

# ***DOCTORAL STUDENT HANDBOOK***

## ***Ph.D. Program***

***University of Houston  
Graduate College of Social Work  
237 Social Work Bldg.  
Houston, Texas 77204-4013  
Effective Fall, 2005***

(Revised: August 1, 2005)  
(Revised: February 6, 2006)  
(Revised: July, 2006)  
(Revised: August 22, 2006)  
(Revised: May 18, 2007)  
(Revised: October 23, 2007)  
(Revised: May 22, 2008)

## **PROGRAM OVERVIEW**

### History and Overview of the Graduate College of Social Work (GCSW)

The founding of the GCSW was the culmination of persistent efforts by professional and lay community leaders to develop a graduate professional school in the largest urban area of the Southwest. The GCSW at the University of Houston was authorized by a 1967 Act of the Texas Legislature. Dr. Daniel O'Keefe was appointed Dean of the school in September, 1967, and the first class of 26 students began the Program in the Fall of 1968. Following the untimely death of Dean O'Keefe, Professor David Roberts served as Acting Dean for two years. In July, 1973, Dr. Gary Lloyd was appointed Dean of the school and served until January of 1978. From January until July, Dr. Florence Clemenger served as acting dean, at which time Dr. Daniel B. Jennings joined the GCSW as Dean, a position that he held until August of 1985. Dr. Karen S. Haynes was appointed Dean of the school in August of 1985. In 1995, Dean Haynes took a leave of absence to become the president of the University of Houston, Victoria Campus. Former Associate Dean Karen Holmes replaced Dr. Haynes as Acting Dean. Since the first class of 26 was admitted in 1968, more than 2,000 students have graduated from the GCSW with the M.S.W. degree. Dr. Ira Colby assumed the deanship in 1999.

The Graduate College of Social Work Doctoral Program began in 1993. The Program has over 40 students in various stages of doctoral education; thirty-three (33) students have graduated. Students may pursue study on a full-time or part-time basis. A full-time doctoral student takes 9-10 credit hours per semester. On a full-time basis, the coursework is designed to be completed in two academic years. Part-time doctoral students take 6-7 credit hours per semester. Coursework is designed to be completed in three academic years.

In 1998, the GCSW began a M.S.W./Ph.D. degree option designed for students pursuing the M.S.W. degree while working on their doctorate. The Dual Degree Program is designed for students who will be attending courses on a full-time basis. Students interested in the *MSW/Ph.D. option must apply separately to each program.*

### Doctoral Mission Statement

Set in an urban, multicultural environment, the purpose of the GCSW doctoral program is to develop social work researchers, scholars, teachers, and leaders who can facilitate change through rigorous and contextualized analysis of social problems and social work interventions in a manner respectful of the experiences of all affected. Graduates will advance the knowledge base of the profession, promote a scientific basis for social work practice at all levels of intervention, and actively promote global social and economic justice.

### Program Objectives

The program is designed to prepare students to contribute to scholarship and to advance the knowledge base of social work practice. Students are prepared for leadership positions in:

- Social work education
- Agency administration
- Research in social work practice

*The doctoral program seeks applicants with potential to:*

1. contribute new research knowledge that will advance the profession's ability to respond effectively to the social service needs of individuals, groups, families, and communities;
2. critically analyze the existing theoretical knowledge and value bases of contemporary social work practice;
3. understand the processes of theory construction and validation in the development of social work knowledge;
4. acquire advanced research competence to: (a) evaluate social work practice and theories which undergird that practice; (b) critically evaluate interventions, outcomes, and effectiveness of services; (c) understand the policies that affect the delivery of social services; and (d) evaluate new and evolving needs and problems of individuals families, groups, and communities in general, as well as special populations in need of social work services;
5. seek and synthesize relevant knowledge and approaches to theory-building in the behavioral and social sciences, the humanities, and other helping professions in order to enrich social work theory, knowledge, practice, education, social work research;
6. understand the historical roots, philosophical value positions, and parameters of social policy that affect contemporary social work and provide the context for social work practice;
7. understand and critically evaluate contemporary trends and issues in social welfare policy development;
8. understand how cultural diversity impacts social welfare policies, direct social services, complex organizations, and research;
9. understand the dynamics of complex organizations and how they affect the context in which social work services are administered; and
10. produce and disseminate knowledge in professional publications, lectures, and conference presentations.

Transfer Credit

Doctoral-level post-master's courses taken at other accredited universities may be accepted in lieu of required or elective courses. Courses must have been taken within five (5) years from the date of formal acceptance into GCSW doctoral program. No more than nine (9) semester credit hours can be transferred for credit toward the Ph.D. degree.

A request for transfer credit must be accompanied by documentation that the course(s) taken elsewhere is/are equivalent to and congruent with the substance of the GCSW doctoral program, as well as the individual student's substantive and research interests.

## DUAL PROGRAM (M.S.W./Ph.D.)

The Dual Program is designed only for full-time students pursuing both the M.S.W. and the Ph.D. degrees. A limited number of applicants with extensive research experience will be accepted into the Dual Program. This program is designed for applicants whose long-range career goals and past experience are consistent with the aims of both the M.S.W. and Ph.D. programs, and who wish to accelerate their education. The combined program offers a structured educational opportunity for students holding master's degrees in other fields, but who want to earn the M.S.W. while pursuing the Ph.D. The M.S.W. allows graduates to teach practice courses at accredited schools of social work after completing a minimum of 2 years post M.S.W. practice experience.

Dual Program students begin their doctoral coursework before completing the M.S.W. Program, and can complete the coursework for both degrees in 3½ years instead of four.

In the first year, dual students enroll only in required M.S.W. foundation courses. Students will not take any doctoral courses in their first year. Applicants for the dual degree can apply in two different ways: (1) they can apply for both programs simultaneously, or (2) students already enrolled in the master's program can apply for admission to the Ph.D. Program after they complete all first-semester requirements. Applicants for the Dual Program are required to submit applications to both the M.S.W. and the Ph.D. programs *separately, and the required application fee for each program*. Admission into the Doctoral Program is probationary and based on the successful completion of the required M.S.W. foundation courses.

The M.S.W. degree will be awarded prior to the completion of the Ph.D. degree. Students can drop out of the Doctoral Program if they decide to terminate their education with an M.S.W. degree. However, students who enter the dual program without a master's degree will not be permitted to remain in the Ph.D. Program if they terminate the M.S.W. Program.

### Admissions Requirements for the Dual Degree

1. Completion of both M.S.W. and Doctoral admissions applications, and submission of both application fees.
2. Admission to the M.S.W. Program.
3. Have achieved a grade point average of 3.5 or better (4.0 scale) in all previous undergraduate and graduate study. Applicants whose GPA is below 3.5, but who have demonstrated excellence in other areas of the application, may be considered. *We will calculate your GPA based on your transcripts.*
4. Evidence of a strong interest in social work research which can be demonstrated through the application narrative and appendices (such as publications, research projects, research papers).
5. Strong undergraduate research background.
6. In-person or telephone interview may be required.

## ACADEMIC POLICIES

### Registration, Billing, and Transcripts

The University of Houston has implemented a VIP telephone registration system. Students will need to purchase the *UH Course Schedule* each semester to check the dates and times for when to call in for registration. The course schedules are available at the University Center (UC) Satellite Bookstore, other locations around campus, and the website ([www.sw.uh.edu](http://www.sw.uh.edu)). *If fees are not paid on time, a student is dropped from classes* and a late fee will be assessed. Errors on fee bills are addressed in the Student Accounting Office, Room 6 of E. Cullen.

Students will also need to obtain a Cougar 1 Card, the official picture identification card for the University of Houston. A fee is charged to all enrolled students each semester, and is included on your tuition and fee bill. It is recommended for all students, faculty, and staff to obtain a card and take advantage of University services. In order to enter some of the locations on the University campus (i.e., Central Computing Site, Residential Life and Housing, Intramural Facilities, Scholars Community Program, GSSW Student Lounge, GSSW Computer Learning Center, etc.) “card access control” is required. To obtain your Cougar 1 Card, you must go to Room 279 at the University Center (UC) – a photo identification such as a driver’s license, military ID, or Passport is required. You may visit the website at <http://www.uh.edu/cougar1card> or call (713) 743-2399 for additional information about these services.

Transcripts can be obtained or requested *in person* only at the E-Cullen Building, Room 108. The GCSW cannot issue or request transcripts. They may be forwarded through the University campus mail to: Social Work, Ph.D. Program – SW 4013.

### General Academic Policies

A satisfactory rate of progress toward the doctoral degree is required throughout a student’s enrollment. Doctoral Students must at all times maintain at least a 3.0 (B) grade point average in their coursework. Grade points are assigned as follows:

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

A grade of “I” (incomplete) must be changed by fulfillment of course requirements within a maximum of 12 months of the date awarded or it will be automatically converted to an “F” or “U”. While 12 months is the maximum allowable time to remove a grade of “I”, shorter times are typically required in agreements with instructors. A student with an “I” is not eligible for graduation, and the student cannot graduate until the “I” is removed. If a student has completed all requirements for graduation, but in addition took an extra elective course (beyond the required number of electives) and received a grade of “I” in that course, the “I” will be converted to an “F” in calculating the final GPA. 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 of below C-.

### Academic and Professional Behavior Policies

*Academic Probation and Suspension.* A student whose grade point average (GPA) falls below 3.0 (B) will be placed on academic probation, and will be allowed to continue his/her enrollment only with the written

recommendation of the Doctoral Program Director and approval from the Dean. Permission to continue will be granted only if there is reasonable likelihood that the grade point average will improve in the subsequent semester. Removal from academic probation is granted when the grade point average is raised to B or above.

*Two “C” Rule.* Students who received a grade of C+ or lower in 6 semester credit hours of doctoral credit, while enrolled in the doctoral program, whether or not in repeated courses, will be dismissed from the doctoral program.

The previous rule allowed students to have no more than 2 grades of C of doctoral credit. This meant that students could remain in the program after having received 2 Cs and would not be dismissed unless they received a third grade of C. **Note:** UH has a 4C policy whereby any student who receives 4 grades of “C+” or below in any graduate level course will be dismissed from the University.

*Incomplete Grades.* The grade of I (Incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination as scheduled. The grade of I *must be changed by fulfilling the course requirements by the deadline set by the instructor*, but no more than one year from the date awarded, or, in conformance with University Policy, it will be changed automatically to “F” or “U” (in S/U graded courses).

*Academic Honesty.* All members of, and participants in, the academic life of the University are governed by the University of Houston Academic Honesty Policy. See website ([www.uh.edu/dos/hdbk/relpolicies/](http://www.uh.edu/dos/hdbk/relpolicies/)) for additional information.

*Disciplinary Action and Termination.* The nature of social work dictates that practitioners use sound professional judgment. The college reserves the right to terminate enrollment of any student at any time for what the college faculty and administration may believe to be good and sufficient reason(s), such as cheating, plagiarism, misuse of University property, or unprofessional conduct. Explicit policies are found in the UH Graduate and Professional Studies Bulletin on-line ([www.uh.edu/gp](http://www.uh.edu/gp)).

*Grievance Policy and Procedures.* Students have the right to appeal any action they feel is unfair or in error. The Graduate College of Social Work Policy for Student Grievance is available in the Doctoral Student Handbook ([www.sw.uh.edu/currentstudents/PhDHandbook/HNDBKF06DOC.doc](http://www.sw.uh.edu/currentstudents/PhDHandbook/HNDBKF06DOC.doc)). It is the responsibility of all students to become familiar with the various policies and regulations of the University and the GCSW and to meet the conditions they impose.

### Continuous Enrollment

Doctoral students **must be continuously enrolled in coursework** until the completion of their Ph.D. degree. During their Dissertation phase, students must enroll in at least 3 credit hours per semester of Dissertation study. In addition, students must complete one academic year in residency in continuous full-time enrollment. Full-time study constitutes 9 credit hours per semester while part-time study must constitute 6 credit hours per semester. *Students who cannot enroll in a given semester must apply for a leave of absence by completing the required Leave of Absence form* (see Appendix A). Students who wish to withdraw from the Doctoral Program should do so properly.

Students who plan on Fall, Spring, or Summer graduation **must** also: (1) be enrolled during that semester; and (2) file an Application for Graduation for the graduating semester in Room 108 E-Cullen, Graduation Office.

### Time Limits for Completion of Degree Requirements

Students who enroll as doctoral candidates must complete their degree requirements within ten (10) years of the date of first enrollment with a doctoral degree objective. Failure to comply will result in the candidate being ineligible for the doctoral degree. Doctoral students who fail to complete their dissertation within five (5) years after completion of the comprehensive or candidacy examination(s) must retake the examination(s). See “Academic Regulations and Degree Requirements” website ([www.uh.edu/gs](http://www.uh.edu/gs)).

### Student Leave Policy

The approval of a student leave from the GCSW Doctoral Program is not automatic; it can be denied if the student does not provide valid grounds for the leave. A student must inform the Ph.D. Program Director of their intent to take a leave. To be eligible, students must complete a Ph.D. Program Form F: Student Request to Take a Leave of Absence (see Appendix A). After completing the form, they must submit it to the Ph.D. Program Director for approval.

Leaves from the GCSW Doctoral Program are for a maximum of one academic year. However, under rare circumstances (e.g., severe health problems of the student or close family member), leaves can be extended. However, appropriate documentation is required to extend the leave.

Students who fail to return (i.e., they do not register for classes or dissertation credits) on time from a leave of absence will be dismissed from the GCSW Doctoral Program as per *The Graduate and Professional Studies Catalog*.

### Advisement

The Ph.D. Program Director serves as the Faculty Advisor for students until a Dissertation Chairperson is chosen. Students are urged to consult with a wide range of faculty members on matters related to substantive areas of their course of study.

### Coursework and Independent Study/Special Problems Courses

The curriculum plan requires completion of a minimum of 48 semester credit hours. Thirty-nine (39) SCH in coursework and nine (9) SCH in dissertation. The program design is based on a curriculum that provides a theoretical base in social work and social science theories; acquisition of research competencies requisite for doctoral study in social work; and essential content related to the history and philosophy of social work practice. As such, the curriculum strives to achieve a balance between research and theory (which includes social policy, social work practice theory, social justice, and social science knowledge, including theory construction).

The aim of independent study/special problems courses is to develop and pursue expertise in a student’s area of specialization for which there is no formal or scheduled classes available. This can involve statistics, research methods, as well as other subject content. Each credit of independent study is equivalent to 3 hours a week of work. An independent study of 3 SCH is therefore equivalent to 9 hours of work a week. Using the Independent Study/Special Problems Request Form, students must make a formal request to the instructor for approved independent study/special problems coursework and course enrollment. (See Appendix A for the Independent Study/Special Problems Request Form and Guidelines)

An Independent Study is graded as S/U and Special Problems Study will receive a letter grade.

### Electives

Students are encouraged to take independent study courses or electives in other departments of the University of Houston or in institutions such as Rice University, UT School of Public Health, Baylor College of Medicine, UT School of Nursing School, UH Law School, and Texas Woman's University. Electives taken at the University of Houston must be designated as 8000 level courses.

### Pre-Dissertation Research

Students who have completed the required and elective coursework but have not yet successfully completed their comprehensive examinations or have not yet defended their dissertation proposal *must* take SOCW 8395: Pre-Dissertation Research to maintain continuous enrollment. Students *cannot* take SOCW 8399 (Dissertation credits) until they have successfully completed SOCW 8395. In other words, students are not permitted to register for Doctoral Dissertation credits (SOCW 8399/8699/8999) until after they have been admitted into candidacy (i.e., they have successfully passed their comprehensive examinations and defended their Dissertation proposal). Students who take SOCW 8395 in preparation for their comprehensive examinations and Dissertation proposal defense must take it on an S/U basis.

## **FINANCIAL SUPPORT**

The GCSW Doctoral Program places a high priority on doctoral student support and makes every effort to assist students throughout their educational endeavor. Doctoral students requiring financial assistance should consult with the Doctoral Program Director and/or with the appropriate UH office. Applicants are advised to apply early to be considered for financial assistance.

Sources of financial assistance available to doctoral students may include: (1) teaching fellowships; (2) Title IV-E assistantships; (3) Graduate Research Assistantships; (4) Adjunct Teaching (preference is given to second-year students); (5) University-wide stipends are available through the Mexican-American Student Program; (6) Minority scholarships are available through the CSWE Minority Fellows Program; and (7) Information on grants and scholarships are forwarded to all doctoral students on a regular basis. Small grants are also available to help defray the costs of dissertation research. Information is available on the Council on Social Work Education website ([www.cswe.org](http://www.cswe.org)).

### UH Financial Aid Options

A variety of grants and loans are available through the University of Houston Office of Scholarships and Financial Aid. For additional information, go to [www.uh.edu/sfs](http://www.uh.edu/sfs) or call (713) 743-9051.

### Graduate Assistant Tuition Fellowship (GATF)

In exchange for 20 hour-a-week employment in the GCSW, students receive a stipend per semester (Fall and Spring). Students will receive a resident tuition waiver for 9 credit hours. However, this waiver *does not include the cost of differential designated tuition*. The student will be responsible for this cost as well as for fees. Non-residents benefit additionally by receiving in-state tuition rates. Students must apply and interview for GATF positions in the GCSW; if awarded a GATF, students must enroll for a minimum of 9 hours each Fall and Spring semester. Mandatory fees charged by UH remain the responsibility of the student and are not included in the GATF.

## **GCSW ADMINISTRATIVE STRUCTURE, STUDENT INFORMATION & IMPORTANT NUMBERS ON CAMPUS**

The following section explains the structure of the school as well as some of the roles and responsibilities of the administration and staff.

### **DEAN'S OFFICE**

Dr. Ira Colby is Dean of the Graduate College of Social Work, one of the 14 colleges that comprise the University of Houston main campus. Dean Colby is responsible to the Senior Vice-President for Academic Affairs for all matters pertaining to the overall functioning of the college. A Professional Advisory Board composed of community persons provides input and support to the Dean regarding the long-range direction and development of the school, and an Administrative and Personnel Committee composed of four faculty that provides additional input with respect to the more immediate concerns of the school. In addition to providing administrative leadership, Dean Colby's roles and responsibilities encompass community outreach, public relations, and fund-raising on behalf of the GCSW. The Associate Deans are Drs. Karen Holmes and Paul Raffoul.

## **MAILBOXES, DOCTORAL SPACE & OTHER RELATED MATTERS**

**Computer Learning Center (CLC):** The CLC is located in Room 217 requiring a Cougar 1 Card to gain entrance. Within the CLC are terminals that will connect to the university's mainframe computer (for e-mail and internet services). The CLC also has IBM clones, Macintosh SE's, and dot matrix and laser printers. Specific hours of operation are posted on the door each semester.

**Student Lounge:** Doctoral students must use their Cougar 1 Card to unlock the Social Work Student Lounge (Room 227). For reasons of security, privacy and insurance liability, please keep the lounge door closed and locked at all times. The Student Lounge has a change machine, soda and candy/snack machine, and a refrigerator.

**Doctoral Mailboxes** are located in the Room 227A (inside the student lounge) and a Cougar Card 1 is also needed to gain entrance. These mailboxes should be checked regularly.

**Doctoral Bulletin Board:** The Ph.D. Bulletin Board (located on the 4<sup>th</sup> floor next to Room 421) should be checked regularly for messages and related information. Notices of proposal and dissertation hearings will be posted there, as will job announcements, GA's, fellowships, and other funding opportunities.

**Doctoral Office Space:** A room has been set aside for Doctoral office space. This room is for all doctoral students (only). You can obtain a key from the Doctoral Program Admissions Office.

**Computer Accounts:** Doctoral students are encouraged to set up a University computer account. Moreover, doctoral students are expected to have attained an adequate level of computer literacy. Students with a computer account will be able to send and receive e-mail and access the Internet either at home (via a modem) or in the Computer Learning Center (CLC). See the contact person in the CLC or Dr. Raffoul to expedite the account.

**Doctoral Student Representation:** While there is no formal GCSW Doctoral Student Association there is a GCSW Student Association. Two doctoral students can be elected to serve on school-wide committees. The first representative is a voting member of the GCSW Doctoral Curriculum Committee. The second representative is a member of the School Council, the governing body of the GCSW.

**IMPORTANT NUMBERS ON CAMPUS**

GCW Staff

	<u>Room</u>	<u>Phone</u>
Carolyn Brooks, Admissions Assistant, Ph.D. Program	422	(713) 743-8080
M.S.W. Admissions Office	203	(713) 743-8082
Dawn Hull, College Business Administrator	209	(713) 743-8095
Deans' Office Secretary	211	(713) 743-8085
Marsha Christ, Business Administrator	208	(713) 743-8133
Receptionist Office	238	(713) 743-8075

GCSW Offices and Centers

	<u>Room</u>	<u>Phone</u>
Computer Learning Center (CLC)	217	(713) 743-1782
Center for Youth Service Professionals (CYSP)	405	(713) 743-8137
Nat'l. Center for SW & Education Collaboration 743-8096	301	(713)
Office of Community Projects (OCP)	4 <sup>th</sup> Floor	(713) 743-8145

Helpful University Numbers

UH (campus) Police Emergencies		(713) 743-0600
UH (campus) Police: non-emergency (to request police escort to campus destination. 24 hours a day; to request vehicle assistance [car won't start keys locked in car])		
UH Parking & Transportation Dept.		(713) 743-1097
UH Counseling & Testing Center		(713) 743-5454
UH Health Center		(713) 743-5151
UH Optometry Clinic (University Eye Institute)		(713) 743-2020
UH Center for Students with Disabilities (CSD)	CSD Bldg, Room 110	(713) 743-5400
UH International Admissions Office	125 E-Cullen	(713) 743-9610
UH International Student & Scholar Services	302 SSC1 (Student Service Center)	(713) 743-5065
UH Transcripts Office <i>requests</i>	Room 108 E-Cullen	<i>Student</i>  <i>in person only</i>
UH Council of Ethnic Organizations		(713) 743-5190
UH M.D. Anderson Library		(713) 743-1050
UH OPERATOR - for all other UH numbers		(713) 743-1000

Administration

Ira Colby, D.S.W., Dean	212	713)
	743-8085	
Karen A. Holmes, Ph.D., Associate Dean for Academic Affairs	210	713) 743-8085
Paul Raffoul, Ph.D., Associate Dean for Administration		

and Information Technology	201	713) 743-8101
Maxine W. Epstein, Dr.P.H., Program Director	419	713) 743-8102

## **GRIEVANCE PROCEDURE, SEXUAL HARASSMENT POLICY & DISABILITY POLICY**

### DOCTORAL STUDENT GRIEVANCE PROCEDURE

A grievance is an actual incident, or issue, which can be substantiated, and is regarded by a student as a just cause for protest. Persons against whom a Grievance may be submitted include a classroom instructor, faculty advisor, field practicum instructor, administrator, or other faculty member of the Graduate College of Social Work.

#### **Procedures: Notice of Intent to File a Grievance**

- A Notice of Intent to file a grievance must be submitted to the Office of the Dean, GCSW, within thirty (30) business days after the date of the incident giving rise to the grievance, or within thirty (30) business days of the time when the student became aware, or should have become aware, that a grievable incident has occurred, whichever occurs first.
- When the Notice of Intent is submitted, the student will receive a copy of this policy, together with a Formal Grievance Cover Sheet from the Deans' Office. Written acknowledgement of receipt of these items is required.
- Upon completion and return to the Deans' Office, a copy of the Notice of Intent will be transmitted to the involved Faculty Member.
- After a Notice of Intent has been submitted, the student must attempt to resolve the issue informally before she or he may file a formal grievance.
- At a minimum, the student must meet with the respondent to discuss the matter in a good faith effort on both parts and to attempt a resolution.
- Additional attempts to resolve the issue informally may be demonstrated by, but are not limited to, the following:

A meeting between the student and his or her faculty advisor, with or without the respondent present.

A meeting between the student and the Associate Dean for Academic Affairs, with or without the respondent and the student's faculty advisor.

Participation in an alternative dispute resolution such as mediation.

### Outcomes

- If the issue is resolved informally, the Notice of Intent will be destroyed, and no record will be maintained.
- If the issue is not resolved informally, the student may (1) decide to terminate the process altogether; OR (2) proceed to file a formal grievance.

If the student decides to terminate the process, this will be considered a final action that cannot be reversed via filing a grievance at a later date.

### Procedure for Filing a Formal Grievance

If the decision is to proceed with a Formal Grievance, a written statement, accompanied by a Grievance Cover Sheet, must be submitted to the Office of the Dean, GSSW, within sixty (60) business days from the date of submitting the Intent to File. The statement should include:

- A one-page (maximum) description identifying the grievable issue or incident, including date and place (if applicable) .
- The name of the respondent (i.e., against whom is the grievance being filed?).
- The names of any witnesses to the incident (if applicable).
- Evidence to support the grievance.
- The outcome desired by the student.

### Grievance Process

- Upon receipt of the formal grievance statement and cover sheet, the Dean of the GCSW, or his/her designee, will--within 10 business days--appoint an ad hoc Student Grievance Committee (“the Committee”).
- The Committee will consist of three (3) full-time GCSW faculty and two (2) GCSW students. Faculty who hold administrative appointments of Associate or Assistant Dean are not eligible to serve.
- The Committee will convene within 10 business days from the time of its composition in order to select a chair and the chair must be a faculty member.
- The Committee chair will identify potential hearing dates with the Committee and the student filing the grievance. Reasonable attempts to schedule the hearing will be made by all parties. However, the hearing must be held within 20 business days from the date the formal grievance was filed.
- The chair will inform all parties (including the Dean of the GCSW) of the date, time and location of the hearing.

- The student has the right to withdraw his/her grievance up to 72 hours prior to the scheduled hearing, but must do so in writing, to the Dean of the GCSW. In this case, the Dean will notify the Committee and the respondent, and no further action will be taken at the college level.

#### Hearing Procedures

- The hearing will be called to order by the chair who will explain the hearing procedures to the student, the Committee, and the respondent.
- The hearing is closed; only the Committee, the student, and the respondent are present, unless witnesses have been identified and called in advance to provide additional information. The student may bring a support person (not an attorney) to the hearing, but this person is not permitted to participate in any part of the discussions.
- The student will be given ten (10) minutes in which to make an opening statement and present his/her evidence.
- The respondent is given ten (10) minutes to respond and to provide evidence refuting the allegation(s).
- The Committee is given the opportunity to question the parties or to request further evidence/testimony.
- Both the student and the respondent are given an opportunity to make brief closing statements.
- All parties, except Committee members, are dismissed.
- The Committee deliberates, with the Chair presiding.
- No tape or video recording of the hearing will be made without written permission from all parties, and only when the Committee feels it is necessary to do so.

#### Grievance Outcomes

- The findings and directives of the Committee are final.
- Within 5 business days of the close of the hearing, the Committee chair will transmit a written report to the Dean of the GCSW. The report must include a summary of the grievance, the respondent's rebuttal, and the Committee's findings and directives.
- The Committee may find in favor of the student and direct the respondent to take appropriate corrective action.
- The Committee may find in favor of the respondent and recommend no corrective action.
- Within 5 business days of receipt of the Committee's report, the Dean transmits the report to the student and the respondent.
- Grievance Reports will be held in the Office of the Dean, GCSW, for a period corresponding to the UH Document Retention Policy, after which time they will be destroyed.

Appeal Process

- If the student is dissatisfied with the decision of the Committee, he or she may appeal in writing to the Dean of the GCSW. The Dean has the authority to reverse the Committee's decision only if there were serious errors in process or procedure that may have altered the final outcome.
- If the student is dissatisfied with the outcome of the appeal to the Dean, he or she may petition for a university level review by the Graduate and Professional Studies Grievance Committee (GPSGC) which is under the purview of the Dean of Graduate and Professional Studies. This petition for appeal must be made in writing and filed with the Dean of Graduate and Professional Studies within 30 *calendar* days of the final disposition in the GCSW.

**UNIVERSITY OF HOUSTON  
Graduate College of Social Work**

**Notice of Intent to File a Grievance**

This form is to be completed and submitted to the Office of the Dean, GCSW. When this form is submitted, you will be given a copy of the UH GCSW Student Grievance Policy and the Formal Grievance Cover Sheet. You will be asked to sign the bottom part of this Notice of Intent indicating you have received a copy of the policy and cover sheet.

The Grievance Policy should be reviewed carefully to determine the correct steps you need to take and the required time frames. A copy of this form, once you sign and date it, will be given to you and a copy will be given to the respondent(s).

Your Name: \_\_\_\_\_

Respondent(s): This is the person (or persons) named in your grievance:

\_\_\_\_\_  
\_\_\_\_\_

Date of the incident or issue you are grieving: \_\_\_\_\_

The incident or issue pertains to *(Provide a few words to identify the incident or issue)*:

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By my signature below, I acknowledge that I have received a copy of the UH GCSW Student Grievance Policy and the Formal Grievance Cover Sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**UNIVERSITY OF HOUSTON  
Graduate College of Social Work**

**Grievance Cover Sheet**

The UH GCSW Student Grievance Policy identifies mechanisms that students are strongly encouraged to pursue in an attempt to resolve grievances informally. Students must, at a minimum, show evidence of having met with the respondent in a good faith effort aimed toward an informal resolution. Use this cover sheet to document all efforts made to date and attach your formal grievance. Note that your grievance must include the information noted in the GCSW Student Grievance Policy. Grievances without complete information per the policy will be returned without action.

You will be given a written notice indicating receipt of these grievance materials. Your Grievance Cover Sheet and attached materials will be given to the Dean who will appoint an ad hoc Student Grievance Committee. The Committee Chair will contact you about scheduling the grievance hearing.

\*\*\*\*\*

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

**I made an attempt, *as required*, to resolve the matter informally:**

\_\_\_\_\_ I met with the person against whom I have the grievance on \_\_\_\_\_ ,  
but I remain dissatisfied with the outcome. date

**I have made these additional attempts to resolve the issue informally (*Check all that apply*):**

\_\_\_\_\_ Met with my faculty advisor with/without the respondent present on \_\_\_\_\_ .  
date

\_\_\_\_\_ Met with the Associate Dean for Academic Affairs with/without the respondent present on  
\_\_\_\_\_ .  
date

\_\_\_\_\_ Met with a mediator from outside the college with the respondent on \_\_\_\_\_ .  
date

## INTERIM SEXUAL HARASSMENT POLICY

This interim sexual harassment policy and procedures are subject to change based on review by the Faculty Senate, Staff Council, the Student Association and other appropriate officials.

### Policy

The University of Houston is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on a university campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a university, sexual harassment also constitutes unprofessional conduct which compromises the University's commitment to the integrity of the learning process.

As such, the University of Houston will not tolerate any form of sexual harassment. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the University's sexual harassment policy and may also violate federal and state laws. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students to understand and respect these policies and procedures.

You may visit the website ([www.uh.edu/ogc/aaa](http://www.uh.edu/ogc/aaa)) for additional information.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University of Houston is committed to providing reasonable accommodations for eligible students with disabilities, including students who have learning disabilities, health impairments, psychiatric disabilities, and/or other disabilities.

Students who have disabilities are encouraged to register with the Justin Dart Jr. Center for Students with Disabilities (713.743-5400 – voice; 713.749-1527 – TTY) as early as possible in their academic careers. Specific documentation from qualified health care providers will be required. Documentation requirements for disability eligibility may be obtained by contacting the Center or by downloading this information from the website ([www.uh.edu/csd](http://www.uh.edu/csd)).

Students whose disabilities may require some type of accommodations, including course load modification, exam modification, or other accommodations should contact the Center and discuss the availability of services such as readers, interpreters, or note-takers and the process for requesting accommodations. The Center for students with disabilities will recommend accommodations as early as possible each semester. Appropriate accommodations are determined on an individual basis through a team approach involving the Center, the student, the Academic Accommodations Evaluation Committee, and at times instructors, as appropriate. A student who believes that an instructor has unfairly denied an accommodation request may appeal to the Chair of the department, the Dean of the college, and the Provost, in that order.

Services are provided to student athletes who have disabilities at the Athletics/Alumni Center, in addition to the main Center office. The staff may be reached at Athletics Department at (713) 743-9254.

Counseling and Psychological Services (CAPS) conducts psychological and learning disability assessments. There may be a waiting list and/or a charge for these services. CAPS is located in the Student Service Center, Room 226 SSC (Student Service Center), (713) 743-5454.

The University of Houston campus is accessible via ramps, curb-cuts, free inner-campus disabled parking, Braille signs, TTY's, etc. Attendant Care Services are available through the University Health Center by calling (713) 743-5112. Students who identify barrier problems should bring those to the attention of the Section 504/ADA Coordinator at the Office of Affirmative Action at (713) 743-8835, and/or the Justin Dart Jr. Center for Students with Disabilities.

## **STATEMENT OF NON-DISCRIMINATION**

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.

The University of Houston provides a mechanism for students to address grievances that arise over alleged discrimination as prohibited by Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and all other federal and state regulations.

Office of Affirmative Action  
153 Student Services 2  
Phone: (713) 743-8835

## Ph.D. COURSEWORK

The curriculum strives to achieve a balance between research and theory, and includes courses in social policy, social work practice theory, social justice, and social science knowledge. Forty-eight (48) semester credit hours (SCH) is required for the Ph.D. degree: 39 hours in coursework and 9 hours in Dissertation research. The student's program of study encompasses the following courses:

### Research

**SOCW 8320: Multivariate Statistics I** Cr. 3 (3-0). *Prerequisite:* Satisfactory completion of a graduate level statistics course *prior* to enrolling in the course; or, by special arrangement with the Doctoral Program Director which may include a testing-out process. Emphasizes advanced statistical procedures, including multiple regression analysis, analysis of variance, analysis of covariance, and multivariate analysis of variance.

**SOCW 8321: Multivariate Statistics II** Cr. 3 (3-0). *Prerequisite:* SOCW 8321: Multivariate Statistics I. Emphasizes advanced statistical procedures, including discriminant analysis, loglinear, logistic regression meta-analysis and path analysis.

**SOCW 8322: Quantitative Research Methods** Cr. 3 (3-0). *Prerequisite:* SOCW 8320 or consent of instructor. Emphasizes quantitative research methodologies and designs, including experimental, quasi-experimental, and single system designs.

**SOCW 8323: Qualitative Research Methods** Cr. 3 (3-0). *Prerequisite:* SOCW 8320 or consent of instructor. Prepare students to use qualitative research methods including the use of appropriate theories, research designs, data collection methods and analysis. Content includes use of grounded theory, ethnography, participation-observation, field research, and document and content analysis. Examples of qualitative research in social work and related fields are examined.

### Theory

**SOCW 8330: Philosophy of Science** Cr. 3 (3-0). *Prerequisite:* Doctoral standing in social work. Focuses on epistemology for social work practice and education, and the nature, uses, and limitations of research. Distinctions between philosophy of science and a profession's philosophy and particular value orientation are explored.

**SOCW 8331: Social Justice Theories and Research in Social Work** Cr. 3 (3-0). *Prerequisite:* Doctoral standing. Focuses on social change and social work scholarship. Contextualizes social work practice toward understanding social problems, processes, and solutions. Examines alternatives to traditional research, and provides a springboard into thesis work. Theories focused on class, race, gender, and culture are also examined.

**SOCW 8332: Theories of Social Work Practice** Cr. 3 (3-0). *Prerequisite:* Doctoral standing. Examines the historical and cultural context in which major theories of social work practice emerged, the philosophical and scientific tenets of those theories, and their current status in practice. Critically examines practice theories for their relevance to current and future social work practice.

**SOCW 8333: Social Science Theories** Cr. 3 (3-0). *Prerequisite:* Doctoral standing. Examines social science theories and the conceptual frameworks that undergird contemporary social work literature, or which hold

strong potential for enhancing social work practice theory or social policy formulations that contribute to institutional change and social justice.

**SOCW 8334: Social Policy Analysis** Cr. 3 (3-0). *Prerequisite:* Doctoral standing. Examines the present state of knowledge – with particular reference to issues and problems -- in social welfare policy. Designed to aid students develop a research focus and to formulate research questions in social welfare policy. Also stressed are the skills to formulate policy hypotheses and disseminate the results of an empirical policy study.

**SOCW 8115: Integrative Colloquium** Cr. 1 (1-0). *Prerequisite:* First-year standing. Seminars are offered in the Fall and Spring semesters. Topics include writing for publication, integrating specialization into social work practice, writing dissertation proposals, topics in social work education, and pedagogical methods. Allow students to discuss research ideas with their instructors and peers, receive critiques on their work, and present regular progress reports.

### Dissertation

**SOCW 8395: Pre-Dissertation Research** Cr. 3 (3-0). *Prerequisite:* Doctoral standing in social work and the completion of required and elective coursework. Focuses on preparing for the qualifying exams, refining of research skills, defining an appropriate dissertation topic, and developing a dissertation proposal. Students may repeat this course as they move toward an approved dissertation proposal.

**SOCW 8399 (Cr. 3.)/8699 (Cr. 6) /8999 (Cr. 9): Doctoral Dissertation.** Dissertation hours are taken only on *satisfactory/unsatisfactory* basis. Students must have 9 hours of Dissertation credits to graduate.

### Electives

Elective courses enable students to develop their specialized interests within the major educational objectives of the Doctoral Program. Electives may be taken in the GCSW, or with the advisor's approval, in other graduate departments of the University of Houston. Students can also take electives in other institutions such as Rice University, UT School of Public Health, Baylor College of Medicine, UT School of Nursing, and Texas Woman's University. Electives taken at the University of Houston must be designated as 8000 level courses. Courses taken in other institutions must also be at the doctoral level. Non doctoral-level electives will not count toward the doctoral degree nor will they be computed in the student's grade point average.

**SOCW 8198 (Cr.1)/8298 (Cr.2)/8398 (Cr.3): Independent Study.** Prerequisites: Doctoral standing and consent of instructor. Allows students to pursue specialized learning through work with individual faculty.

**SOCW 8397: Selected Topics in Social Work** (Cr.3). Prerequisites: Doctoral standing and consent of instructor. May be repeated for credit when topics vary.

**SOCW 8337: Teaching in the Social Work Curriculum.** (Cr.3): Enable students to become effective with classroom teaching.

**Illustration of the Full-Time Doctoral Program Curriculum**  
*(Courses are only offered once a year in the semester illustrated)*

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>1<sup>st</sup> Semester (FALL)</b>		
SOCW 8320	Multivariate Statistics I	3
SOCW 8330	Philosophy of Science	3
SOCW 8323	Qualitative Research Methods	3
SOCW 8115	Integrative Colloquium I	<u>1</u>
		10
<b>2<sup>nd</sup> Semester (SPRING)</b>		
SOCW 8321	Multivariate Statistics II	3
SOCW 8322	Quantitative Research Methods	3
SOCW 8331	Social Just Theory/Res in SW	3
SOCW 8115	Integrative Colloquium II	<u>1</u>
		10
<b>3<sup>rd</sup> Semester (FALL)</b>		
SOCW xxxx	Ph.D. Elective	3
SOCW xxxx	Ph.D. Elective	3
SOCW 8332	Theories in SW Practice	<u>3</u>
		9
<b>4<sup>th</sup> Semester (SPRING)</b>		
SOCW 8334	Social Policy Analysis	3
SOCW 8333	Social Science Theories	3
SOCW xxxx	Ph.D. Elective	3
SOCW xxxx	Ph.D. Independent Study	<u>1</u>
		10
SOCW 8395	Pre-Dissertation Research	
SOCW 8399/8699/8999	Doctoral Dissertation Research	9
Total Credit Hours in Coursework:		39
Dissertation SCH:		<u>9</u>
<b>TOTAL:</b>		<b>48</b>

**Illustration of the Part-Time Doctoral Program Curriculum**  
*(Courses are only offered once a year in the semester illustrated)*

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>1<sup>st</sup> Semester (FALL)</b>		
SOCW 8320	Multivariate Statistics I	3
SOCW 8330	Philosophy of Science	3
SOCW 8115	Integrative Colloquium I	<u>1</u>
		7
<b>2<sup>nd</sup> Semester (SPRING)</b>		
SOCW 8321	Multivariate Statistics II	3
SOCW 8331	Social Just Theory/Res in SW	3
SOCW 8115	Integrative Colloquium II	<u>1</u>
		7
<b>3<sup>rd</sup> Semester (FALL)</b>		
SOCW 8323	Qualitative Research Methods	3
SOCW 8332	Theories of SW Practice	3
SOCW xxxx	Ph.D. Independent Study	<u>1</u>
		7
<b>4<sup>th</sup> Semester (SPRING)</b>		
SOCW 8322	Quantitative Research Methods	3
SOCW 8334	Social Policy Analysis	<u>3</u>
		6
<b>5<sup>th</sup> Semester (FALL)</b>		
SOCW xxxx	Ph.D. Elective	3
SOCW xxxx	Ph.D. Elective	<u>3</u>
		6
<b>6<sup>th</sup> Semester (SPRING)</b>		
SOCW 8333	Social Science Theories	3
SOCW xxxx	Ph.D. Elective	<u>3</u>
		6
SOCW 8395	Pre-Dissertation Research	
SOCW 8399/8699/8999	Doctoral Dissertation Research	9
Total Credit Hours in Coursework:		39
Dissertation SCH:		9
<b>TOTAL:</b>		<b>48</b>

**COURSEWORK FOR THE DUAL PROGRAM**  
**Illustration of the Dual Program (Full-Time Only)—Revised 5/2008**  
*(Courses are only offered once a year in the semester illustrated)*

**YEAR ONE: (M.S.W. Courses)**

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>Fall</b>		
SOCW xxxx	Social Work Foundation	15
		<hr/>
<b>Spring</b>		
SOCW xxxx	Assessment	3
SOCW xxxx	Field Practicum II:Advanced	2
SOCW xxxx	Evaluation of Practice	3
SOCW xxxx	CP Track Course	3
SOCW xxxx	LAA Course Track	3
		<hr/>
		14
<b>Summer</b>		
SOCW xxxx	MSW Elective	3
SOCW xxxx	MSW Elective	3
		<hr/>
		6

**YEAR TWO: (M.S.W./Ph.D. Courses)**

<b>Fall</b>		
SOCW xxxx	CP/LAA Track Course	3
SOCW xxxx	CP/LAA Track Course	3
SOCW xxxx	HBSE Elective	3
SOCW xxxx	MSW Elective	3
SOCW 8115	Integrative Colloquium I	1
SOCW 8320	Multivariate Statistics I	3
		<hr/>
		16
<b>Spring</b>		
SOCW xxxx	Field Practicum III	3
SOCW 8115	Integrative Colloquium II	1
SOCW 8321	Multivariate Statistics II	3
SOCW 8334	Social Policy Analysis (MSW Policy Credit)	3
SOCW 8333	***Social Science Theories (MSW Elective Credit)	3

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**\*\*\* For Spring 2009 only, Social Science Theories (MSW Elective Credit) ,after Spring 2009, Social Just Theory/Res in SW will be the Year Two MSW/Ph.D course with MSW Elective Credit and Social Science Theories will be the Year Three PhD course.**

**Illustration of the Dual Program (Full-Time Only)**  
*(Courses are only offered once a year in the semester illustrated)*

**YEAR TWO: (M.S.W./Ph.D. Courses) Cont'd**

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>Summer</b>		
SOCW xxxx	Field Practicum IV	4
SOCW xxxx	CP/LAA Elective	<u>3</u>
		7

**YEAR THREE: (Ph.D. Courses)**

<b>Fall</b>		
SOCW 8323	Qualitative Research Methods	3
SOCW 8330	Philosophy of Science	3
SOCW 8332	Theories of SW Practice	<u>3</u>
		9
<b>Spring</b>		
SOCW 8322	Quantitative Research Methods	3
SOCW 8331	Social Just Theory/Res in SW	3
		<u>6</u>
<b>Summer</b>		
SOCW xxxx	Ph.D. Independent Study	1

**YEAR FOUR: (Ph.D. Courses)**

<b>Fall</b>		
SOCW xxxx	Ph.D. Elective	3
SOCW xxxx	Ph.D. Elective	3
SOCW xxxx	Ph.D. Elective	<u>3</u>
		9
SOCW 8395	Pre-Dissertation Research	0
SOCW 8399/8699/8699	Doctoral Dissertation Research	9
Total Credit Hours in Coursework:		39
Dissertation SCH:		<u>9</u>
<b>TOTAL:</b>		<b>48</b>

## COMPREHENSIVE EXAMINATION

Upon completing **all** the necessary course and elective requirements (39 SCH) with a B (3.0) or better average (incompletes must be finished before a student takes the comprehensive examination), the student is required to pass a set of written comprehensive examinations. Students are strongly encouraged to take the comprehensive examinations within one (1) year of all successful completed coursework.

The comprehensive examination is designed to demonstrate a student's competence in the application and synthesis of the theory and knowledge base in the field of social work. Thus, students are expected to give evidence of mastery over the broad body of knowledge that constitutes the profession of social work. Because the comprehensive examination is developed to evaluate a mastery of the field of social work rather than knowledge of individual course content, students should expect some difference between the level of performance expected in classes and that expected on the comprehensive examination. Hence, comprehensive examination questions may go beyond course content. The examination also serves as a basis for determining the student's readiness to submit a dissertation proposal. The comprehensive examination is divided into two sections. Students must pass both parts (Part I and Part 2) of the comprehensive examination.

### Procedure

Comprehensive examination questions are compiled by the Ph.D. Program Director from faculty members with competence in specific areas. The Ph.D. Program Director organizes the examination in consultation with the Doctoral Committee.

Using the Ph.D. Program Form A: Student Request to Take Full Comprehensive Examinations, students must make a formal request to the Ph.D. Program Director to take the comprehensive examination (see Appendix A). This request must be made at least one month prior to the examination. In turn, the Ph.D. Program Director will provide the student with permission to take the examination. Copies of previous comprehensive examination questions are available for study purposes through the Doctoral Program Office.

Examinations will be taken in the Graduate College of Social Work Computer Learning Center (CLC) using the computers and printers available there.

### Part I: Comprehensive Closed Book Examination

The examination is closed book and students are not permitted to bring in diskettes, notes, books, articles or notebook computers. The examination is also expected to be grammatically correct in addition to free of spelling errors. Students are expected to use the computers and printers in the CLC. Students will type and print their examinations on-site. Examination papers are not permitted to be taken out of the GSSW building.

Students will be given 3 hours examination time for each of the following areas: (1) Social Work Policy; (2) Social Work Practice; and (3) Social Work Research. Use of partial citations are required (e.g., Kaplan, 1996).

### Part II: Take-Home Integrative Examination

After completing Part I of the comprehensive examination, students are given Part II, which is an Integrative take-home examination. This examination must be turned into the Ph.D. Program Office on or before the date printed on the exam page (one week after completion of Part I). *Late examinations will not be accepted and a grade of "F" will be given on the exam.* Students may use library materials in preparing their examination.

Peer group consultation and/or consultation with faculty or outside resources is not permitted. Should the Ph.D. Program Director deem it necessary, students may be asked to orally defend their comprehensive examinations.

The take-home examination: (1) must be typed and fully referenced in APA style (latest edition); (2) should be no longer than 18 typed pages, double-spaced (excluding references); and (3) is also expected to be grammatically correct in addition to free of spelling errors.

### Grading

The comprehensive examinations are graded on a pass/fail basis. Students must pass all parts of the examination with a grade of 80 points or above. Only one retake on each section of the comprehensive examination is permitted. A second failure on any section of the comprehensive examination will result in dismissal from the Doctoral Program.

Students who fail to pass one or more parts of the comprehensive examination must formally request permission to retake the part(s) of the examination which they failed by completing and submitting the Ph.D. Program Form B: Student Request to Retake One or More Parts of the Comprehensive Examination at least one month prior to the re-examination (see Appendix A). The Ph.D. Program Director will then permit the student to retake the examination.

Retakes must be taken the next time the comprehensive examinations are offered. Failure to retake the examination during the next period it is offered will result in the student's dismissal from the Program. The retake procedure will replicate the original examination. Students who fail one or more parts of the comprehensive examination will be required to retake only those parts they failed.

Doctoral students admitted *prior* to Fall, 2005 will have an opportunity to file a petition to the Doctoral Committee to retake the comprehensive exam if they failed only one (1) part of the comprehensive examinations at the second retake. This policy will no longer apply for those who are admitted as of Fall, 2005.

Each examination is graded by two faculty members and is anonymous for students and faculty members. Answers are judged on the basis of factual accuracy, demonstrated knowledge of the area, the integration of professional literature within the answers (including the use of citations), the knowledge of theories in the examining area, the student's understanding of the role of theory in social work knowledge building in research and professional situations, and the ability of students to produce coherent and empirically justifiable answers.

Faculty graders are chosen by the Ph.D. Program Director. In the event of a split decision by faculty graders (one pass and one fail) the Ph.D. Program Director will request a third evaluator. Students will receive notification of their grades within 6 weeks after turning in Part II (Take-Home Integrative) of the comprehensive examination.

## DISSERTATION

### DISSERTATION PROPOSAL

After a student has successfully completed the comprehensive examinations and demonstrated readiness to pursue independent research, she/he is responsible for organizing a Dissertation Committee, developing a dissertation proposal, and completing the dissertation. The Dissertation Committee must include of at least three (3) doctoral-degreed members. Of the three, the Chairperson of the dissertation and at least one committee member must be tenure track faculty from the GCSW. One external member may be selected who holds a doctoral degree or its equivalent. The Chairperson and the Doctoral Program Director of the dissertation committee must approve members of the dissertation committee. Members of the Dissertation Committee will review and approve the dissertation proposal, and accept or reject the final dissertation. They will also serve as the examining group at the oral defense of the dissertation.

It is the student's responsibility to identify a faculty member who is willing to serve as his/her Dissertation Chairperson. The Dissertation Chairperson must be a full-time, doctoral-degreed member of the GCSW faculty. The Dissertation Chairperson will be the student's major advisor in formulating the dissertation proposal, conducting ongoing research, and preparing the final dissertation. In addition, the Dissertation Chairperson will assist in informing the Dissertation Committee, monitor the student's progress toward the completion of the dissertation, provide guidance, convene the Dissertation Committee, and ensure that the dissertation is of sufficient quality to merit the award of a Ph.D.

It is the student's responsibility to consult with faculty members and to obtain their agreement to serve on the Dissertation Committee. To formalize the Dissertation Committee, the student's Dissertation Chairperson must submit the Ph.D. Program Form C: Request to Form a Ph.D. Dissertation Committee to the Ph.D. Program Director (see Appendix A).

In conjunction with the Dissertation Chairperson, students will write a dissertation proposal using APA format (latest edition). The proposal must provide a comprehensive overview of the proposed dissertation. The focus of the dissertation must fall within the area of social welfare. Dissertation research is organized around one or more testable hypotheses or may be exploratory in nature. The proposed dissertation must also be feasible in terms of the candidate's qualifications to complete the study, the data available, the resources required for the study, and a reasonable timeline for completion.

Students are required to follow all UH time lines and policies. All dissertations must be completed within five (5) years of passing the comprehensive examinations or students will be required to retake the examinations. Students must finish their dissertation within 10 years of the date of their first enrollment in the doctoral program. It is recommended that students successfully complete their proposal defense no later than the fifth semester following their comprehensive examinations. This provides five semesters to complete the entire dissertation before the UH five-year deadline.

## FORMAT

The format for the dissertation should reflect the type of study being done (quantitative, qualitative, historical, policy, etc). Students should discuss their particular format with their Dissertation Chair. The following represents a general guideline for a quantitative proposal. The model given is a suggestion and does not reflect all types of proposal research designs.

### **Abstract**

A proposal abstract of 150-200 words describing the purpose of the proposal, the methods used the methods of evaluation and the implications for practice, research, and/or policy.

### **Introduction**

#### Problem Statement and Significance

This section should present a statement of the problem, significance of the problem, discussion of relevant theory, and current research issues.

#### Literature Review

This section should reflect an understanding of the scope of the problem being studied and its significance. This is usually followed by a literature review that examines how the problem has been researched; this review should provide a theoretical overview of the problem and a critical evaluation of existing research. The proposal should specifically identify existing gaps in the literature that the dissertation research is intended to fill. This forms the conceptual framework for the study which should be followed by a description of the dependent, independent, and intervening variables (as appropriate) and their justification as reflected in supporting literature.

#### The Purpose of the Study

Provide a statement that incorporates the research questions, hypothesis or purpose of the study.

### **Research Design and Methods**

This consists of four (4) sections:

#### Sample

This section includes a description of the study sample, i.e., how study subjects will be selected, inclusion and exclusion criteria, how and where the subjects will be recruited, and the procedures for informed consent. This section also identifies the type of sampling you will use. Approval from the UH Committee for the Protection of Human Subjects (CPHS) is required. Application forms are available in the Office of Vice President for Research/Human Subjects, 316 E. Cullen, (713) 743-9204. You may also visit the website ([www.research.uh.edu](http://www.research.uh.edu)).

#### Instruments

The following sections must be described and evaluated in full:

1. Instrument development, construction, and scoring.
2. Methods of assuring face/content, criterion, and construct validity.
3. Methods of assuring reliability.

#### Procedures

This is a step-by-step explanation of how the study will be conducted, including details about the order of events in the study.

#### Data Analysis Plan

A description of the statistical plan to be used for data analysis.

### **EVALUATION**

This section reiterates the purpose of the research, briefly identifies expected findings, and reaffirms how the research contributes to knowledge-building. This is followed by a description of the major strengths and weaknesses of the design in terms of the degree to which the study has controlled for threats to internal and external validity and how well the study has addressed the problem set forth in the problem statement and significance.

### **FEASIBILITY**

This section outlines the timeline for the research and the justification of the sample size based on the timelines proposed in the study. A specific timeline for completion of the dissertation is to be included.

### **IMPLICATIONS FOR SOCIAL WORK**

This section demonstrates how the research will increase understanding of the problem, as well as identify specific implications of the findings for social work, current practice, policy and/or research.

### **REFERENCES**

Provide in alphabetic order all the references used in the text in standard APA format.

### **APPENDICES**

1. Provide copies of the instruments, questionnaires with the scoring criteria.
2. Provide a copy of the Informed Consent to subjects in the study.
3. Provide information on copyrighted materials.

## DISSERTATION PROPOSAL PROCEDURES

The student works with the Dissertation Chairperson and the Committee to develop a comprehensive dissertation proposal. The proposal is sent to each committee member. After receiving feedback, the student meets with the Dissertation Chairperson to discuss required changes. The Chairperson decides whether the proposal needs to be resubmitted to the Committee for additional reviews.

When the Dissertation Chairperson decides the proposal is ready, he/she notifies the Doctoral Program Admissions Assistant that the student is ready to schedule the defense. After a date has been set, the student must present all Committee members with the final dissertation proposal at least 14 days *before* the scheduled defense. The student must also give the Ph.D. Program Form D: Dissertation Proposal/Defense Application for Candidacy to his/her Chairperson for completion on the day of the proposal defense (see Appendix A).

The Committee can vote to: (a) Approve the proposal in its present form; (b) Approve the proposal with minor revisions. *Note:* The Committee must provide feedback identifying the needed revisions; (c) Deferred approval pending major revisions. *Note:* The Committee must provide feedback delineating the deficiencies and whether a second defense is required; (d) Reject the proposal as unacceptable.

The Dissertation Chairperson must send written notification to the Doctoral Program Admissions Office when revisions on the proposal are completed along with the completed Ph.D. Program Form D: Dissertation Proposal Defense/Application to Candidacy.

## ADVANCEMENT TO CANDIDACY

The student is advanced to candidacy for the Ph.D. degree (A.B.D. status) by successful completion of coursework, the comprehensive examination, and approval of the dissertation proposal by the Dissertation Committee. To advance a student to candidacy, the Dissertation Chairperson must submit the Ph.D. Program Form D: Dissertation Proposal Defense/Application for Candidacy to the Ph.D. Program Director.

## FINAL DEFENSE

When the Chairperson determines that the final draft of the dissertation is ready for a defense, she/he will convene the Dissertation Committee. The student is responsible for providing the Committee with a complete draft at least 30 days before the scheduled defense hearing. In the event that a Committee member is no longer able to serve, the Chairperson, in consultation with the student and the Ph.D. Program Director, may request another member of the GCSW faculty (or an outside member) serve on the Committee. If the Chairperson is not able to serve, the student, in consultation with the Ph.D. Director, will request a new Chairperson. If the student is not able to find new members to the committee, she/he will request to meet with the Doctoral Program Director to discuss further. However, other rules regarding the makeup and constitution of the Doctoral Committee continue to apply.

It is the student's responsibility to meet all GCSW and University deadlines for submission of the completed dissertation (and attendant materials). The oral defense should be held within 30 days from the date of filing \*for graduation and a final copy of the approved dissertation should be submitted by the binding date printed in the UH Academic Calendar in order for the degree to be conferred that semester.

The Dissertation Chairperson and the Dissertation Committee will conduct the final oral dissertation defense. The student must give the Ph.D. Program Form E: Final Dissertation Defense to his/her Dissertation Committee Chairperson for completion on the day of the final dissertation defense (see Appendix A). The

Committee Chairperson and all committee members *must* be present. The oral defense will be scheduled to last for up to two hours, and it will be an open public meeting whose time and place will be posted. The Dissertation Chairperson will chair the meeting.

Following the formal presentation, the Dissertation Committee meets in closed session to vote. The Dissertation Committee may vote to: (a) Approve dissertation in present form; (b) Approve with *minor* revisions; *Copy of recommended revisions must be attached*; (c) Defer approval pending major revisions. The Committee must be reconvened for a follow-up defense. *Described revisions must be attached*; (d) Reject the quality of the dissertation and/or the student's performance in the oral defense. (*Provide Specifications*).

A unanimous vote is required to approve the dissertation and all Committee members must sign off. In the event of minor revisions, the Dissertation Chairperson will be responsible for ensuring that the Committee's concerns are incorporated in the revised final dissertation. The Chairperson must ensure that the final revisions meet the approval of the Committee. After the successful defense, the Chairperson and all committee members must sign off on the form (Form E: Final Dissertation Defense). After obtaining the required committee signatures, the form is to be submitted to the Ph.D. Program Director.

#### DISSERTATION FORMAT PROCEDURES

The dissertation must adhere to all University and college requirements related to style, and as appropriate, to the Human Subjects Review mandate. Students should refer to *The UH Graduate and Professional Studies Bulletin* ([www.uh.edu/gp](http://www.uh.edu/gp)) for general instructions about the dissertation preparation. Also, see the general academic schedule calendar ([www.uh.edu/academics/catalog/general/academic\\_calendar.html](http://www.uh.edu/academics/catalog/general/academic_calendar.html)) for dates when completed dissertations must be submitted in time for graduation.

The dissertation must be prepared in accordance with the latest APA editorial style. The most current APA stylebook is available in the M.D. Anderson Library or it can be purchased at most bookstores.

In addition, the following is required:

1. A blank sheet of bond paper at the beginning of each copy submitted
2. *SIGNATURE PAGE*: All required copies of the final dissertation must have a formal signature page, and each copy must contain *original signatures* of the Dissertation Committee and the GCSW Dean. The Doctoral Program Office will obtain the Dean's signature *only after* the student's committee chairperson and committee members have signed *all* original signature pages. (See sample in Appendix B).
3. *DISSERTATION TITLE PAGE*: The heading on the dissertation title page should begin 2 1/4" from the top; "BY" should be 4" from the top; "DISSERTATION" should be 6 1/2" from the top; and "Houston, Texas" should be 9" from the top. The dissertation title page should have the student's name, previous degrees, the title of the degrees, and the year the degree was conferred. For Spring graduates, May 20XX, for Fall graduates, December, 20XX, and for Summer graduates, August, 20XX. If you complete your dissertation after the deadline for graduation, the date on the title page must be listed as the next year. The dissertation title page should look exactly like the provided example, including spacing, and *should not* have a page number. (See sample in Appendix B.)
4. *ACKNOWLEDGEMENTS*. (Optional)

5. *ABSTRACT*. The dissertation abstract should be 350 words or less.
6. *CURRENT CURRICULUM VITAE* followed by two blank sheets of bond paper (after the “References” section of the final dissertation).

Apart from conforming to the latest APA editorial style, dissertations must also adhere to the following requirements:

1. Manuscripts should be printed on 8 ½ in. x 11 in. high-quality 20 pound (minimum) white bond paper (with 50% rag—cotton content). If not available, use 20 pound paper with 100% rag content. Student copies should not be less than 13 pound paper with 25% rag content. Erasable, onionskin, and continuous form computer paper are not acceptable.
2. All textual materials must be double-spaced.
3. The type size or font should be 10-point or larger. When using mono-spaced printers, select fonts of 12 to 10 characters per inch. The print must be letter quality (laser printer, 36-pin dot matrix printer, or typewriter) with dark black characters. Nine-pin (or 24-pin) dot matrix printers producing “near-letter quality” are not acceptable. A 36-pin dot matrix printer may be used, but only if the ribbon is new enough to produce dark characters. A laser printer is recommended. High-quality photocopies of the original are acceptable.
4. Margins should be at least 1.5" on the left side and 1" on the top, bottom, and right sides. All print on the page—including page numbers—must fall within these margins. The right-hand margin should not be justified since it may result in considerable blank space.
5. Except for the copyright and the dissertation title page, every page of the dissertation must be numbered. The preliminary pages must be numbered in lower case roman numerals (the title page is “i” although it is not numbered). Actual page numbering begins with ii. The remainder of the document must use normal Arabic numerals, which will continue throughout the dissertation. All page numbers must be in the same font size.
6. The table of contents must list all major sections (chapter-level headings), including bibliography, appendices, and the curriculum vitae. The wording and presentation in the table of contents (i.e., capitalization, use of special fonts or characters, etc.) must exactly match what is used in the text. Each entry must have leader dots or dashes connecting to the page number. Nothing preceding the table of contents should be noted in the table. A list of tables may be included in the table of contents, and if included, it should follow the table of contents on a separate page.
7. All headings and subheadings must be presented in the same way in each chapter (e.g., capitalization, placement on the page, kind of type used, etc.). Major divisions or sections (chapters) must begin on a new page; subsections should not.
8. Students are required by the University to submit 3 copies of their final dissertation which are free of typographical, spelling, and grammatical errors for binding: (a) The *original and one copy* are retained by the M.D. Anderson Library for the purpose of reference, including interlibrary loans; and (b) the third copy is kept by the GCSW Library. (Students who wish to have extra copies for themselves and/or for the committee chairperson or committee members may submit them along with the University required copies.)

When the bound dissertation copies are returned from the bookbinders, it is the student's responsibility to deliver the M.D. Anderson Library bound dissertation copies to the library along with a form that requires a signature from the M.D. Library representative upon receipt of the bound original dissertation and one bound dissertation copy. The student will return the form to the GCSW Doctoral Program Admissions Office.

9. A fourth unbound copy of the final dissertation must also be submitted to the Doctoral Program Office. This copy will be sent to Proquest/Bell and Howell Information and Learning to be microfilmed. Doctoral students are required to have their dissertation microfilmed and published with Proquest. At present, the fee is \$55.00 which covers microfilming the complete dissertation and publishing an abstract of 350 words or less. Please make check or money order payable to U of H, GCSW.

The microfilm of the dissertation *will not* be copyrighted. If desired, copyright registration may be requested as provided in the agreement form. As of July 1, 2006, the copyright registration fee is \$65.00. Please make check or money order payable to U of H, GCSW.

A completed and signed Doctoral Dissertation Agreement Form, along with an extra copy of the 350-word (or less) abstract and attached abstract title page, must also be submitted. (See sample of abstract title page in Appendix B.)

If a dissertation is copyrighted (*optional*), the copyright symbol must appear on a single, unnumbered page on which it is centered vertically and horizontally. The name and year must match what appears on the title page.

**© Copyrighted by Reenie Harris, 2005**

10. All unbound copies must be submitted to the GCSW Doctoral Program Office, who will send copies to a local binding company, Prestige Custom Bookbinders. The binding services include the complete U of H format: a three-line title (\$3.50 extra for each additional line), sewing the pages, and the burgundy cover. They provide pickup and delivery in approximately six weeks to eight weeks. At the present time, the cost for binding is \$30.00 per copy (*subject to change*). Please make check or money order payable to U of H, GCSW.
11. When submitting the final dissertation copies for binding, the following forms must also be completed and returned to the Doctoral Program Office:

The Permission Form For Abstracts of Dissertations. Student's permission to publish a 150-word or less abstract from your dissertation in *Social Work Abstracts*, a journal of the National Association of Social Workers, with permission to also index and distribute materials derived from your dissertation. The 150-word or less abstract *must* be attached to the permission form.

The Survey of Earned Doctorates. The Survey of Earned Doctorates, SED, is an annual census of research doctoral recipients in the United States. The basic purpose of this survey is to gather objective data about doctoral graduates. These data are important in improving graduate education by providing governmental and private agencies with the information necessary to make program and policy decisions. Data about the institution's doctoral recipients are also provided to and used by research offices or institutions that participate in the survey.

Proquest/Bell and Howell: Information and Learning Doctoral Dissertation Agreement Form. Students must complete and submit an agreement form for microfilm and/or copyright purposes. Material to be submitted to Proquest is: (1) an unbound copy of the final dissertation to be microfilmed/copyrighted; and (2) an abstract title page with an attached 350-word or less abstract.

12. Upon graduation, students must return to the GCSW Ph.D. Program Admissions Office all UH office/classroom keys issued to them during the doctoral program enrollment.
13. In summary, the following items are required:
  - i. Three (3) unbound dissertation copies required by the University and prepared as described previously.
  - ii. One (1) unbound dissertation copy to be sent to Proquest/Bell and Howell Information and Learning for microfilm/copyright purposes; completed Proquest/Bell & Howell Dissertation Agreement Form; and the abstract title page with an additional copy of the dissertation abstract attached (350 words or less).
  - iii. A completed Survey of Earned Doctorates Form.
  - iv. A check or money order made payable to U of H, GCSW for the cost of binding (currently \$30.00 per copy). *Cash is not accepted*
  - v. A check or money order made payable to U of H, GCSW for the cost of dissertation microfilming (\$55.00) and/or copyrighted (\$65.00). *Cash is not accepted.*
  - vi. UH office/classroom keys.

**FACULTY**

**Andrew Achenbaum.** Professor. B.A., Amherst College; M.A. University of Pennsylvania; Ph.D., University of Michigan. History of aging ranging from images to policymaking to spirituality.

**Geri Adler.** *Assistant Professor.* B.S. in Rural Sociology, University of Wisconsin; M.S.W., University of Minnesota@Duluth; Ph.D. Social Work, University of Minnesota@ St. Paul. Gerontological social work; Dementia in older adults; Transportation/driving and older adults; Health care social work.

**Patti Aldredge.** *Clinical Instructor.* Licensed Master Social Worker, Advanced Clinical Practitioner. B.A., Stephen F. Austin University; M.S.S.W., University of Tennessee. Grief and chronic illness; health care; dynamics of change; use of the arts as change agents.

**Dale Alexander.** *Associate Professor.* Advanced Clinical Practitioner. B.S., M.S.W., Florida State University; Two-year Fellowship in Child and Family Therapy, WRAMC; Ph.D., Ohio State University. Mental health and educational issues within primary health care; substance abuse; occupational mental health; family systems; and social work education issues.

**Steven Lozano Applewhite.** *Associate Professor.* B.A., University of Texas at Austin; M.S.W., Ph.D., University of Michigan. Multicultural social work; Hispanic gerontology; community and organizational change; aging policy.

**Patrick Bordnick.** *Associate Professor.* B.S., Madonna University (Livonia, Michigan); M.S.W., University of Michigan; Ph.D., University of Georgia. Behavioral scientist; researcher (clinical and laboratory research on cocaine, marijuana, alcohol, and nicotine addiction) clinical medication trials, treatment development, human laboratory studies, virtual reality, and data collection/database management. Human Computer Interaction (HCI) Visionary.

**Cassandra B. Brown.** *Assistant Professor.* Licensed Master Social Worker. B.S.W., University of Texas at Austin; MSW, University of Houston; Graduate School of Social Work; Ph.D., University of Houston Graduate School of Social Work. Political social work; contextualized practice; women's issues; qualitative research (grounded theory); chaos theory and complexity.

**Monit Cheung.** *Professor.* Diploma in Sociology, Hong Kong Baptist College; M.A. (Public Administration), M.S.W., Ph.D., Ohio State University. Child sexual abuse, Asian Americans and immigrants counseling, child development and parenting issues, training in child protection services, creative therapeutic techniques, and natural healing methods.

**Ira C. Colby.** *Dean and Professor.* Academy of Certified Social Workers, Licensed Master Social Worker-Advanced Clinical Practitioner. B.S., Springfield College; M.S.W., Virginia Commonwealth University; D.S.W., University of Pennsylvania. Issues related to the form and structure of social work education and the profession of social work. Also focus on public policy matters related to justice in human services.

**Kelli Connell-Carrick.** *Assistant Professor.* B.A. of Psychology, Texas A&M University; M.S.S.W., The University of Texas at Arlington; Ph.D. in Social Work, The University of Texas at Arlington. Child abuse and neglect; developmental consequences of child maltreatment; maltreatment of infants and toddlers; child development; professional development; child welfare employee retention.

**Maxine Weinman Epstein.** *Professor and Doctoral Program Director.* Academy of Certified Social Workers, Licensed Master Social Worker-Advanced Clinical Practitioner. B.A., Queens College; M.S.W., University of Oklahoma; Dr.P.H., The University of Texas School of Public Health, Houston. Adolescent pregnancy; adolescent healthcare; young fathers; adolescent depression; adolescent risk behaviors; attachment and resiliency.

**Karen A. Holmes.** *Associate Professor of Social Work and Associate Dean for Academic Affairs.* Academy of Certified Social Workers, Licensed Master Social Worker, and Advanced Clinical Practitioner. B.A., Midwestern University; M.S.S.W., The University of Texas at Arlington; Ph.D., The University of Texas at Austin. Women's issues-sexual assault, battering, and incest; feminist therapy; crisis intervention; feminist consultation.

**Charles D. Kaplan.** *Associate Dean for Research.* B.A. with Honors in Political Science, Tulane University; M.A. in Sociology, University of California, Los Angeles; Ph.D. in Sociology, University of California, Los Angeles. Areas of specialization: The organization of social work research; social science research design and methodology; behavioral health policy-oriented research. Research Interests: Social networks, social environments and behavioral health in vulnerable infant, children and adolescent populations; social capital; background and foreground factors in social policy development; drug abuse prevention, social epidemiology and treatment; gangs and violent behavior; AIDS/HIV risk behavior and environments; social diagnosis and assessment of social behavioral health outcomes

**Howard J. Karger.** *Professor.* B.S., University of Wisconsin-Stevens Point; M.S., University of Wisconsin-Superior; M.S.W., University of Minnesota-Duluth; Ph.D., University of Illinois-Urbana/Champaign. Social welfare policy, poverty policy, public welfare; economic development; and welfare economics.

**Jean Kantambu Latting.** *Professor.* A.B., Rutgers, The State University of New Jersey; M.S. Columbia University; Dr.P.H., University of North Carolina at Chapel Hill. Organizational development; change management; workplace diversity; organizational learning.

**Patrick Leung.** *Professor.* Diploma in Social Work, Hong Kong Baptist College; M.A. (Public Administration), M.S.W., Ph.D., Ohio State University. Children and family; mental health; HIV and AIDS; refugee population; Asian study; elderly.

**Mary R. Lewis.** *Professor,* Licensed Master Social Worker-Advanced Clinical Practitioner. B.A., Wesleyan College; M.A., University of Alabama; M.S.W. University of Denver; Ph.D., Bryn Mawr College. Legal rights of the child; cross-national perspectives on social policy frameworks that support parents in their parenting roles, policies and services for children with chronic illness and disability, school social work, service integration for educationally disadvantaged children, juvenile justice.

**Sandra Lopez.** *Clinical Assistant Professor.* Academy of Certified Social Workers, Licensed Master Social Worker-Advanced Clinical Practitioner, and Diplomate in Clinical Social Work. B.S, University of Houston; M.S.W., University of Houston. Hispanic culture; multiculturalism, suicide, adolescent suicide; grief.

**Ellen S. Stevens-Roseman.** *Associate Professor.* B.S., Florida State University; M.S.W., University of North Carolina at Chapel Hill; D.S.W., Columbia University. Gerontology; senior volunteerism; later life satisfaction, practice research.

**Avelardo Valdez.** *Professor and Office for Drug and Social Policy Research Director.* B.A., M.A., University of Wisconsin-Milwaukee; M.A., Ph.D., UCLA. Substance use and its consequences for Mexican-Americans in South Texas and on the U.S.-Mexico border; qualitative research methods.

**Sheara Williams.** *Assistant Professor.* B.S. (Rehabilitation Psychology), Southern University A & M (Baton Rouge, Louisiana); M.S.W., Louisiana State University; Ph.D. (Social Work), University of North Carolina-Chapel Hill. To utilize both quantitative and qualitative techniques to conduct research in interrelatedness of children's mental health, social, behavioral and academic competencies; the emotional, behavioral, and social aspects of school readiness; the development, delivery, evaluation, and dissemination of effective interventions for families and children that promote positive child development outcomes and protective factors while also reducing risk factors; the impact of the No Child Left Behind Act of 2001 on academic achievement and future outcomes for poor and minority children; and the role of school social workers in addressing and reducing the academic achievement gap.

**APPENDIX A**  
**Doctoral Program Forms**

**Ph.D. PROGRAM FORM A:**  
**Student Request to Take the Full Comprehensive Examination**

**PH.D. PROGRAM FORM B:**  
**Student Request to Retake One or More Parts of the Full Comprehensive Examination**

**PH.D. PROGRAM FORM C:**  
**Student Request to Form a Ph.D. Dissertation Committee**

**PH.D. PROGRAM FORM D:**  
**Dissertation Proposal Defense/Application for Candidacy**

**PH.D. PROGRAM FORM E:**  
**Final Dissertation Defense**

**PH.D. PROGRAM FORM F:**  
**Student Request to Take a Leave of Absence**

**Independent Study/Special Problems Request Form**

**University of Houston**  
**Graduate College of Social Work**  
**Doctoral Program**  
**PH.D. PROGRAM FORM A:**  
**Student Request to Take the Full Comprehensive Examinations**

TO: The Doctoral Program Director

FROM: \_\_\_\_\_  
(Student's Name)

DATE: \_\_\_\_\_

I am requesting permission to take the full comprehensive examinations in:

\_\_\_\_\_ , \_\_\_\_\_  
(Semester) (Year)

I have satisfactorily completed all of the required coursework (39 hrs.):

\_\_\_\_\_ Yes      \_\_\_\_\_ No

I do not have outstanding grade(s) of "I" (incompletes).

\_\_\_\_\_ Yes      \_\_\_\_\_ No

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

This form must be submitted to the Doctoral Program Admissions Office 30 days prior to the examination date. You will receive confirmation of the exam and information pertaining to exam instructions.





**University of Houston**  
**Graduate College of Social Work -- Doctoral Program**  
**PH.D. PROGRAM FORM D: Dissertation Proposal Defense/Application for Candidacy**

FROM: \_\_\_\_\_, Committee Dissertation Chairperson

TO: Doctoral Program Director

STUDENT'S NAME: \_\_\_\_\_

PROPOSED DISSERTATION TITLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**THE DISSERTATION RESEARCH PROPOSAL IS: (*Please indicate*)**

- Approved in its present form.
- Approved proposal with minor revisions. *Note:* The Committee must provide feedback identifying the needed revisions.
- Deferred approval pending major revisions. *Note:* The Committee must provide feedback delineating the deficiencies and whether a second defense is required.
- Rejected proposal as unacceptable.

**COMMITTEE CHAIRPERSON (*Signature and Date Required*)**

\_\_\_\_\_  
Signature Date

**COMMITTEE MEMBERS (*Signature and Date Required*)**

\_\_\_\_\_  
Signature Date Telephone: \_\_\_\_\_

**University of Houston  
Graduate College of Social Work -- Doctoral Program  
PH.D. PROGRAM FORM E:  
Final Dissertation Defense**

FROM: \_\_\_\_\_, Dissertation Chairperson

TO: Doctoral Program Director

STUDENT'S NAME: \_\_\_\_\_

PROPOSED DISSERTATION TITLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**THE FINAL DISSERTATION IS: *(Please indicate)***

- Approved in its present form.
- Approved with *minor* revisions. *Copy of recommended revisions must be attached.*
- Deferred approval pending major revisions. The Committee must be reconvened for a follow-up defense. *Described revisions must be attached.*
- Reject the quality of the dissertation and/or the student's performance in the oral defense. *(Provide Specifications)*

**COMMITTEE CHAIRPERSON *(Signature and Date Required)***

\_\_\_\_\_  
Signature Date

**COMMITTEE MEMBERS *(Signature and Date Required)***

\_\_\_\_\_  
Signature Date Telephone: \_\_\_\_\_

UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK

PH.D. PROGRAM FORM F:  
Student Request To Take A Leave of Absence

TO: Doctoral Program Director

FROM: \_\_\_\_\_  
(Student's Name)

DATE: \_\_\_\_\_

I am formally requesting permission to take a leave of absence from:

Fall, \_\_\_\_\_, \_\_\_\_\_ TO \_\_\_\_\_,  
\_\_\_\_\_ (Semester) (Year) (Semester) (Year)

Spring, \_\_\_\_\_, \_\_\_\_\_ TO \_\_\_\_\_,  
\_\_\_\_\_ (Semester) (Year) (Semester) (Year)

REASON FOR THIS LEAVE REQUEST:

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

FOR DOCTORAL PROGRAM OFFICE USE ONLY

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Ph.D. Program Director (Signature)

\_\_\_\_\_  
Date

**University of Houston**  
**Graduate College of Social Work**  
**Independent Study/Special Problems Study Proposal Guidelines**

Definition and Description: Independent Study/Special Problems provides the student with the opportunity to work with a faculty member on a specific topic or issue of interest that might not otherwise be available in a structured course. Independent study courses are typically not available to students until they have completed the foundation curriculum. Independent study courses count toward the degree as would any elective.

To plan an Independent Study/Special Problems Study, follow these steps:

**1.** Contact the faculty member you wish to work with on this course and present your idea(s) for an Independent Study/Special Problems. Discuss what you would like to study and how you propose to approach the learning process. If you and the faculty member are in agreement, you will need to develop a one-page proposal that includes the following:

- a. Statement of Purpose – what do you plan to study and why?
- b. Identify the specific learning objectives you will pursue.
- c. List specific texts or other readings you will complete.
- d. Identify the outcome or product – e.g., a formal paper, a research proposal, a data analysis and summary, an annotated bibliography, a journal, a program evaluation report, etc.
- e. Identify the grading or evaluation criteria for the project (i.e., how will your grade be determined? What percentage will come from the final product, from meetings with the faculty, from other sources?)
- f. Indicate how often you and the faculty member plan to meet over the course of the Independent Study/Special Problems Study.

**2.** After the supervising faculty has reviewed your proposal, obtain their signature on the form to indicate their approval.

**3.** Route the completed form to the Ph.D. Program Admissions Office. The form will be submitted to the Associate Dean for Academic Affairs who will review your proposal and assign the course and section numbers allowing you to enroll. You will receive a copy of the form as well as the Ph.D. Program Office.

***DEADLINES***

**This process requires planning. You will need time to discuss your work with faculty, time to develop a proposal, and time for review and approval.**

***INDEPENDENT STUDY/SPECIAL PROBLEMS STUDY requests must be in the Associate Dean's Office at least one (1) week prior to the first day of class in the semester which you want to enroll. Late submissions will not be accepted***

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK  
Doctoral Program**

TO THE STUDENT: Please read the guidelines for proposal submission and deadlines.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ / evening: \_\_\_\_\_ /cell: \_\_\_\_\_

PeopleSoft ID #: \_\_\_\_\_ Hours completed to date: \_\_\_\_\_

\*\*\*\*\*

Please indicate below the study you are requesting.

**(1) INDEPENDENT STUDY: To receive *S/U grade* for this course.**

I would like to enroll in a \_\_\_\_\_ credit-hour Independent Study in the \_\_\_\_\_, \_\_\_\_\_.  
(# cr. hours) (Semester) (Year)

*My Independent Study proposal* is attached and I have obtained the signature of the faculty member.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY SIGNATURE

\_\_\_\_\_  
DATE

**(2) SELECTED TOPICS IN SOCIAL WORK: To receive a *letter grade* for this course.**

I would like to enroll in a \_\_\_\_\_ credit-hour Special Problems course in the \_\_\_\_\_,  
(# cr. hours) (Semester)  
(Year)

*My Selected Topic Study proposal* is attached and I have obtained the signature of the faculty member.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY SIGNATURE

\_\_\_\_\_  
DATE

**APPROVAL AND ASSIGNED COURSE AND SECTION NUMBERS**

**Approved to enroll in the following course(s):**

**SOCW \_\_\_\_\_ ; Section # \_\_\_\_\_**

**SOCW \_\_\_\_\_ ; Section # \_\_\_\_\_**

\_\_\_\_\_  
**DEAN'S OFFICE SIGNATURE**

\_\_\_\_\_  
**DATE**

**Distribution: Student**  
**Advisor/ Ph.D. Program Office**

Rev'd: 08.01.2006

**APPENDIX B**  
**Doctoral Dissertation Page Samples**

Dissertation Signature Page Sample

Dissertation Title Page Sample

Abstract Title Page Sample

***SAMPLE***  
**Dissertation Signature Page**

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**WE HEREBY RECOMMEND THAT THE DISSERTATION BY**

\_\_\_\_\_

**ENTITLED** \_\_\_\_\_

\_\_\_\_\_

**BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE  
DEGREE OF Ph.D. IN SOCIAL WORK.**

\_\_\_\_\_  
**Dissertation Chairperson** **Date**

\_\_\_\_\_  
**Dean** **Date**

**DISSERTATION COMMITTEE:**

\_\_\_\_\_  
**Name and Title** **Date**

***SAMPLE***

**Dissertation Title Page**

*(This dissertation title page should be in your dissertation)*

THE EFFECT OF THE VERTICAL INTEGRATION OF THE BIOMEDICAL  
INDUSTRY ON HOSPITAL SOCIAL WORKERS

BY

REENIE HARRIS

B.A., University of Missouri, 2003

M.S.W., University of California-Berkeley, 2005

DISSERTATION

Submitted in partial fulfillment of the requirements for  
the degree of Doctor of Philosophy in Social Work  
in the Graduate College of Social Work of the  
University of Houston, 2005

Houston, Texas  
Spring, 2005

***SAMPLE***

**Abstract Title Page**

*(This abstract title page with attached 350-word or less abstract is submitted for microfilming)*

TITLE OF DISSERTATION  
(in all caps)

An Abstract of a Dissertation

Presented to

the Faculty of the Graduate College of Social Work

University of Houston

---

In Partial Fulfillment  
of the Requirements for the Degree of  
Doctor of Philosophy in Social Work

---

By

**Your Name**

Month and Year of Graduation