

University of Houston

Graduate and
Professional
Studies

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For More Information	
Academic Advising Center	749-7421
Admissions	
Office of Admissions	749-2321, 749-2357
Graduate Study (except law, optometry, pharmacy, social work and the psychology department)	
International Students	
Law	749-4816
Optometry	749-3361
Pharmacy	749-4106
Social Work	749-3819
Athletics	
Director	749-2371
Colleges	
Architecture, Graduate School of	749-1181
Business Administration, Graduate Programs Office	749-2893
Education, Graduate Studies	749-1637
Engineering, Cullen College of	749-2491
Humanities and Fine Arts, College of	749-4425
Law Center	749-1422
Law Library	749-3191
Natural Sciences and Mathematics, College of	749-4612
Optometry, College of	749-3361
Optometry Clinic (Appointment Desk)	749-3107
Pharmacy, College of	749-4106
Social Sciences, College of	749-4171
Social Work, Graduate School of	749-3814
Technology, College of	749-3618
Financial Matters	
Office of Student Accounting	749-4164
Housing	
On-Campus	749-2185
Loans and Scholarships	
Office of Scholarships and Financial Aid	749-1582
Registration	
Office of Registration and Academic Records	749-2937
ROTC	
Department of Military Science	749-4394
Student Organizations (includes Fraternities and Sororities)	
Campus Activities Coordinator	749-1253
Student Services	
Vice President for Student Affairs	749-3424
Dean of Students	749-2915
Transcripts	
Office of Registration and Academic Records	749-1774
Veterans Services	749-7245
Visitor Information	749-4797

Office Hours

University offices are open from 8 a.m. to 5 p.m., Monday through Friday. Several offices remain open during evening hours for the convenience of students and faculty. The Offices of Admissions, Registration and Academic Records, and Scholarships and Financial Aid, and the Student Life Division, Academic Advising Center, and the library have additional hours of operation.

Campus Tours

Campus tours begin at noon Monday through Friday except for campus holidays and the periods prior to and during registration. Tours leave from the Office of Admissions, 129 Ezekiel W. Cullen Building. A phone call prior to the visit is advised to ensure that the offices to be visited will be open.

University of Houston System Addresses

University of Houston System
1600 Smith, Suite 3400
Houston, Texas 77002
713/749-1201

For information concerning programs at other campuses, address inquiries to:

UH-Clear Lake
2700 Bay Area Boulevard
Houston, Texas 77058

UH-Victoria
2302-C Red River
Victoria, Texas 77901

UH-Downtown
One Main Street
Houston, Texas 77002

The University of Houston System is a state-assisted institution composed of four universities: the University of Houston, UH-Clear Lake, UH-Downtown, and UH-Victoria.

For Additional Catalogs

For information about purchasing additional copies of the *Graduate and Professional Studies* catalog, contact the University Bookstore, University of Houston, Houston, Texas 77024-3651, 713/748-0923.

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University of Houston

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 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.

Statement of Mission

The University of Houston is a major, public, comprehensive research university. Its activities encompass undergraduate, graduate, and professional education; basic and applied research; and public service programs. Undergraduate education at the University of Houston reflects a liberal/professional model that provides students with a broad liberal arts base complemented by an in-depth study of a particular profession or discipline.

University of Houston graduate programs offer students a mastery in their chosen area. The university conducts basic research of special relevance to the department and operates a variety of public service activities. The university's priorities include the needs of the city of Houston and the state of Texas. Published by the University of Houston Office of Publications and the Office for Academic Affairs.

University of Houston
Houston, Texas 77204
713/749-1011

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Reinstatement

Students who are dropped by the instructor or who drop a course may, if extraordinary circumstances prevail, be reinstated by securing written permission from the instructor and meeting with the departmental graduate adviser, if appropriate. The prescribed forms may be obtained from the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building.

Withdrawal

The term "withdrawal" applies to the dropping of all courses for which students are registered at the University of Houston. Withdrawal may be initiated by a student after consultation with the departmental graduate adviser.

General Withdrawal

In addition to following the procedure for dropping a course, students must return all library books and laboratory equipment and have their University of Houston record clear in every respect. Students who wish to withdraw should go to the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building, or write:

Office of Registration and Academic Records
University of Houston
Houston, Texas 77204-2161

The recorded date for withdrawal will be the date the students' letters are received.

Students whose enrollment in a course is terminated on or before the last day to drop or withdraw without receiving a grade (see date listed in the academic calendar and in the class schedule) will not have these courses on their permanent record or grades assigned. When terminations are made after this date, the message and date of withdrawal will appear; grades of W (withdrawal, either passing or with no evaluative data available at the time of drop), or F (withdrawal, failing) will be assigned by the instructor at the close of the semester, and the courses and grades will appear on the students' permanent records.

Students are responsible for initiating action to drop or withdraw from classes on or before the last day to drop a course. Students who fail to do so will be absent for the remainder of the semester. In such instances, grades of F will be given unless mitigating circumstances warrant grades of I (incomplete).

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.

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.

Medical withdrawal

The director of the University Health Center, acting with the vice president 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 dean of students 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.

Note: This policy is under review

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 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 — 4.00	B — 2.67	D+ — 1.33
A- — 3.67	C+ — 2.33	D — 1.00
B+ — 3.33	C — 2.00	D- — .67
B — 3.00	C- — 1.67	F — 0.00

The grade of I (incomplete) must be changed by fulfillment of course requirements within 12 months of the date awarded or it will be converted automatically to an F or 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.

Although grades of D+ and lower are included in the computed grade point average, the university awards no credit for courses in which the student receives a grade below C-.

The cumulative grade point average and the Four-C Rule (see below) are based upon all of the student's work taken at the University of Houston, 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). In the catalog, these courses are referred to as S-U graded courses. 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 or for application toward the graduate degree, 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 above 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.

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 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 breaches 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 president. A copy will be made available to any faculty member 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 in 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 confirmed breaches of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. They will range from a lowered grade or failure on an examination or assignment or failure in the course, to probation or temporary or permanent suspension from the university, or a combination of these.

The allegation of infraction shall normally start with the faculty member in whose class the alleged infraction occurred and proceed to a hearing with the department chair. Where disagreement with respect to guilt, nature of the transgression, or penalty proposed occurs, either party will have the right to hearings at the college level and the right of a procedural review by the office of the senior vice president for academic affairs. The accused student also has the basic rights of proper written notification of the accusation and the time and place of any hearings concerning the case; fair hearings with opportunity to meet the accuser; and the opportunity to present evidence and witnesses in the defense. The accused student may seek the advice of counsel.

The accused student penalty by the department of the college, depending is appealed. Finally, the university may examine Academic Honesty Policy the various notifications timing of these events shall be by whom they shall be

The policy applies to sity, with some procedu colleges. It is the respon officers involved (depart president for academic a implemented fairly and responsibility of the facu academic dishonesty by tions in situations where properly reporting instan

All members of, and of the university are to b should familiarize them

Approval of Thesis

Students must receive ap tion proposal from their which is appointed by the advice of the appropriate

In some departments, search prior to admission approval of an adviser. T present evidence of a ma of study, a significant co ability to conduct indepe

Every thesis, disserta involving the use of hum by the Committee for the before research is started faculty advisers for infor tion or an application for Sponsored Programs, 31/ 749-3412.

The final draft of the completed and submitted early as stipulated by the the deadlines specified in

The section below on Thesis or Dissertation sp of the approved thesis or office.

Application for Candidacy

Graduate students must be approved for candidacy for a degree in accordance 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 after completing the department's comprehensive qualifying or proposal examination. 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 or term. The student should consult the dean of the college for individual college requirements regarding 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 are charged the appropriate hourly rate. (No minimum tuition rate exists.) 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 in 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) in progress" is shown without a grade on the student's permanent record for each registration period until the semester or term in which it is graded. However, a graduate grading system of S (satisfactory), U (unsatisfactory), or I (incomplete) may be elected by a department. Such grades in the thesis or dissertation courses are not considered in computing a student's grade point average. A final grade of B or better is required on the completed thesis or dissertation. A grade of C indicates that the thesis or dissertation is not acceptable.

The college office will send a copy of the Certification of Submission of Thesis/Dissertation form (showing submission of the thesis or dissertation to the college office) to the student's department chair. The chair then reports the thesis or dissertation grade to the Office of Registration and Academic Records.

Six semester hours may be earned for the master's thesis. (This may vary according to department or college.) Although more than this number may be required of the student, a maximum of six hours may be applied toward the master's degree. Credit allowed toward the degree for the doctoral dissertation will be determined by the department of the student's major. Upon completion of the thesis or dissertation, the department will hold an examination or defense, oral and/or written, covering the area of the research study.

Final Comprehensive Examination

In some departments, the program for the master's degree may not include a thesis but may require a final comprehensive examination. Graduate students are expected to enroll each semester until completion of the degree program and award of the degree. During the term in which the final comprehensive examination is taken, graduate students in nonthesis programs are considered to be full-time students and are expected to comply with the enrollment requirements as set forth in the section above entitled Course Load for Graduate Students.

Suggested Form for Thesis or Dissertation

As a general rule, the format and style of presentation should conform to the most acceptable standards of scientific and scholarly writing in the discipline. For instances in which this general rule is an inadequate guide, reference should be made to a style manual approved by the college or department.

Before preparing the thesis or dissertation, the student should obtain a copy of the guide for the preparation and submission of theses and dissertations from the appropriate college office.

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 or requirements concerning additional copies.

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 \$25 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 Theses or Dissertations

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

A University Microfilms Agreement form must be completed by the student at the time the thesis or 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. If a thesis is copyrighted, it must also be microfilmed. 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.

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 student's 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 during the examination period. It is not always apparent which honor code is in effect, seminar, or when the form is unnecessary.

Final Grade Report

The Office of Registration and Academic Records will post final grades as soon as the grade assigned by the student's major department is sent to the students' university records. Only copies are not available. Reporting their correct major to the Office of Registration and Academic Records is necessary.

Graduation and Graduation Application

The application for graduation is available in the Office of Registration and Academic Records.

Degrees are not awarded until all scholastic requirements for a degree, the application for graduation, and Academic Records, 108 E. Deadlines for filing the application are available in the Academic Records, 108 E. Deadlines for filing the application who have been previously notified for graduation at no additional cost.

Any student who expects to graduate must be continuously enrolled in 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 or term. The student should consult the dean of the college for individual college requirements regarding summer registration for thesis or dissertation credit hours.

Diplomas usually are mailed to students who are continuously enrolled in 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 or term. The student should consult the dean of the college for individual college requirements regarding summer registration for thesis or dissertation credit hours.

Campus Policies for Graduate Assistants

Graduate assistants are graduate students who hold an appointment to assist in the classroom, advising, reading papers and research, or other administrative duties. They are not employed by the university and are not eligible for graduate assistant enrollment. They are not eligible for teaching assistant, and research assistant positions.