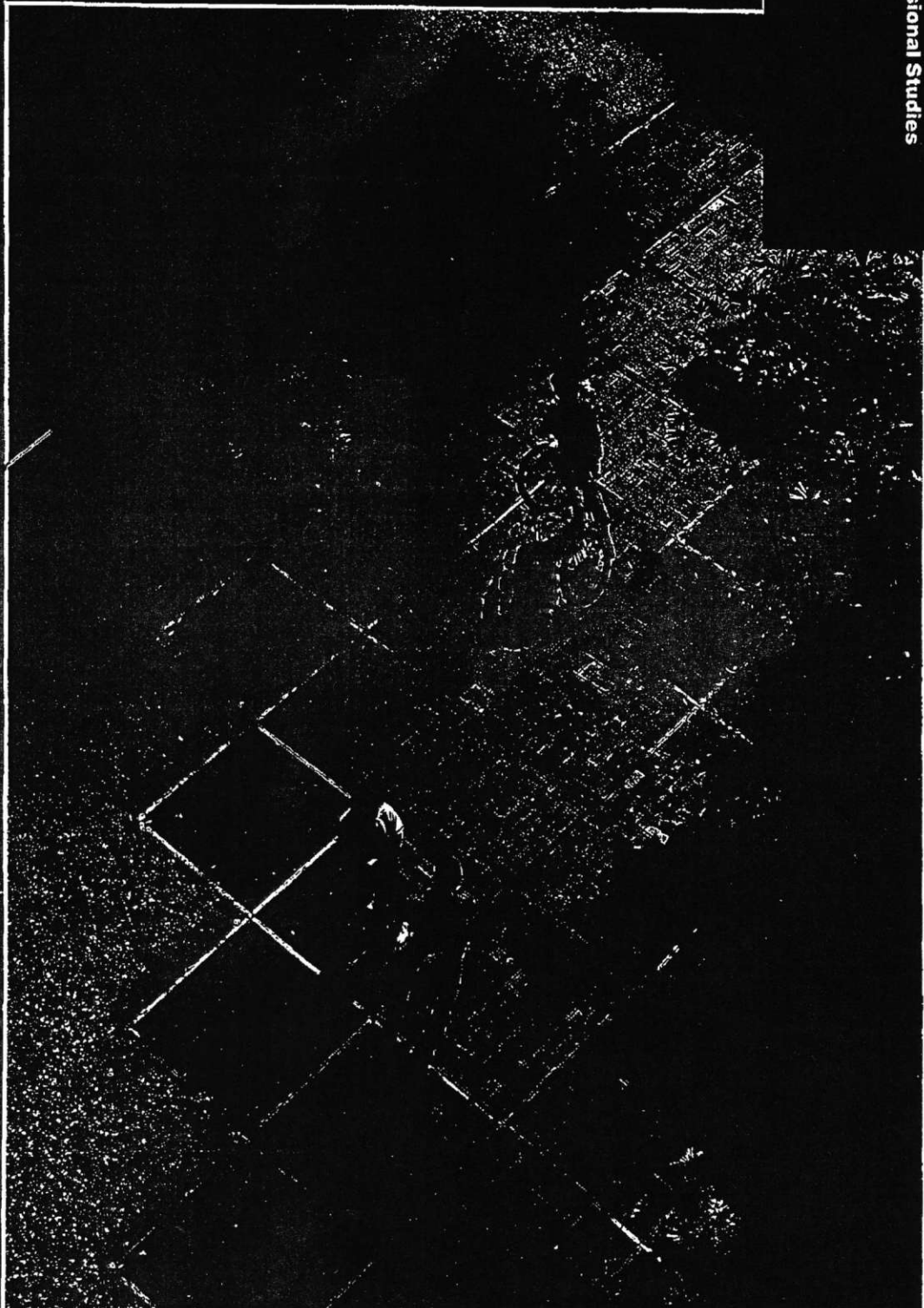


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Graduate and Professional Studies
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University of Houston University Park

The *Graduate and Professional Studies* catalog acquaints students with the policies and procedures, rules and regulations, and responsibilities and rights affecting them.

It provides answers to most questions concerning academic and administrative requirements for admission, registration, retention, financial aid, student life, and graduation.

All students are responsible for observing the standards and regulations governing this institution as published in this catalog and in other official publications.

Changes

The University of Houston–University Park reserves the right to change the provisions of this catalog, including, but not limited to, degree requirements, course offerings, fees, and listings in the calendar as necessitated by university or legislative action.

Equal Opportunity Policy

The university seeks to provide equal educational opportunity without regard to race, color, religion, national origin, sex, age, handicap, or veteran status in compliance with Title IX and all other federal and state regulations.

Published by the University of Houston–University Park Office of Publications

University of Houston
University Park
800 Calhoun Road
Houston, Texas 77004
713/749-1011

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University Withdrawal

In addition to suspension for academic and/or disciplinary causes, students may be withdrawn by the university for medical and/or financial reasons.

1. Accounts receivable withdrawal
Students who are delinquent in their financial obligations to the university may be forced to withdraw. They will be reinstated only when all financial obligations have been satisfied.

2. Medical withdrawal
The director of the University Health Center, acting with the vice chancellor for student affairs, may effect the withdrawal of students at any time when, in their opinion, such action is necessary for medical reasons. Details of the procedures followed in these circumstances are available from the University Health Center, C100 Health Center.

In such cases, the vice chancellor for student affairs will notify the dean of the college in writing of the actions taken and the effective date. The dean of the college will be asked to notify the instructors of the action in order that they may take the circumstances into account when awarding grades.

Scholastic Average

A minimum grade point average of 3.00 (B) for all graduate courses attempted is required for a graduate degree; failure to maintain this average may result in a warning, probation, or a suspension.

Grade points are assigned as follows: four for each semester hour of A, three for B, two for C, one for D, and zero for F. Plus or minus grades may be assigned at the discretion of the instructor with corresponding grade points as follows:

A	—4.0	B	—2.67	D+	—1.33
A-	—3.67	C+	—2.33	D	—1.00
B+	—3.33	C	—2.00	D-	—0.67
B	—3.00	C-	—1.67	F	—0.0

The grade of I (incomplete) must be changed by fulfillment of course requirements within 12 months of the date awarded or it will be changed automatically to an F or to a U (in S-U graded courses). In the case of a student enrolled in the graduating semester, a grade of I which has not been changed by the date of graduation will have the effect of an F or U (in S-U graded courses).

Although grades of D and F are included in the computed grade point average, no credit is given toward the graduate degree.

The cumulative grade point average and the Four-C Rule are based upon all of the student's work taken at UH—University Park, including repeated courses for which grade point values are assigned. Grades of S, U, I, and W are not assigned grade point values.

Certain graduate courses, as specified annually by the department, may be graded as S (satisfactory), U (unsatisfactory), or I (incomplete). Such grades will not be included in computing a grade point average.

Four-C Rule

A graduate student who receives a grade of C+ or lower in 12 semester hours of credit attempted at this institution for graduate credit, whether or not in repeated courses, is ineligible for any advanced degree at this institution and will not be permitted to re-enroll for graduate study. The Termination of Enrollment section specifies other regulations.

Foreign Language Requirement

There is no uniform foreign language requirement for graduate degree programs. This requirement is determined by the appropriate college or department. Further information may be obtained from the respective colleges and departments.

Thesis, Dissertation, Exam, and Graduation

Approval of Thesis or Dissertation Proposal

Students must receive approval of their thesis or dissertation proposal from their thesis or dissertation committee, which is appointed by the dean of the college upon the advice of the appropriate department chair.

In some departments, students may not begin research prior to admission to candidacy without the approval of an adviser. The thesis or dissertation must present evidence of a mastery of the literature, a significant contribution to knowledge, and the ability to do independent research.

Every thesis, dissertation, or other research project involving the use of human subjects must be approved by the Committee for the Protection of Human Subjects before research is started. Students should consult their faculty advisers for information. For additional information or an application form, contact the Office of Sponsored Programs, 316 Elizabeth W. Cullen Building, 749-3412.

The final draft of the thesis or dissertation must be completed and submitted to the advisory committee as early as stipulated by the committee, but no later than the deadlines specified in the academic calendar.

The section on Binding and Distribution of the Thesis or Dissertation specifies deadlines for submission of the approved thesis or dissertation to the college office.

Application for Candidacy

Graduate students must be approved for candidacy for the degree in accord with the procedures approved by the individual college or department.

In general, master's students should file applications for admission to candidacy with the college

office as soon as the following have been completed: at least 12 semester hours of graduate work at this institution; the department's qualifying examination, if required; and all special requirements of the college and the department of the student's major. After the college office has verified completion of these requirements, the student will be sent a formal notice of admission to candidacy for the degree.

Doctoral students should file for candidacy at the time the comprehensive qualifying, or proposal examination, of the department has been completed. Doctoral candidates must file for candidacy at least one semester prior to graduation (e.g., in the summer for fall graduates).

Candidacy application forms for graduate students are available in the college offices. *Not all colleges or departments have a formal candidacy procedure.* Students should consult the dean of their college about regulations for a particular program.

Continuous Registration and Credit for Thesis or Dissertation

Students who are working on theses or dissertations (including students who are registered *in absentia*) are considered to be full-time students and are expected to comply with the enrollment requirements as set forth in the section entitled Course Load. Advice or assistance from a member of the faculty in the preparation of the thesis or dissertation should not be expected unless the student is officially enrolled.

Students are required to be continuously enrolled (i.e., each fall and spring semester), including the semester in which the thesis or dissertation is submitted to and accepted by the university. Failure to enroll in thesis or dissertation courses may delay graduation and may result in the loss of financial assistance and other privileges. A student not enrolled for a semester or term may not receive payment for teaching, research, or other university services during that semester term. The student should consult the dean of the college for individual college requirements for summer registration for thesis or dissertation credit hours.

Students who are Texas residents and are registered for thesis or dissertation credit only as the final credit hour requirement for the degree in progress may be eligible for a reduced tuition rate. All other required fees shall be paid. Students should consult the dean of their college for eligibility criteria.

Students may register *in absentia* for thesis or dissertation courses if arrangements are made through the Office of Registration and Academic Records at least two weeks before the registration period. Registration for all other students must be completed to the prescribed manner during the announced registration period. The thesis or dissertation course is considered part of a student's current course load.

"Thesis (or dissertation) without a grade on the card for each registration term in which it is graded system of S (satisfactory), or I (incomplete). Such grades in the courses are not considered in the computation of the student's grade point average. A grade of C+ indicates that the student's performance is not acceptable.

The college office will accept the submission of (showing submission of) the college office to the chair then reports that to the Office of Registration.

Six semester hours of the student's thesis. (This may vary by college.) Although not required of the student, a grade may be applied toward the thesis or dissertation. The grade will be determined by the student's major. An examination covering the research study completion of the thesis or dissertation.

Final Comprehensive

In some departments, the degree may not include a final comprehensive examination. Students are expected to enroll each semester of the degree program. During the term in which the examination is taken, graduate programs are considered to be expected to comply with requirements as set forth in the section entitled Course Load.

Suggested Form for Thesis

As a general rule, the format should conform to the standards of scientific and scholarly writing. For instances in which this is not the case, reference should be made to the manual approved by the college.

Before preparing the thesis or dissertation, the student should obtain a copy of the thesis or dissertation from the appropriate college.

Binding and Distribution of Thesis or Dissertation

The original and two copies of the approved thesis or dissertation should be submitted to the appropriate college office for binding as early as possible, but no later than the deadline specified in the academic calendar. Graduate students should check with the dean of the college for specific procedures.

Students who fail to meet these deadlines may be required to refile applications for graduation for a subsequent semester.

The original and one copy of the thesis or dissertation are retained by the M. D. Anderson Library, and one copy goes to the student's major department. The binding fee is \$15 per copy for theses and \$30 per copy for dissertations. The college will send a copy of the Certification of Submission of Thesis/Dissertation form to the student's department chair.

Microfilming of Doctoral Dissertations

A microfilming fee of \$35 is required in addition to the binding fee. This fee will provide for microfilming the complete dissertation and publication of an abstract of 350 words or less.

A University Microfilms Agreement form must be completed by the student at the time the dissertation is presented to the college. An extra copy of the abstract and abstract title page must be furnished with the agreement.

Ordinarily, the microfilm of the dissertation will not be copyrighted. If desired, copyright registration may be requested as provided by the agreement form. The copyright fee is \$20.

Publication

Any published article or book should include a note indicating that the material is, or is based upon, a thesis or dissertation submitted in partial fulfillment of the requirements for the designated degree at the University of Houston–University Park.

Final Examination

Final examinations are given during the time and date designated in the class schedule. Any exceptions to this policy must be approved in writing by the dean of the college and announced no later than the last day to drop a course.

In recognition of the students' need to prepare for final examinations, it is contrary to campus policy to assign previously unscheduled work in the form of tests, papers, or reports during the 14 calendar days prior to the examination period of each semester, or five calendar days prior to the examination period of each summer session.

There will be no final examinations during the reading period.

Classroom and Laboratory Examination

For purposes of security, and to ensure that assistance is available, it is expected that someone familiar with the examination being administered, either the instructor or a designate, will be present in the room during the examination period. It is recognized that such an expectation is not always appropriate, for example, when an honor code is in effect, for graduate seminars, or when the format of the examination makes it unnecessary.

Final Grade Reports

The Office of Registration and Academic Records mails final grades as soon as they are compiled after the close of the semester or summer sessions. The report reflects the grade assigned by the instructor on the final grade sheet. Any subsequent change is not included. Grades are sent to the students' mailing address unless it is requested that they be sent to the permanent address listed on university records. Only one report is mailed. Additional copies are not available.

Graduation Application

The application for graduation should not be confused with the application for candidacy.

Degrees are not awarded automatically upon completion of all scholastic requirements. To be considered a candidate for a degree, the student must submit an application for graduation to the Graduation Office, 108 Ezekiel W. Cullen Building.

Applications should be filed either the semester prior to or in which the student plans to graduate. Applications are available in the Graduation Office as of the first class day. Deadlines for filing the application for graduation are listed in the academic calendar. Candidates for graduation, previously disapproved, must reapply for graduation at no additional charge.

Diplomas usually are mailed about two months after graduation. However, students may indicate on the graduation application that their diplomas be held in the Graduation Office for pickup.

Student Records

Change of Address

All students must file changes of address and/or name with the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building. Change of major should be filed with the office of the dean of the college in which the major is listed.

Students who fail to report a new address will not be excused from penalties on the grounds that communications mailed from the University Park campus were not received in time.

Change of Name

University records of a name are based upon applications for admission. Subsequent name changes should be promptly reported to the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building.

Confidentiality

Students' records are released only for use by faculty and professional staff members for authorized campus-related purposes. The release of records for off-campus use occurs only with the students' knowledge and consent or where required by law or when subpoenaed.

Public information on a record which may be released upon request includes name, address, telephone listing, date and place of birth, classification, major, participation in officially recognized activities and sports, weight and height (of athletes), dates of attendance, degree(s) received, the most recent previous educational institution attended, or other similar information. Students who do not wish this public information to be released are responsible for notifying the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building, during the first week of classes. Such a request to withhold public information remains in effect until revoked in writing.

Academic Honesty

The university can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. However, cases of academic dishonesty will inevitably arise, and these must be handled with actions that will ensure the integrity of this institution. The Academic Honesty Policy of the University of Houston–University Park is designed to handle those cases in fairness to all concerned: the accused student, the faculty, and the university as a whole.

The Academic Honesty Policy contains full details concerning the definition of academic dishonesty; procedures for reporting and acting on cases involving breach of this policy; and the punishment to be assessed for infractions. Copies of this policy are available in the offices of the department chairs, the deans of colleges, the dean of students, and the senior vice chancellor and provost. A copy will be made available to any faculty or student involved in a case of academic dishonesty.

In brief form, infractions of the policy include any conduct that a reasonable person in the same or similar circumstances would recognize as dishonest or improper to an academic setting such as: obtaining test questions or answers to questions and responses to assigned work in any fashion other than that designated as proper by the instructor of the class involved; falsifying records and results of academic work; or falsely presenting someone else's work as one's own. This policy shall cover these items and others as detailed in the Academic Honesty Policy.

The penalties for confirmation of an infraction shall be commensurate with the offense and with the record of any previous infractions. The lowered grade or failure on an assignment or failure in the course may be temporary or permanent suspension, or a combination of these.

The allegation of infraction with the faculty member in violation of the policy occurred and procedure department chair. Where disapproval proposed occurs, either party will be heard at the college level. The student also has the basic rights of due process and the opportunity to meet the accuser to present evidence and witnesses. The accused student may seek a hearing.

The accused student may appeal the penalty by the department chair to the committee of the college, depending on which the case is appealed. The university may examine the case in a manner in which the various elements of hearing, and timing of the hearing, and indicates by the committee.

The policy applies to all students of the university, with some procedure for professional colleges. It is the responsibility of administrative officers involved (dean, provost) to ensure that the policy is implemented fairly and in a timely manner. The responsibility of the faculty is to ensure that the policy is implemented in a timely manner and by properly reporting infractions.

All members of, and participants in, the academic life of the university are expected to be familiar with this policy and should familiarize themselves with its content.