



University of Dallas

Health and Safety
Student Vaccine Policy

POLICY AHV
Responsible Executive:
Provost
Responsible Office:
Office of Provost
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy, in compliance with Tex. Educ. Code §§ [51.9191](#) and [51.9192](#) and 19 Tex. Admin. Code §§ [21.610 et seq.](#), requires entering students to receive the meningitis vaccine, unless subject to an exemption, and provide evidence of receipt of the vaccine to a designated health official at the University.

2. MENINGITIS VACCINE REQUIRED

Each entering student who is admitted to the University must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten (10) days prior to the first day of the first semester in which a student initially enrolls at the University, or following a break in enrollment of at least one fall or spring semester at the University.

- 2.1. The evidence of the student having received the vaccination from an appropriate health practitioner must be received by the designated health official. The information will be maintained in accordance with Family Education Rights and Privacy Act Regulations, and with the Health Insurance Portability and Accountability Act.
- 2.2. Under justifiable circumstances, the designated health official may grant extensions to individual students to extend the compliance date to no more than ten (10) days after the first day of the semester or other term in which the student initially enrolls.

3. AUTOMATIC EXEMPTIONS

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

- 3.1. The student is 22 years of age or older by the first day of the start of the semester; or
- 3.2. The student is enrolled only in online or other distance education courses; or
- 3.3. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- 3.4. The student is 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; or
- 3.5. The student is incarcerated in a Texas prison.

- 3.6. A student requesting an exemption under Section 3 of this Policy may be required to submit evidence establishing the student's entitlement to the automatic exemption.

4. ADDITIONAL EXEMPTIONS

A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the designated health official:

- 4.1. An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or
- 4.2. An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the designated health official no later than the 90th day after the date the affidavit is notarized; or
- 4.2.1. The exception for reasons of conscience does 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 the Texas Department of State Health Services and is in effect for the location of the institution the student attends.

5. NOTICE OF EXEMPTIONS

The University will provide to a student, with the registration materials that the University provides to a student before the student's initial enrollment in the University, the following:

- 5.1. Written or electronic notice of the right of the student or of a parent or guardian of a student, to claim an exemption from the vaccination requirement, as specified in Sections 3 and 4 of this policy; and
- 5.2. Written or electronic notice of the importance of consulting a physician about the need for the immunization against bacterial meningitis to prevent the disease.

6. DEFINITIONS

- 6.1. **"Designated health official"** means the individual designated by the University to receive evidence of vaccines from students. The designated health official is

Director, Student Health Services Center
University of Dallas
1845 E. Northgate Drive
Irving, TX 75062

- 6.2. **“Entering student”** includes a new student or a returning student, as those terms are defined in this policy:
- 6.2.1. **“New student”** means a first-time student of the University, including a student who transfers to the University from another institution. A student who was previously exempt under Section 3 of this policy will be treated as a new student, should the exemption no longer apply.
 - 6.2.2. **“Returning student”** means a student who previously attended an institution of higher education or private or independent institution of higher education, including, but not limited to, the University of Dallas, and who is enrolling in the University following a break in enrollment of at least one fall or spring semester.
- 6.3. **“Evidence of vaccination”** means evidence of vaccination or receiving a booster dose that includes:
- 6.3.1. The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered;
 - 6.3.2. An official immunization record generated from a state or local health authority; or
 - 6.3.3. An official record received from school officials, including a record from another state.
- 6.4. **“Health practitioner”** means any person authorized by law to administer a vaccination.
- 6.5. **“Online and other distance education course”** means a course in which the instructor and students are not in the same location. An online course typically involves web-based instruction, but might also include correspondence instruction. An online or other distance education course that includes a face-to-face component, including meeting in a testing laboratory with other students, or meeting in a classroom to receive interactive video instruction, does not qualify as an online or other distance education course for the purposes of this policy.
- 6.6. **“Prospective student”** means an individual who has contacted the University requesting information concerning admission to the University.
- 6.7. **“University”** and **“the University”** mean the University of Dallas.

7. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	<ul style="list-style-type: none"> 1. Monitor compliance with this Policy. 2. Develop annual notification and make available online.
Office of Provost	<ul style="list-style-type: none"> 1. Monitor compliance with this Policy.
Office of Student Affairs	<ul style="list-style-type: none"> 1. Monitor compliance with this Policy. 2. Review notices from Registrar of student unenrolled due to failure to submit proof of required vaccination, or exemption. 3. Distribute annual notification to students.

Office of Admissions	1. Distribute annual notification to prospective students.
Designated Health Official	<ol style="list-style-type: none"> 1. Receive evidence of vaccination, or other submission, and review for compliance with this policy. 2. Notify the Office of the Registrar regarding students who are in compliance with this Policy or who have an exemption under Section 4 of this Policy. 3. As appropriate, grant individual students' permission to submit their documentation up to ten (10) days after the first day of the semester or term in which the student initially enrolls. 4. Maintain records (e.g., evidence of vaccination or exemption) demonstrating that students have met vaccine requirement.
Office of the Registrar	<ol style="list-style-type: none"> 1. Place holds on all new student accounts of students not subject to automatic exemptions, pending approval of documentation by Designated Health Official. 2. Unenroll students who have not submitted the required documentation by the first day of class, or tenth day for those granted an individual extension, and are not subject to an exemption. 3. Notify the Office of Student Affairs of all students who have been unenrolled due to lack of evidence of vaccination.

8. PROCEDURES

Task	Procedure
Notifying Students	<ol style="list-style-type: none"> 1. The Office of the General Counsel will develop the annual notification of obligations under this Policy. 2. The Office of the General Counsel will provide the annual notification to the Office of Student Affairs and the Office of Admissions. 3. The Office of Student Affairs will provide the annual notification to all current students. 4. The Office of Admissions will notify entering students, prior to enrollment, of this policy and of their obligation to comply with it.
Receiving and Reviewing Documentation	<ol style="list-style-type: none"> 1. The designated health official will receive evidence of vaccination submitted by students, as well as affidavits in support of exemption. 2. The designated health official will review the submitted documentation to determine whether the student is in compliance with this Policy. 3. The designated health official will consider and, where appropriate, grant requests for an extension of the deadline until up to ten (10) days after the start of the semester or term. 4. The designated health official will notify the Office of the Registrar as to students who have submitted the required

documentation or are subject to an exemption under Section 4 of this Policy

Unenroll Students, when required	<ol style="list-style-type: none">1. The Office of the Registrar will identify those students who the designated health official has not cleared.2. The Office of the Registrar will determine whether the student is subject to an automatic exemption under Section 3 of this Policy.3. If it appears that the student is not subject to an automatic exemption under Section 3 of this Policy and has not been cleared by the designated health official, the Office of the Registrar will unenroll the student.4. The Office of the Registrar will promptly notify the Office of Student Affairs and the student when the student has been unenrolled. The notice to the student should include information on how to request reinstatement or reconsideration.
Unenrolled Students, and housing	<ol style="list-style-type: none">1. If the Office of the Registrar notifies the Office of Student Affairs that a student has been unenrolled, the Office of Student Affairs will terminate any associated housing or meal plans at the standard refund rates.

9. POLICY ENFORCEMENT

Enforcement	The Office of the Provost or the Office of the Registrar will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of the Provost or the Office of the Registrar.

10. RELATED DOCUMENTS

Policy or Document	Web Address
Policy AIC-I - Consumer Information Policy – Institutional Information	https://udallas.edu/about/university-policies/index.php

11. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Implementation	Office of Provost	(972) 721-5226	provostoffice@udallas.edu

Medical & Conscience Exemptions	Designated Health Official	(972) 721-5322	https://udallas.edu/offices/student-affairs/healthservices/studenthealthclinic/
Automatic Exemptions and Enrollment / Reenrollment	Office of the Registrar	(972) 721-5221	registrar@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	