UNIVERSITY POLICIES

Aggie Honor Code (p. 1)

Intellectual Property (p. 1)

Responsible Conduct of Research (p. 1)

Student Grievances and Appeals Procedures (p. 2)

University Statement for Individuals with Disabilities (p. 2)

University Statement on Harassment and Discrimination (p. 3)

University Student Rules (p. 3)

Aggie Honor Code

Integrity is a fundamental core value of Texas A&M University. Academic integrity requires a commitment by all faculty, students, and administrators to:

• Remain constantly focused on the quality of the academic programs;
• Achieve and maintain academic excellence in all courses and programs to assure the value of Texas A&M University degrees;
• Demand high academic standards from all members of the Aggie community.

All Texas A&M University students, graduate and undergraduate, part-time or full-time, in residence or in distance education, are expected to follow the guiding rule of the Aggie Honor Code:

"An Aggie does not lie, cheat, or steal or tolerate those who do."

Upon accepting admission to Texas A&M University or one of its branch campuses, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. A student will be required to state his/her commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M community from the requirements or the processes of the Honor System.

The Honor System Office is charged with promotion of the honor code and administration of academic misconduct cases. The Honor Council, comprised of students and faculty from colleges and offices across the University, will investigate all such infractions of the honor code and recommend appropriate sanctions. The website, http://aggiehonor.tamu.edu, defines the types of infractions and the possible consequences. Students are urged to review this information.

In addition to adherence to the Honor Code, a student (graduate students in particular) who is completing a thesis, record of study, dissertation, and publication may fall under the additional federal requirements promulgated by the Office of Research Integrity (Scientific Misconduct Regulations — 42 CFR part 50), as well as Texas A&M System Regulations and Texas A&M University Rules (Texas A&M System Regulations — Ethics in Research, Scholarship and Creative Work — 15.99.03 (https://www.tamus.edu/legal/policy/policy-and-regulation-library/), and Texas A&M University rules and standard administrative procedures — Responsible Conduct in Research and Scholarship — 15.99.03.M1, 15.99.03. M1.01-06 (http://rules-saps.tamu.edu/TAMURulesAndSAPs.aspx#15)).

Contact information for each campus can be found at the following:

• Texas A&M University website - http://aggiehonor.tamu.edu
• Texas A&M at Galveston website - http://www.tamug.edu/honor/ system (http://www.tamug.edu/honor/system/)
• Texas A&M at Qatar website - https://www.qatar.tamu.edu/ students/academic-services/aggie-honor-system (https:// www.qatar.tamu.edu/students/academic-services/aggie-honor- system/)

Intellectual Property

The ownership, management and commercialization of system-owned Intellectual Property and Tangible Research Property are set forth in System Policy 17.01 Intellectual Property Management and Commercialization. Intellectual Property will mean, collectively, all forms of intellectual property including, but not limited to, issued patents, patentable inventions, copyrightable works, trademarks, mask works, and trade secrets. The system recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly or artistic works without restriction. In keeping with this philosophy, the system does not claim copyright to pedagogical, scholarly or artistic works, regardless of their form of expression, unless required by a funding or research contract. Such works include, but are not limited to, copyrightable works of students created in the course of their education, such as dissertations, papers and journal articles. Authors of copyrightable works that are not owned by the system, its members, or another party such as a research sponsor, own the copyright in their works and are free to publish them, register the copyright, and receive any revenues which may result.

Accordingly, copyrightable works may be owned by the student/author/creator, by multiple individuals (such as a research team or co-authors of a publication), by the System, by a System member, or by another party such as a research sponsor. Factors that require consideration in determining ownership include:

1. whether or not the intellectual property was conceived or developed as a result of activities related to an individual’s employment responsibilities and/or with support from University-administered funds, facilities or personnel;
2. whether or not the intellectual property was conceived or developed in the course of, or resulting from, research supported by a grant or contract with the federal government or state government or a nonprofit or for-profit nongovernmental entity; and,
3. the individual collaborators, relative contributions of each individual, and agreements among creators of the work.

It is required that the student identify in the thesis, dissertation or record of study any collaborators, contributors, and sources of financial support (unless prohibited through contractual agreements) in carrying out the research or in publications presented in the thesis/dissertation/record of study. It is also required that the student clearly indicate what the student’s independent contributions were to the work. The advisory committee is responsible for ensuring that the student’s independent contribution is sufficient to represent a thesis, dissertation, or record of study.

Responsible Conduct of Research

Students who will be involved in research involving human subjects (e.g., survey data; human tissue/cell lines, protected health information), animals (e.g., vertebrate animals, animal tissues/cell lines), and/or
biosafety/biohazards (e.g., recombinant DNA/transgenic animals, plants; agents infectious to humans, animals or plants) should obtain approval through the appropriate university committee (or be included in existing research approvals) prior to engaging in the research. Engaging in unauthorized research can result in severe penalties for non-compliance. All students are urged to complete responsible conduct of research training early in their programs to support their efforts in conducting research responsibly and ethically.

Additional information, as well as online training, may be obtained from the office of Research Compliance and office of Biosafety at http://rcb.tamu.edu (http://rcb.tamu.edu/).

**Student Grievances and Appeals Procedures**

Specific procedures at Texas A&M University allow students to pursue a grievance for any of the problems, issues, or concerns listed in the table below. **BEFORE** initiating a grievance, students are strongly encouraged to seek clarification and advice regarding appropriate procedures. The Office of the Associate Provost for Undergraduate Studies provides Undergraduate Ombuds services (http://catalog.tamu.edu/undergraduate/general-information/services/#ombuds-services) to assist students, faculty, staff, and administrators with resolving academic conflicts on an informal and confidential basis. These are valuable resources for questions regarding grievances and appeals.

### Type of Grievance/Issue

<table>
<thead>
<tr>
<th>A&amp;M Student Rule</th>
<th>University Panel Handling Appeals</th>
<th>Appeals Panel Preliminary and Formal Resolution Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination and Discrimination Appeals</td>
<td>45 (<a href="http://student-rules.tamu.edu/rule45/">http://student-rules.tamu.edu/rule45/</a>)</td>
<td>See SAP 08.01.01.M1 (<a href="http://rules.saps.tamu.edu/PDFs/08.01.01.M1.pdf">http://rules.saps.tamu.edu/PDFs/08.01.01.M1.pdf</a>)</td>
</tr>
<tr>
<td>Disability Accommodations in Academic Programs</td>
<td>46 (<a href="http://student-rules.tamu.edu/rule46/">http://student-rules.tamu.edu/rule46/</a>)</td>
<td>See SAP 08.01.01.M1 (<a href="http://rules.saps.tamu.edu/PDFs/08.01.01.M1.pdf">http://rules.saps.tamu.edu/PDFs/08.01.01.M1.pdf</a>)</td>
</tr>
<tr>
<td>Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, and/or Stalking</td>
<td>47 (<a href="http://student-rules.tamu.edu/rule47/">http://student-rules.tamu.edu/rule47/</a>)</td>
<td>See SAP 08.01.01.M1 (<a href="http://rules.saps.tamu.edu/PDFs/08.01.01.M1.pdf">http://rules.saps.tamu.edu/PDFs/08.01.01.M1.pdf</a>)</td>
</tr>
<tr>
<td>Grade Disputes</td>
<td>48 (<a href="http://student-rules.tamu.edu/rule48/">http://student-rules.tamu.edu/rule48/</a>)</td>
<td>Undergraduate Academic Appeals Panel 57 (<a href="http://student-rules.tamu.edu/rule57/">http://student-rules.tamu.edu/rule57/</a>)</td>
</tr>
<tr>
<td>Unexcused Absences</td>
<td>49 (<a href="http://student-rules.tamu.edu/rule49/">http://student-rules.tamu.edu/rule49/</a>)</td>
<td>Undergraduate Academic Appeals Panel 57 (<a href="http://student-rules.tamu.edu/rule57/">http://student-rules.tamu.edu/rule57/</a>)</td>
</tr>
</tbody>
</table>

### Undergraduate Studies’ units have modified services available to students enrolled via distance education, at branch campuses, or at other instructional locations.

**University Statement for Individuals with Disabilities**

Texas A&M University (TAMU) is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors, including making its web sites accessible and usable. TAMU does not discriminate on the basis of an individual’s disability and complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) as amended.

Students are protected from discrimination regarding access to and participation in TAMU’s programs and activities. TAMU provides academic adjustments and auxiliary aids to accommodate needs of students with disabilities, as defined under the law, who are otherwise qualified to meet the institution’s academic requirements.

Students with disabilities who would like to request accommodations may contact the following:

- TAMU, Texas A&M Health’s (TAMH) College of Nursing, Irma Lerma Rangel College of Pharmacy College Station, College of Medicine, and School of Public Health should contact Disability Resources (979) 845-1637 or disability@tamu.edu.
- TAMH College of Dentistry should contact the Office of Academic Affairs (214) 828-8978 or bramsey@tamu.edu to request accommodations.
- TAMU School of Law should contact the Office of Student Affairs at (214) 828-8978 or bramsey@tamu.edu to request accommodations.
- TAMU Irma Lerma Rangel College of Pharmacy in Kingsville should contact the Disability Resource Center at TAMU at Kingsville at (361) 593-3024 to request accommodations.
• TAMU at Galveston (TAMUG) should contact Counseling and Career Services at (409) 740-4736 or studentservices@tamug.edu.

• TAMU at Qatar (TAMUQ) should contact the campus psychologist, Dr. Steve Wilson +974-4423-0047 or stephen.wilson@qatar.tamu.edu.

Students with a disability who believe they have experienced discrimination may contact Kevin McGinnis, Chief Risk, Ethics, and Compliance Officer, at the J. K. Williams Building, Suite 302, College Station, TX 77843, civilrights@tamu.edu or at (979) 458-0308. Students can also contact the TAMU ADA Coordinator at ADA.Coordinator@tamu.edu or (979) 845-8115, or any of the following campus contacts:

• TAMU, TAMU School of Law, and TAMH locations should contact the ADA Coordinator at (979) 845-8115 or ADA.Coordinator@tamu.edu.

• TAMUG should contact the ADA Coordinator at (409) 740-4503 or boyerj@tamug.edu.

• TAMUQ should contact Miguel Trevino at +974-4423-0317 or miguel.trevino@qatar.tamu.edu.

For more information about disability accommodations, see TAMU Student Rule 46, Disability Accommodations in Academic Programs (http://student-rules.tamu.edu/rule46/) or TAMUG Student Rule 46, Disability Accommodations in Academic Programs (http://www.tamug.edu/studentrules/Student_Grievance_Procedures/46_Disability_Accommodations.html).

University Statement on Harassment and Discrimination

Texas A&M University is committed to providing a safe and nondiscriminatory learning, living, and working environment for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly investigate and resolve all complaints of discrimination, harassment (including sexual harassment), and related retaliation in accordance with applicable federal and state laws and University rules and standard administrative procedures.

The University’s response to allegations of discrimination, harassment, and related retaliation will be 1) prompt and equitable; 2) intended to prevent the recurrence of any discrimination, harassment or retaliation; and 3) intended to remedy its discriminatory effects, as appropriate. A substantiated allegation of such conduct will result in disciplinary action, up to and including separation from the University. The University’s student sanctioning guidance for substantiated allegations of discrimination on the basis of sex, including sexual harassment, sexual violence and related retaliation, can be found here: Title IX Cumulative Sanctioning Matrix (https://urc.tamu.edu/media/1601574/title-ix-sanctioning-matrices-august-2018.pdf).

Students who have questions or believe they have experienced discrimination, harassment, sexual violence, and/or related retaliation are encouraged to contact Kevin McGinnis, Chief Risk, Ethics, and Compliance Officer, at the J. K. Williams Building, Suite 302, College Station, TX 77843. He may be contacted at civilrights@tamu.edu or at (979) 458-0308.

In addition, any report can be submitted to Jennifer Smith, Title IX Officer, at the Medical Sciences Library, Suite 007, College Station, TX 77843. Her telephone number is: (979) 458-8167 and email address is civilrights@tamu.edu. Such reports will be immediately forwarded to the Chief Risk, Ethics, and Compliance Officer for investigation and resolution. The Title IX website can be found at http://urc.tamu.edu/title-ix/.

To report incidents, request accommodations, or inquire about discrimination based on disability, you may contact Peggy Zapalac, ADA Coordinator, at (979) 845-8115 or ADA.Coordinator@tamu.edu. The office address is 750 Agronomy Road, Suite 2101, College Station, TX 77843 or see the ADA website at https://urc.tamu.edu/ada (https://urc.tamu.edu/ada/). Reported allegations of discrimination will be immediately forwarded to the Chief Risk, Ethics, and Compliance Officer for investigation and resolution.

University Student Rules

Each student enrolled at Texas A&M University is responsible for being fully acquainted with and complying with the Texas A&M University Student Rules. Specific rules, information and procedures may be found in publications pertaining to each particular service or department. Students are encouraged to reference the website at http://student-rules.tamu.edu (http://student-rules.tamu.edu/) for current published rules and regulations.

For information concerning federal and state policies, please reference the appendices (http://catalog.tamu.edu/undergraduate/appendices/) in this catalog.