

University of Houston	
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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
713/754-7400

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 is the doctoral degree-granting and largest university of the University of Houston System, a public system of higher education that includes three other universities: 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 77204-3651; 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 of Houston provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law.

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 programs offer students mastery in their chosen university conducts basic department and operates search of special relevant priorities. The university of public service activities social, health, legal, gov of the city of Houston and Published by the Univ Publications and the Offi for Academic Affairs.

University of Houston
Houston, Texas 77204
713/743-1000

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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 may be judged and assigned penalty by the department chair, or a hearing committee of the college, depending on the level at which the case is appealed. Finally, the senior vice president of the university may examine the case and order a review. The Academic Honesty Policy sets forth the manner in which the various notifications, appointments of hearing, and timing of these events shall be carried out, and indicates by whom they shall be conducted.

The policy applies to all colleges within the university, with some procedural exceptions in the professional colleges. It is the responsibility of the administrative officers involved (department chair, dean, senior vice president for academic affairs) to ensure that the policy is implemented fairly and in a timely manner. It is the responsibility of the faculty and students to discourage academic dishonesty by exercising appropriate precautions in situations where infractions may occur and by properly reporting instances of such infractions.

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

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 in an area of study, a significant contribution to knowledge, and the ability to conduct 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 Ezekiel W. Cullen Building, 743-9222.

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 below on Binding and Distribution of 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 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 department of their major 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 thesis or dissertation should be submitted to the college office for binding at the deadline specified in the academic calendar for specific procedures. Additional copies should be submitted to the appropriate department chair.

Students who fail to submit their thesis or dissertation on time are required to refile applications for admission to candidacy for the subsequent semester.

The original and two copies of the thesis or dissertation are retained by the student. A copy goes to the student's department chair. The cost of binding is \$25 per copy. The cost of microfilm is \$25 per copy. The cost of microfiling is \$25 per copy. The cost of submission of the thesis or dissertation to the student's department chair is \$25 per copy.

Microfiling of Thesis or Dissertation

A microfiling fee of \$25 per copy is required for each copy of the thesis or dissertation. This fee is complete thesis or dissertation. The cost of microfiling is \$25 per copy. The cost of submission of the thesis or dissertation to the student's department chair is \$25 per copy.

A University Microfilms International (UMI) microfiling fee of \$25 per copy is required for each copy of the thesis or dissertation. This fee is complete thesis or dissertation. The cost of microfiling is \$25 per copy. The cost of submission of the thesis or dissertation to the student's department chair is \$25 per copy.

Ordinarily, the microfiling fee is not be copyrighted. If desired, the microfiling fee is \$25 per copy. The cost of submission of the thesis or dissertation to the student's department chair is \$25 per copy.

Publication

Any published article or dissertation submitted to a journal or publisher should indicate that the material is copyrighted. The cost of submission of the thesis or dissertation to the student's department chair is \$25 per copy.

Final Examination

Final examinations are designated in the class policy must be approved by the college and announced a course.

In recognition of the examinations, it is contrarily unscheduled or reports during the 14-day period of each session prior to the examination period.

There will be no final examination period.