

# UNIVERSITY POLICIES

## 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/honorsystem> (<http://www.tamug.edu/honorsystem/>)
- 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 reflects, collectively, all forms of intellectual property including but not limited to issued patents, patent applications, patentable inventions, (including without limitation those inventions where the System has decided not to file for patent protection, or has deferred a decision to file for patent protection, or a patent application is not currently filed), plant variety protection certificates, 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

Texas A&M University is committed to supporting responsible and ethical conduct of research and scholarship among its faculty, staff, and students. As such, the University follows federal, state, and university guidelines regarding Responsible Conduct of Research (RCR). A campus-wide environment pertaining to responsible conduct of research requires researchers to have the knowledge, skills, and tools to allow them to be responsible for their research conduct.

In August 2020, University SAP 15.99.99.M0.04 (<https://rules-saps.tamu.edu/PDFs/15.99.99.M0.04.pdf>) went into effect. The requirements outlined apply to any graduate student, postdoctoral researcher, or undergraduate student participating in research. The specific requirements will depend on the *type of student and the type of funding* supporting the research.

## What is required for Graduate Students?

Education and training in the ethical and responsible conduct of research are integral elements of research for all undergraduate students, graduate students, and postdoctoral researchers who engage in research in any field or who pursue advanced degrees at University facilities. The requirements for graduate students depend on whether the graduate student is participating in research funded internally, by research gift(s), or by an external sponsor as sponsored research. Internally funded research is not funded via an agreement with a sponsor, but is instead funded through internal sources that may or may not be restricted to research. Graduate students enrolled in a course (such as 685, 691, etc.) that includes research as an integral element are also subject to these RCR requirements (e.g., any student conducting research as part of a course, honors thesis, master's thesis, or doctoral dissertation).

For graduate students participating in research through a course or funded internally or by research gift(s), graduate students must complete the CITI RCR training within 60 days from their commencement of the research activity.

For graduate students participating in externally funded research, graduate students must complete the CITI RCR training AND an additional four hours of face-to-face Core training. The CITI training must be completed within 60 days following initiation of such support and the Core training must be completed within the first six months of the student's involvement in externally funded research.

## Additional Information

Additional information, including the specifics on how to complete the training, may be found on the VPR RCR website.

If you have questions not addressed that are related specifically to graduate students, please contact [rcr.grad@tamu.edu](mailto:rcr.grad@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	A&M Student Rule	University Panel Handling Appeals	Appeals Panel Preliminary and Formal Resolution Procedures
Discrimination and Discrimination Appeals	45 ( <a href="http://student-rules.tamu.edu/rule45/">http://student-rules.tamu.edu/rule45/</a> )	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> )	56 ( <a href="http://student-rules.tamu.edu/rule56/">http://student-rules.tamu.edu/rule56/</a> )
Disability Accommodations in Academic Programs	46 ( <a href="http://student-rules.tamu.edu/rule46/">http://student-rules.tamu.edu/rule46/</a> )	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> )	56 ( <a href="http://student-rules.tamu.edu/rule56/">http://student-rules.tamu.edu/rule56/</a> )
Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, and/or Stalking	47 ( <a href="http://student-rules.tamu.edu/rule47/">http://student-rules.tamu.edu/rule47/</a> )	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> )	58 ( <a href="http://student-rules.tamu.edu/rule58/">http://student-rules.tamu.edu/rule58/</a> )
Grade Disputes	48 ( <a href="http://student-rules.tamu.edu/rule48/">http://student-rules.tamu.edu/rule48/</a> )	Undergraduate Academic Appeals Panel	57 ( <a href="http://student-rules.tamu.edu/rule57/">http://student-rules.tamu.edu/rule57/</a> )
Unexcused Absences	49 ( <a href="http://student-rules.tamu.edu/rule49/">http://student-rules.tamu.edu/rule49/</a> )	Undergraduate Academic Appeals Panel	57 ( <a href="http://student-rules.tamu.edu/rule57/">http://student-rules.tamu.edu/rule57/</a> )
Academic Suspension and Blocks	50 ( <a href="http://student-rules.tamu.edu/rule50/">http://student-rules.tamu.edu/rule50/</a> )	Undergraduate Academic Appeals Panel	57 ( <a href="http://student-rules.tamu.edu/rule57/">http://student-rules.tamu.edu/rule57/</a> )
Student Conduct Separation and Appeal	51 ( <a href="http://student-rules.tamu.edu/rule51/">http://student-rules.tamu.edu/rule51/</a> )	University Disciplinary Panel	58 ( <a href="http://student-rules.tamu.edu/rule58/">http://student-rules.tamu.edu/rule58/</a> )
Academic Misconduct	52 ( <a href="http://student-rules.tamu.edu/rule52/">http://student-rules.tamu.edu/rule52/</a> )	Aggie Honor System Office	<a href="http://aggiehonor.tamu.edu">http://aggiehonor.tamu.edu</a>
Financial Assessments by the University	54 ( <a href="http://student-rules.tamu.edu/rule54/">http://student-rules.tamu.edu/rule54/</a> )	Head of Department or Unit Involved	Student Fiscal Appeal Process ( <a href="https://sbs.tamu.edu/accounts-billing/student-information/appeal-process/">https://sbs.tamu.edu/accounts-billing/student-information/appeal-process/</a> )
Parking Citations	55 ( <a href="http://student-rules.tamu.edu/rule55/">http://student-rules.tamu.edu/rule55/</a> )	Student Parking Appeals Board	<a href="http://transport.tamu.edu/parking/appeal.aspx">http://transport.tamu.edu/parking/appeal.aspx</a>

*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. Texas A&M University 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 Texas A&M's programs and activities. Texas A&M provides academic adjustments and auxiliary aides to accommodate the 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:

- Texas A&M University, 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](mailto:disability@tamu.edu).
- College of Dentistry should contact the Office of Academic Affairs (214) 828-8978 or [bramsey@tamu.edu](mailto:bramsey@tamu.edu) or Interim Associate Dean for Academic Affairs, Dr. Lynne Opperman, at (214)-828-8208 or [lopperman@tamu.edu](mailto:lopperman@tamu.edu) to request accommodations.
- School of Law should contact the Office of Student Affairs at (817) 212-4020 4111 or [studentaffairs@law.tamu.edu](mailto:studentaffairs@law.tamu.edu) to request accommodations.
- Irma Lerma Rangel College of Pharmacy in Kingsville should contact the Disability Resource Center at Texas A&M University - Kingsville at (361) 593-3024 or [drc.center@tamuk.edu](mailto:drc.center@tamuk.edu) to request accommodations.
- Texas A&M University at Galveston (TAMUG) should contact Counseling, Career and Ability Services at (409) 740-4736 or [studentservices@tamug.edu](mailto:studentservices@tamug.edu).
- Texas A&M University at Qatar (TAMUQ) should contact the campus psychologist, Dr. Steve Wilson +974-4423-0047 or [stephen.wilson@qatar.tamu.edu](mailto:stephen.wilson@qatar.tamu.edu).

Students with a disability who believe they have experienced discrimination may contact Jennifer Smith, Assistant Vice President and Title IX Coordinator in the Civil Rights and Equity Investigations office, 202 Olsen Blvd., Suite 007, College Station, TX 77843, [civilrights@tamu.edu](mailto:civilrights@tamu.edu), or at (979) 458-0308. Reported allegations of discrimination will be immediately forwarded to the Office of Civil Rights and Equity Investigations for review, investigation, or resolution.

Students can also contact the Texas A&M ADA Coordinator at [ADA.Coordinator@tamu.edu](mailto:ADA.Coordinator@tamu.edu) or (979) 845-8116, or any of the following campus contacts:

- Texas A&M University, School of Law, College of Nursing, Irma Lerma Rangel College of Pharmacy College Station, College of Medicine, School of Public Health, College of Dentistry and Irma Lerma Rangel College of Pharmacy in Kingsville should contact the ADA Coordinator at (979) 845-8116 or [ADA.Coordinator@tamu.edu](mailto:ADA.Coordinator@tamu.edu).
- Texas A&M University at Galveston should contact the ADA Coordinator at (409) 740-4503 or [r\\_sorensen@tamug.edu](mailto:r_sorensen@tamug.edu) ([boyerj@tamug.edu](mailto:boyerj@tamug.edu)).

- Texas A&M University at Qatar should contact Miguel Trevino at +974-4423-0317 or [miguel.trevino@qatar.tamu.edu](mailto: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](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 non-discriminatory 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 and equitably investigate and resolve all complaints of discrimination, harassment (including sexual harassment and sex-based misconduct), 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 stop and prevent the recurrence of any harassment, 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://titleix.tamu.edu/wp-content/uploads/2019/03/title-ix-sanctioning-matrices.pdf>)

Students who have questions or believe they have experienced discrimination, harassment, sexual harassment/sex-based misconduct, and/or related retaliation are encouraged to contact Jennifer Smith, Assistant Vice President and Title IX Coordinator, at the Medical Sciences Library, Suite 007, 202 Olsen Blvd. College Station, TX 77843. Her telephone number is: (979) 458-8167 and email address is [civilrights@tamu.edu](mailto:civilrights@tamu.edu). The Title IX website can be found at [titleix.tamu.edu](https://titleix.tamu.edu) (<https://titleix.tamu.edu>).

To report incidents, request accommodations, or inquire about discrimination based on disability, you may contact Julie Kuder, ADA Coordinator, at (979) 845-8116 or [ADA.Coordinator@tamu.edu](mailto: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 Office of Civil Rights and Equity Investigations for review, investigation, or 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.***