:** A sanction that does not involve suspension, expulsion, termination of employment, or withholding of a degree.

10. **Respondent:** A person accused of conduct in violation of this rule.

## VII. Prohibited Conduct

UATX prohibits the following acts of misconduct. Individuals found to have engaged in these behaviors may face sanctions, including permanent separation from the university.

1. **Discrimination:** Disparate treatment of an individual based on race, color, religion, political affiliation, creed, gender, sex (including pregnancy), national origin, ancestry, ethnicity, genetic information, military or veteran status, age, physical or mental disability, or any other classification protected by applicable Texas state and federal laws that adversely affects the terms and conditions of the individual's employment or substantially interferes with the individual's access to educational programs, activities, and/or benefits.

**Note:** Complaints involving sexual harassment, sexual assault, dating violence, stalking, sex- or gender-based discrimination, or other forms of sexual misconduct fall under Institutional Rule 3 (Prohibition Against Sexual Misconduct). Please refer to Rule 3 for more information on reporting and the process for this type of misconduct.

2. **Harassment:** Harassment is a form of discrimination involving unwelcome physical, verbal, or graphic conduct based on a protected trait. It includes:

a. **Workplace Harassment:** Conduct based on a person's protected trait(s) that is unwelcome and either severe or pervasive enough to alter the conditions of employment and create a hostile or abusive environment; or

b. **Educational Harassment:** Conduct based on a student's protected trait(s) that is unwelcome and so severe, pervasive, and objectively offensive that it denies the student equal access to education.

Harassment must meet both a subjective and an objective standard (the reasonable person

standard). UATX considers the totality of the circumstances when evaluating alleged harassment, including the nature, frequency, duration, and location of the conduct, the context in which it occurred, and the relationship between the parties.

Subjective discomfort or offense alone does not constitute actionable harassment.

3. **Retaliation:** Any materially adverse action taken against an individual for reporting or participating in an investigation of alleged misconduct in good faith. This includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by law, rule, or this policy.

4. **Failure to Adhere to Interim Measures:** Noncompliance with temporary, university-imposed actions designed to protect the safety, well-being, or rights of an individual or the community. This includes violating no-contact directives, restricted access orders, or interim suspensions.

5. **Failure to Report Misconduct:** An employee's knowing failure to make a required report under this rule.

6. **Providing False Information or Interfering with Investigations:** Knowingly making materially false statements, obstructing the investigative process, or tampering with evidence in a misconduct proceeding. This includes misrepresenting facts to university officials as well as submitting fabricated evidence, coercing or attempting to influence witnesses, or engaging in other acts intended to mislead or disrupt the integrity of the process.

## **VIII. Standard of Evidence**

The standard for determining whether a violation has occurred is the preponderance of the evidence. This means the evidence must show that it is more likely than not that a violation occurred. Decision-makers shall consider the totality of the circumstances to assess whether the evidence meets this standard.

The formal rules of evidence do not apply to the process outlined in this rule, as it is not a formal legal proceeding.

## **IX. Sanctions**

Possible sanctions for violation of this rule include, but are not limited to: written warnings; educational assignments; no-contact directives; loss of privileges; probation; community service; restitution or reimbursement; suspension of rights and privileges; prohibition from



entering or residing in student housing; suspension; expulsion; termination of employment; or other sanctions deemed appropriate under the circumstances.

## **X. Reporting**

UATX encourages anyone who has experienced, witnessed, or knows of misconduct to report it. Reports may be submitted via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), to the General Counsel in person, or through the “Submit a Concern” link on UATX’s website.

Reporting allows UATX to connect individuals with support services, assess safety risks, and determine appropriate next steps. Anyone—regardless of whether they are directly involved in the incident—may submit a report. Anonymous reports are accepted, using the “Submit a Concern” link on UATX’s website, though anonymity may limit the University’s ability to take further action.

All employees who witness or otherwise learn about an incident of misconduct covered by this rule must promptly report it via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), to the General Counsel in person, or through the “Submit a Concern” link on UATX’s website. Failure to comply with mandatory reporting obligations may result in disciplinary action, including a potential permanent separation from UATX. No person is required to report misconduct to the alleged perpetrator, or if they were the victim of discrimination and harassment.

While highly encouraged to do so, students are not required to report an incident of misconduct under this rule.

## **XI. Process for Prohibited Conduct**

### **1. Initial Review**

When concerns arise about an at-will employee engaging in misconduct under this rule, the reporting party shall promptly report it via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), to the General Counsel in person, or through the “Submit a Concern” link on UATX’s website.

Once received, the General Counsel will work with other relevant parties (e.g., a supervisor or senior official) to investigate the matter, address any misconduct promptly, and, if appropriate, issue disciplinary action. Employment actions taken against an at-will employee in response to this type of misconduct are final and not subject to appeal.

When concerns arise about a faculty member (serving with a fixed term) or student committing misconduct under this rule, the reporting party shall promptly report it via email

([compliance@uaustin.org](mailto:compliance@uaustin.org)), to the General Counsel in person, or through the “Submit a Concern” link on UATX’s website. The General Counsel will work with the University Dean and Provost to conduct an initial review and determine whether the report warrants further action.

If the report does not warrant further action, the officials shall close the matter. If further action is warranted, the officials shall refer the matter to a Conduct Officer for investigation.

## **2. Investigation**

Upon receiving the referral, the Conduct Officer shall provide notice to the Respondent of the referral, which will include the allegations, instructions on how to access the shared folder for use during the matter, and the Respondent's rights under this rule. The Conduct Officer shall interview the Respondent and offer them the opportunity to provide a list of potential witnesses and evidence. The Conduct Officer shall also interview the victim of the alleged conduct, if they can be identified based on the reported information. If the Conduct Officer is unable to interview the Respondent due to factors outside the Conduct Officer’s control, or the Respondent otherwise fails to participate without good cause, the Conduct Officer may proceed with the investigation based on the available information.

At any time, the Conduct Officer may recommend that the General Counsel dismiss the matter or resolve it outside of the formal process. The General Counsel shall respond to the recommendation within three days of receiving it.

Within seven days of receiving the referral, the Conduct Officer shall issue a draft report and recommendation. The report shall include findings of fact, a determination using the preponderance of the evidence standard, and, if applicable, a proposed sanction. Respondent shall be given access to the relevant evidence underlying the report and recommendation. The Respondent shall have seven days to submit a written response to the Conduct Officer, if they choose. After considering the Respondent’s response, the Conduct Officer shall issue a final report to the Respondent and the General Counsel.

Any sanction imposed in the report and recommendation shall take effect after the expiration of the applicable appeal window set out below, unless an appeal is filed. If an appeal is timely submitted, the sanction shall be stayed pending resolution of the appeal.

## **3. Contesting the Report and Recommendation**

**Minor Sanction:** If the Conduct Officer proposes a minor sanction, the Respondent may appeal to the Disciplinary Council. Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the determination regarding responsibility was made, and that could affect the outcome of the matter.
3. **Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.
4. **Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.
5. **Disproportionate Sanction:** The punishment imposed is unduly harsh relative to the violation.
6. **Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

Respondent must cite to a specific ground(s) for appeal and include supporting evidence.

The appeal must be submitted to the Disciplinary Council, copying the Conduct Officer and General Counsel, within three days of receiving the Conduct Officer's final report. Failure to submit a timely appeal will waive the Respondent's right to further contest the Conduct Officer's findings. If the written appeal is not received before the deadline, the Conduct Officer's findings become final, and the sanctions go into effect immediately.

The Conduct Officer may submit a written response to the appeal within three days of receiving the appeal. The Disciplinary Council shall have five days from receipt of the Conduct Officer's response to accept, modify, or reject the Conduct Officer's report, or to remand for further proceedings. If no action is taken within that timeframe, the appeal is deemed denied, and the Conduct Officer's decision is adopted as final. In such cases, the General Counsel will notify the parties in writing that the appeal period has lapsed and the decision is final. The sanction then goes into immediate effect.

A faculty member or student may appeal only the final report of the Conduct Officer and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals.

**Major Sanction:** If the Conduct Officer proposes a major sanction, the Respondent may

challenge the report and recommendation at a hearing. A hearing request must be submitted in writing to the General Counsel within three days of receiving the final report. Failure to submit a timely hearing request will waive the Respondent's right to further contest the Conduct Officer's findings. If no hearing request is received by the General Counsel before the deadline, the Conduct Officer's finding is final, and the sanctions go into effect immediately.

#### **4. Hearing Procedures**

Upon receiving a timely hearing request, the General Counsel will request that the President or his designee appoint a Hearing Officer. The President or his designee shall select a Hearing Officer within two days of receiving the General Counsel's request.

Within two days of appointment, the Hearing Officer shall notify the Respondent and Conduct Officer of the hearing date, time, and login information for the hearing. The hearing will be conducted remotely.

At least three days before the hearing, each party must upload to the shared folder:

1. All evidence the party intends to introduce.
2. A list of anticipated witnesses, including a brief summary of their expected testimony. The parties are responsible for notifying and securing the attendance of their own witnesses.
3. The necessary privacy authorizations for their advisor, if applicable.

Any request to reschedule a hearing must be submitted at least 48 hours before the scheduled hearing time, unless justified by an emergency.

The Respondent is permitted to have a single advisor attend the hearing to provide guidance and support. The Respondent is responsible for presenting their case, including questioning witnesses. An advisor cannot directly participate in the hearing. If an advisor becomes disruptive, they may be muted or removed from the hearing. The Respondent is responsible for arranging their advisor, who may be anyone except a student or employee implicated in the same disciplinary matter as the accused student or employee, a witness in the hearing, or a member of UATX leadership. The unavailability of an advisor on a particular date does not constitute a valid reason to reschedule a hearing. The Respondent must execute the necessary privacy authorizations before the advisor may join the hearing.

At the hearing, the Hearing Officer will:

1. Open the hearing, explain the procedures, and notify the Respondent of their rights

under the rule;

2. Allow Respondent and the Conduct Officer to make brief opening statements;
3. Ensure Respondent has an opportunity to present evidence and question witnesses;
4. Make rulings on relevance and procedural matters; and
5. Maintain order and enforce reasonable time limits to ensure a focused and fair proceeding.

The Hearing Officer may pose questions to Respondent or witnesses and may exclude any questioning, evidence, or witness testimony that is irrelevant, harassing, or unduly repetitive. The Hearing Officer may exclude testimony or fashion other remedies in the event Respondent or a witness refuses to be cross-examined.

The hearing will be recorded. The Hearing Officer (or designee) shall upload the recording and transcript, if available, to the shared folder within two days of the hearing's conclusion.

Within five days after the hearing, the Hearing Officer shall issue a written decision including: findings of fact; a determination whether a rule violation occurred using the preponderance of the evidence standard; a sanction, if necessary; and notice of the right to appeal to the Disciplinary Council.

Any sanction imposed shall take effect after the expiration of the five-day appeal window to seek review by the Disciplinary Council, unless an appeal is filed. If an appeal is timely submitted, any sanction shall be stayed pending resolution of the appeal by the Disciplinary Council.

The Respondent or Conduct Officer may appeal a Hearing Officer's determination. The appeal must be submitted to the Disciplinary Council—with a copy to the General Counsel and the nonappealing party—within five days of notification of the Hearing Officer's decision. Failure to timely appeal waives the right to contest the Hearing Officer's decision.

The Respondent and Conduct Officer may appeal only the final decision of the Hearing Officer and may do so only once. The Disciplinary Council may summarily dismiss any repeated or interlocutory appeals.

## **5. Appeal**

Appeals may be filed on one or more of the following grounds:

1. **Material Procedural Error:** A procedural error occurred that materially affected the outcome.
2. **New Evidence:** New evidence that was not reasonably available at the time the

determination regarding responsibility was made, and that could affect the outcome of the matter.

**3. Misapplication of Standard of Proof:** The preponderance of the evidence standard was misapplied.

**4. Conflict of Interest or Bias:** Involvement of a biased or conflicted individual compromised fairness.

**5. Disproportionate Sanction:** The punishment imposed is excessively harsh in relation to the violation.

**6. Violation of the UATX Bill of Rights:** The outcome infringes upon a right specifically protected under the Constitution's Bill of Rights.

An appealing party must cite to a specific ground(s) for appeal and include supporting evidence. Upon receiving an appeal, the nonappealing party may submit a written response within five days of receiving notice.

The Disciplinary Council shall review the appeal and issue a written decision to the parties within five days of the expiration of the opposing party's deadline to file a response. The Council may affirm, modify, or overturn the Hearing Officer's decision, or remand the case for further proceedings. If the Disciplinary Council does not act within the specified timeframe, the appeal shall be deemed denied. In such cases, the General Counsel will notify the parties in writing that the appeal period has lapsed and the Hearing Officer's decision is final. The sanction, if applicable, then goes into immediate effect.

## **6. Discretionary Constitutional Review**

In the event a student or faculty member receives a major institutional sanction—suspension, expulsion, termination of employment, or the withholding of a degree—and believes the sanction violated the UATX Bill of Rights, they may petition the Adjudicative Panel for discretionary review pursuant to Article IV of the Constitution. Such a petition must be submitted within 14 days of receiving notice of the final decision of the Disciplinary Council. The submission must be made in accordance with the Panel's rules of procedure, which are listed on UATX's website along with this rule.

The Adjudicative Panel may decline to hear a petition without explanation. If it elects to proceed, its opinion will be binding and may include recommendations regarding further institutional action.

The applicable sanction remains in effect while the case is under consideration by the Panel.

A Respondent may request discretionary review of only the final decision of the Disciplinary

Council and may do so only once.

## **XII. Conflicts of Interest**

All UATX employees involved in any part of the process under this policy must be free from conflict of interest and bias against Respondents generally, or any specific Respondent. All employees are expected to assess their ability to serve impartially in any case. Any official assigned a role under this rule who determines they cannot serve impartially must recuse himself or herself. The President may also remove an official who has displayed that they cannot faithfully fulfill their function impartially and without bias. The President may appoint a qualified alternate, including a trained third-party professional from outside the university.

## **XIII. Calculation of Time**

For this rule, all periods referenced in days refer to business days—those days on which the University of Austin is open and conducting regular operations. Weekends, holidays, and other days when the University is officially closed do not count toward the calculation of time deadlines. When a deadline falls on a day when the University is closed, it will be extended to the next business day. To calculate deadlines, exclude the day of the triggering event, e.g., the day notice was received.

Deadlines in this rule may only be extended by the President or their designee for good cause shown (e.g., medical emergency, bereavement). Extensions must be documented in writing and shared with all parties.

University proceedings under this rule may proceed independently of any criminal investigation. In some cases, the University may delay its process briefly to accommodate law enforcement evidence collection, but it is not required to do so.

For student Respondents only, a blackout period begins one week before final exams and ends one day after the Respondent's last exam. During this period, timelines under this rule are paused. University officials will refrain from initiating investigations, conducting interviews, or holding hearings during this period to enable students to focus on their final examinations, except in cases deemed time-sensitive by the General Counsel or President.

## **XIV. Confidentiality**

All proceedings under this rule are confidential to the extent permitted by law. While UATX endeavors to protect the confidentiality of all individuals involved in misconduct matters, complete confidentiality cannot be guaranteed. Information may be disclosed only as necessary to carry out the purposes of this policy, including implementing supportive measures,

conducting investigations, or complying with applicable law.

#### **XV. Constructive Notice**

All members of the UATX community have a responsibility to know the rules that govern their conduct. As a result, they are deemed to have constructive knowledge of this rule and any others that are publicly available to them.

#### **XVI. Notice**

The University Official charged with enforcing this rule shall send all required notifications using the email address on file with UATX. An email sent to an address listed in UATX's records will constitute full and adequate notice. Failure to provide and/or maintain current email addresses, or failure to open an e-mail message, does not excuse an individual from adhering to the requirements and deadlines set out in this rule.

### **Smoking Policy**

Smoking, vaping, and the use of e-cigarettes is prohibited at all times in university operated vehicles, residences, buildings and where UATX is hosting events, including but not limited to the Scarbrough campus and the student residence at Union on 24th. Smoking, in any form, anywhere inside any of the buildings, dwelling units, or campus, is strictly prohibited for the consideration of the health, safety and comfort of all the University of Austin students, employees, and visitors.

- A. The prohibition of smoking extends to all students, their guests, invitees and all others who are present on or in any portion of the UATX, campus(s) or residences. The no-smoking rules extend to all UATX sponsored activities, whether on or off campus.
- B. All applicants for employment and students will be advised of and responsible for upholding the smoking policy, which includes informing others of such.
- C. Definition of smoking. "Smoking" refers to, but is not limited to, any use or possession of a cigar, cigarette, e-cigarette, or any other legal or illegal substance, in whatever form (hookah, vaporizer ("vape" pen), or pipe, bong).
- D. Smoking, vaping, and use of e-cigarettes is allowed outdoors if further than 100 feet from an entrance or walkway to a building or vehicle.
- E. Even though smoking may be permitted as above (100 feet from building), we reserve the right to direct that you and your guests and invitees immediately cease smoking in those areas if smoke is entering a dwelling or building or if it is interfering with the rights, comfort, health, safety or convenience of others in or near the premises.
- F. Extent of your liability for losses due to smoking. Your responsibility for damages, cleaning, deodorizing, loss of rental income, and other economic damages.



- G. The University of Austin employees and students in violation of the university's policy may be subject to university disciplinary action.

## **Policy on Vaccinations**

UATX requires the Texas state minimum required for an institution of higher education as is listed below.

### **Texas State regulations on Vaccinations**

All entering students at an institution of higher education<sup>4\*</sup> in Texas are required to show proof of an initial meningococcal vaccination or a booster dose during the five-year period prior to enrolling. They must get the vaccine at least 10 days before the semester begins. View the exemptions section for more information on exemptions from these requirements.

\*an "institution of higher education," for purposes of this requirement, includes a "private or independent institution of higher education" per Texas Education Code Sec. 51.9192; view Education Code Sec. 61.003 for full definitions of these terms.

Students may show proof of vaccination against meningococcal disease by providing their college or university with an immunization record showing they have been vaccinated against it in the last five years. Acceptable proof includes one of the following:

- a. A form showing the signature or stamp of a physician or his/her designee, or public health personnel that shows the month, day, and year the vaccination dose or booster was administered
- b. An official immunization record generated from a state or local health authority that shows the month, day, and year the vaccination or booster dose was administered
- c. An official record received from school officials (includes records from out of state)

Students may get a copy of their immunization records from their private healthcare provider or local health department, depending on where the vaccination(s) were administered. If the student's immunization records are in ImmTrac2, the Texas Immunization Registry, he or she can

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<sup>4</sup> An "institution of higher education," for purposes of this requirement, includes a "private or independent institution of higher education" per Texas Education Code Sec. 51.9192; view Education Code Sec. 61.003 for full definitions of these terms.

request a copy by calling the Texas Immunization Information Line at 800-252-9152. Please note that individuals 18-26 must re-consent as adults to stay in the registry.

### **Which Students Are Required To Receive Meningococcal Vaccine?**

- a. A first-time student of an institution of higher education or private or independent institution of higher education
- b. A transfer student from another institution
- c. A returning student who attended college before January 1, 2012, who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester

### **Which Students Are Not Required To Receive Meningococcal Vaccine?**

- a. Students 22 years of age or older by the first day of the start of the semester
- b. Students enrolled only in online or other distance education courses
- c. Students enrolled in a continuing education course or program that is less than 360 contact hours or continuing education corporate training
- d. Students enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus
- e. Students incarcerated in a Texas prison
- f. Students who are not enrolled in an institution of higher education
- g. Students submitting an affidavit or a certificate signed by a physician who is duly registered and licensed and in good standing to practice medicine in the United States, stating that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student
- h. Students who submit an affidavit/form signed by the student (or the parent/legal guardian/managing conservator, if applicable) stating the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief

For students obtaining exemptions from vaccination, these exemptions do not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from Texas DSHS; and in effect for the location of the institution the student attends.

### **Request an Affidavit at Other Institutions of Higher Education**

A person claiming exclusion for reasons of conscience, including a religious belief, from a required immunization may only obtain the affidavit form by submitting a request (via online form, mail, fax or hand-delivery) to the department. The request must include the following information:

- a. Full name of child or student
- b. Student's date of birth (month/day/year)
- c. Complete mailing address, including telephone number
- d. Number of requested affidavit forms (not to exceed five).

Affidavit form requests will be processed and mailed within one week from the receipt of the request. You will be notified if additional information is needed to process the affidavit. Email or telephone requests cannot be processed. Requests for affidavit forms must be submitted to the department through one of the following methods:

Online: Affidavits may be requested via the Immunization Section Affidavit Request website:  
<https://co-request.dshs.texas.gov/>

By Mail: A written request for an affidavit may be sent through the United States Postal Service (or other commercial carrier) to:

Texas Department of State Health Services  
Immunization Section, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

By Fax: Fax written requests for affidavits to: 512-776-7544.

In Person:

Texas Department of State Health Services  
1100 West 49th Street  
Austin, Texas 78756

NOTE: No requests will be filled at the time of hand-delivery.  
All affidavit forms will be mailed to you via U.S. Postal Service.

## **Policy for Student Fundraising**

Any students or groups of students desiring to solicit funds, advertise, sell a product or service, or utilize the UATX name/brand must first obtain approval through the University Dean and the Office of Students & Community. The University may require the use of certain platforms or tools for fundraising, at its sole discretion, and coordination with Advancement staff.

## **Policy for Student Photo and Video Release**

UATX is a new and growing university, and regularly produces marketing materials for its website, printed brochures, social media channels, and other outlets. The university may also provide access to the campus or university events at any location to third parties, such as members of the press.

You hereby grant to UATX the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of UATX-related photographs or videotaped images of yourself for use in connection with the activities of UATX or for promoting, publicizing, or explaining UATX or its activities. This grant includes, without limitation, the right to publish such images in UATX's official publications, publications on the UATX Website, and public relations/promotional materials. These images may appear in any of the wide variety of formats and media now available to UATX and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic and online media. All photos taken are without compensation to you. All electronic or non-electronic negatives, positives, and prints are owned by UATX.

# Student Grievances

You should contact University officials if you have a concern. If you're unsure about the right contact, please reach out to the Office of Students and Community or Ben Crocker, University Dean, for assistance.

## Grade Changes and Appeals

Once a grade has been submitted to the Office of the Registrar, only the instructor can change the grade, except in the case of a grade appeal. If a student believes that a final course grade has been improperly awarded, the student may appeal the grade by following these steps:

- The student must contact the instructor in writing to seek a solution no later than four weeks after the end of the term in which the course resides. The instructor must notify the student of the decision within one week of being contacted by the student. If the instructor decides that a grade change is warranted, the instructor must submit a change of grade form approved by the Dean of the academic center to the Office of the Registrar.
- If the decision of the instructor is not acceptable to the student, or the instructor does not respond in the established timeframe, an appeal may be made in writing to the Dean of the academic center within one week after notification by the instructor. The written appeal must specify both the complaint, and the action requested. The Dean must notify the student of the decision within two weeks.
- If the decision of the Dean is not acceptable to the student, or the Dean does not respond in the established timeframe, a written appeal may be made to the Office of the Provost within one week after notification by the Dean. The Office of the Provost will seek a solution within five days or may refer the matter to the Academic Standards Committee, which will then decide the case within five days. The decision of the Office of the Provost is final unless the Provost refers the appeal to the Academic Standards Committee, in which case the decision of that committee becomes final.

## General Misconduct by a Fellow Student

If you have a serious grievance with a fellow student, please report it to Ben Crocker, University Dean.

## Reporting Sexual Misconduct

UATX encourages anyone who has experienced, witnessed, or knows of prohibited sexual misconduct to report it. Reports may be submitted via email ([compliance@uaustin.org](mailto:compliance@uaustin.org)), to the Sexual Misconduct Coordinator ([kespino@uaustin.org](mailto:kespino@uaustin.org)) or Deputy Coordinator ([jstone@uaustin.org](mailto:jstone@uaustin.org)) in person or via email ([kespino@uaustin.org](mailto:kespino@uaustin.org)), or through the “Submit a Concern” link on UATX’s website.

Reporting allows the University to connect individuals with support services, assess safety risks, and determine appropriate next steps. Anyone—regardless of whether they are directly involved in the incident—may submit a report. Anonymous reports are accepted, using the “Submit a Concern” link on UATX’s website, though anonymity may limit the University’s ability to take further action.

An enrolled student is not required to report an incident of sexual harassment, sexual assault, dating violence, or stalking. A student who reports such an incident to UATX, a health care provider, a law enforcement agency, or another third party is entitled to accommodations as necessary. Please contact the SMRC to learn more about accommodations.

UATX has designated Becca Schwinger ([bschwinger@uaustin.org](mailto:bschwinger@uaustin.org)) as the person to whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking. Absent the student’s consent, Ms. Schwinger will only report the type of incident disclosed and will not include information that would violate the student’s expectation of privacy.

## Filing a Grievance Outside of UATX

These agencies should be contacted only after the student has registered a complaint with the University and has not received a response to the request for resolution. Students with grievances or complaints against the university based on violations of the Americans with Disabilities Act as Amended (ADAAA) also have the right to file a complaint with a designated federal agency.

### Office for Civil Rights

U.S. Department of Health and Human Services  
1301 Young Street, Suite 1169, Dallas, TX 75202  
Phone: 800-368-1019  
FAX: 214-767-0432  
TDD: 800-537-7697

<https://www.hhs.gov/ocr/complaints/index.html>

U.S. Department of Education

1100 Pennsylvania Ave. N.W., Room 316

P.O. Box 14620, Washington, D.C. 20046-4620

Phone: 202-208-2545

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Texas Higher Education Coordinating Board

1801 Congress Avenue, Suite 12.200

Austin, Texas 78701

Phone: 512-427-6101

[studentcomplaints@highered.texas.gov](mailto:studentcomplaints@highered.texas.gov)

# Student Acknowledgement

I acknowledge receipt of this Student Handbook, and agree to abide by the contents within.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_