



UH
EXHIBIT NO. 8
P. Astoria CRB

For More Information

| | |
|---|----------------|
| Academic Advising Center | 743-1046 |
| Admissions | |
| Office of Admissions | 743-1010 |
| Graduate Study (except law, optometry, pharmacy, social work and the psychology department) | 743-1010 |
| International Students | 743-1010 |
| Law | 743-1070 |
| Optometry | 743-2040 |
| Pharmacy | 743-1256 |
| Social Work | 743-8078 |
| Athletics | |
| Director | 743-9370 |
| Colleges | |
| Architecture, Graduate School of | 743-2400 |
| Business Administration, Graduate Programs Office | 743-4600 |
| Education, Graduate Studies | 743-5010 |
| Engineering, Cullen College of | 743-4200 |
| Honors College | 743-9010 |
| Hotel and Restaurant Management, Hilton College of | 743-2428 |
| Humanities, Fine Arts, and Communication, College of | 743-3000 |
| Law Center | 743-2200 |
| Law Library | 743-2300 |
| Natural Sciences and Mathematics, College of | 743-2611 |
| Optometry, College of | 743-1889 |
| Optometry Clinic (Appointment Desk) | 743-2020 |
| Pharmacy, College of | 743-1255 |
| Social Sciences, College of | 743-4000 |
| Social Work, Graduate School of | 743-8075 |
| Technology, College of | 743-4021 |
| Financial Matters | |
| Office of Student Accounting | 743-1010 |
| Housing | |
| On-Campus | 743-6020 |
| Toll-free Number | 1-800-247-7184 |
| Loans and Scholarships | |
| Office of Scholarships and Financial Aid | 743-9051 |
| Registration | |
| Office of Registration and Academic Records | 743-1010 |
| ROTC | |
| Department of Military Science | 743-3875 |
| Student Organizations | |
| (includes Fraternities and Sororities) | |
| Campus Activities Coordinator | 743-5180 |
| Student Services | |
| Vice President for Student Affairs | 743-5390 |
| Dean of Students | 743-5470 |
| Transcripts | |
| Office of Registration and Academic Records | 743-1010 |
| Veterans Services | 743-5490 |
| Visitor Information | 743-5850 |

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 (743-7401) 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.

Produced by the University of Houston Office of Publications and the Office of the Senior Vice President for Academic Affairs.

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. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

For more information concerning this policy, contact:

Phyllis Powell
Assistant to the President for Affirmative Action
University of Houston
Houston, Texas 77204-2162
713/743-8834

Other University Policies

Information on other University of Houston policies, including the Academic Honesty Policy, Student Life Policies, Drug Free Workplace Policy, AIDS Policy, Smoking Policy, and the Sexual Harassment Policy, can be found in the *Student Handbook* published by, and available in, the Dean of Students Office.

Statement of Mission

The University of Houston is a major public university providing a broad range of academic, undergraduate, graduate, and applied research programs. It is the doctoral degree-granting component of the University of Houston System.

In the state-assisted system of higher education in Texas, UH is the state's largest university located in a major metropolitan area. It has a special responsibility to meet the educational and service needs of the state and to provide leadership in the development of educational programs and research laboratories and programs at all levels for the benefit of the state and area corporations and organizations of particular interest to the state. Its public service mission is to contribute to the state's economic and cultural development and to the well-being of the community.

Undergraduate education is provided in a professional model. All students are required to complete a 50-hour program designed to provide the essential preparation for the professional or discipline in which the student is to be employed.

Graduate and professional programs are designed to prepare students to acquire a chosen discipline or profession or to complete a master's degree program or to prepare for the professional or discipline in which the student is to be employed. Doctoral degree programs are provided in the fields of science, for example, and in the fields of teaching and research.

Education at UH stresses independent learning and problem-solving. Students are not expected to learn all or even most of what they will be required to know over the course of their careers. Rather, the university's goal is to provide a sound base of knowledge, skills, and practice. Further, it strives to foster attitudes that will allow and encourage its graduates to continue their education throughout their lives and to apply that knowledge to improve their lives and the quality of their society.

Admission to UH is selective and competitive. The university has a commitment to provide educational opportunities for minority students, including special scholarship and support programs, and has minority faculty, staff, and student recruitment programs.

The University of Houston provides educational programs of high quality for part-time and working students, and schedules courses throughout the day and evening to accommodate students' needs for flexible class schedules. The campus makes no distinction in requirements or quality of instruction between the degree programs offered through day or evening classes. Programs of instruction are available at special teaching institutes for residents living far from the campus.

UH is Houston's largest public outreach university. Its goal is to provide an on-going research base to meet the needs of Houston's business, government, and cultural communities. Research faculty serve as role models and share with students information, ideas, and problems relevant to the fields of academic study. Basic research takes place largely within disciplinary departments. Applied, problem-oriented research, usually involving several disciplines, is conducted in a variety of UH's research institutes. The University actively seeks external support for its research programs from government and private sources.

The educational mission of UH is also designed to meet the business, science and health, legal, governmental, and cultural needs of the city. Through its regular academic units and its extensive continuing education programs, UH offers the opportunity for residents of Houston to maintain or improve skills and knowledge that they need to enhance their careers and lives.

Published by the:

Office of Publications
University of Houston
Houston, TX 77204-2163
713/743-8170

and the

Office of the Senior Vice President
for Academic Affairs
University of Houston
Houston, Texas 77204-2162
713/743-9111

Contents

General Information

How to Read this Catalog
Academic Calendar
Board of Regents and Administrative Officers
University Profile
Graduate and Professional Degree Programs
Application for Admission and Registration
Tuition and Fees
Scholarships and Financial Aid
Academic Regulations and Degree Requirements
Special Programs and Opportunities
Libraries
Computer Resources
Facilities and Resources
Student Services

Colleges and Schools

Architecture
Business Administration
Education
Engineering
Hotel and Restaurant Management
Humanities, Fine Arts, and Communication
Law
Natural Sciences and Mathematics
Optometry
Pharmacy
Social Sciences
Social Work
Technology
Index
Campus Map

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 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.

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 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, when the class is a graduate seminar, 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 listed on university records. Only one report is mailed. Additional copies are not available. Students are responsible for reporting their correct mailing address to the Office of Registration and Academic Records or any Enrollment Services office.

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.

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

Change of Name

The university records students' names based upon applications for admission. Students should promptly report subsequent name changes to the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building, and supply the office with verifying documents.

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 when records are required by law or subpoenaed.

Public information on a record which may be released upon request includes name, address, telephone listing, date and place of birth, classification, major, current class schedule, current number of hours enrolled, names of students enrolled in a section, major and minor fields of study, marital

status, names and addresses of parents, religious preference, 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 must notify 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.

Religious Holy Days

The University of Houston respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations. Students whose religious beliefs prohibit class attendance or the completion of specific assignments on designated dates may request an excused absence.

If the student notifies the instructor of the classes which conflict with religious holy days by the fifteenth calendar day of each semester (eighth calendar day for summer terms), the student will be excused. Eligible religions are those whose places of worship are exempt from property taxation.

Detailed procedures and copies of the state law are available in the offices of the senior vice president for academic affairs, the dean of students, and the A.D. Bruce Religion Center. Using the general petition form, available in the Office of Registration and Academic Records, students should request excused absences due to religious holy days, obtain the signature of each of their professors, and turn in the form at the Office of Registration and Academic Records.

Graduation and 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 Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building.

Applications should be filed either the semester before or in which the student plans to graduate.

Applications are available in the Office of Registration and Academic Records, 108 Ezekiel W. Cullen Building. Deadlines for filing the application for graduation are listed in the academic calendar.

Candidates for graduation who have been previously approved must reapply for graduation at no additional charge.

A student who expects to graduate in a given semester must be enrolled for that semester. This requirement applies to students who have not submitted a thesis or dissertation by the deadline of the previous semester. Certification for graduation is issued by the dean's office in the college of the student's major. Diplomas usually are mailed about two weeks after graduation. However, students may

indicate on the graduation form that they will pick up their diploma at the Office of Registration and Academic Records.

Approval of Thesis or Dissertation

Students must receive approval of their dissertation proposal from a committee, which is appointed by the department chair, before proceeding to the department chair.

In some departments, research prior to admission to a graduate program must present evidence of advanced knowledge in an area of study, a significant contribution to knowledge, and the ability to conduct research.

Every thesis, dissertation, or project involving the use of a computer must be approved by the Committee on Human Subjects before research is conducted. For additional information, contact the Office of Sponsored Programs, 108 Ezekiel W. Cullen Building.

The final draft of the thesis or dissertation must be completed and submitted to the department chair as early as stipulated in the department's academic calendar.

Application for Candidacy

Graduate students must be approved by the individual faculty members for a degree in accordance with the requirements approved by the individual faculty members.

In general, master's students must submit applications for admission to the college office as soon as possible. Applications should be completed: at least 12 semesters before the start of work at this institution; the examination, if required; the requirements of the college and the student's major. After the completion of these requirements, a formal notice of admission to the degree.

Doctoral students should complete the departmental requirements and submit applications for admission to the college office as soon as possible. Applications should be completed: at least 12 semesters before the start of work at this institution; the examination, if required; the requirements of the college and the student's major. After the completion of these requirements, a formal notice of admission to the degree.

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Continuous Registration for Thesis or Dissertation

Students who are working on a thesis or dissertation (including students who are on leave) are considered to be full-time students and must comply with the enrollment requirements.

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 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. 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 for public access, and one copy goes to the student's major department. The college will send a copy of the Certification of Submission of Thesis/Dissertation form to the student's department chair. Binding fees for theses and dissertations vary. Graduate students should check with the dean of the college for specific procedures and requirements.

Microfilming of Theses or Dissertations

A microfilming fee is required in addition to the binding fee. This fee—the cost of microfilming plus a \$5 administrative charge—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 for a fee. If a thesis is copyrighted, it must also be microfilmed.

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.

Campus Policies for Graduate Assistants

Graduate assistants are graduate students enrolled full time who hold an appointment requiring the performance of such duties as classroom instruction, academic advising, reading papers and examinations, supervision, research, or other administrative responsibilities. The term graduate assistant encompasses the teaching fellow, teaching assistant, and research assistant.

Teaching fellows (graduate students with primary responsibility for teaching a course for credit) must have completed a minimum of 18 semester hours of graduate credit in their teaching field, must be in good standing, and must be making satisfactory progress toward the degree. Teaching fellows may be listed as the instructor of record.

Teaching assistants (graduate students who do not have primary responsibility for teaching a course for credit and who perform under a faculty member's direct supervision) must be in good standing and must be making satisfactory progress toward the degree.

Research assistants are graduate students who are engaged in research activities under the direction and supervision of a principal investigator.

Each college or department establishes its own guidelines for selecting and awarding teaching assistantships and fellowships and for assigning the duties of its teaching fellows and teaching assistants. Any exception to this policy must be approved in advance by the dean of the college and the senior vice president for academic affairs.

The following policies applying to all graduate assistants are inclusive, but not exhaustive. Departments and colleges may develop additional policies and procedures.

Appointment Procedures

The appointment of graduate assistants is the responsibility of the deans of the colleges and is based upon the recommendations of the departments, specific offer and all related conditions are the responsibility of the department.

The University of Houston has a standard contract form that must be used in the appointment of graduate assistants. Any conditions of appointment beyond stipulated in the contract will be specified by appropriate departmental officer.

Qualifications for Appointment

Eligible for a graduate assistantship, students must have an undergraduate degree or its equivalent, be enrolled in a graduate program, and be prepared to devote full-time efforts toward the degree. In addition, they must serve as classroom instructors or in other

roles that require communicating and being competent in spoken English, graduate proficiency in spoken English requirement may be satisfied by the following criteria:

1. Completion of baccalaureate degree at a regionally accredited institution in Australia, Africa, or the United Kingdom as the medium of instruction.

2. A minimum score of 220 on the English (TSE), 220 on the English Assessment Kit (EAK) or the Foreign Service Interview. The TSE is administered at the centers on TOEFL test and the SPEAK Test administered through the Office of Counselors.

As it is not always possible to demonstrate proficiency on campus, conditional appointment of a graduate assistant may be extended until the student's academic advisor at the college of the student's choice has determined that the student's proficiency is presented, assigned to an instructional role.

Duration of Appointment
Although a one-semester appointment of a graduate assistant for the full academic year is preferred, summer employment is also possible based on departmental needs.

Graduate students may be appointed to an assistantship for more than three years in a row, but no more than five years in total. Graduate students may be appointed for no more than six years directly after entering a graduate program or holding an assistantship at the college and the senior vice president for academic affairs.

Conditions of Service

The following policies are inclusive, but not exhaustive; departments may develop additional conditions of service.

1. Satisfactory progress toward the degree for each department must be maintained.
2. The minimum course load for graduate students is 12 semester hours and the maximum is 18 semester hours in a fall or spring semester. The minimum course load for summer enrollment is 6 semester hours for each week of summer enrollment.
3. The minimum Course Load for Graduate Students