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# Know-It-All!

Resource Guide for

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Graduate Students



Graduate and Professional Studies

**U N I V E R S I T Y** *of* **H O U S T O N**

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**Welcome to graduate studies  
at the University of Houston**

This resource guide has been compiled as a source of information for all graduate and professional students including those attending UH for the first time, those who have attended undergraduate studies on this campus, and those who are already well on their way to successful completion of their academic careers.

In addition to "Know-It-All!," be sure to obtain the 2001-2002 Student Handbook and the Summer/Fall Class Schedule. The Graduate & Professional Studies Catalog is available online at [http://www.uh.edu/grad\\_catalog](http://www.uh.edu/grad_catalog). Because some academic requirements and procedures vary from college to college, you should be in continual contact with your department for information about specific college and departmental procedures, regulations, and deadlines. As a graduate or a professional student, you have a responsibility to take the initiative in asking questions that promote your understanding of the academic and financial requirements of the university as well as those of your specific graduate program.

The University of Houston values and respects our graduate and professional students as persons of merit and as junior colleagues. Likewise, you have a responsibility to conduct yourself, in all educational activities, in a manner befitting an academic colleague so that your behavior is a credit to yourself, your academic unit, and the University.

We wish you much success as you embark on this most advanced, substantial, and vibrant period in your educational life.

Sincerely,

Dr. Marco J. Mariotto, Dean  
Graduate & Professional Studies

**Office of Graduate & Professional Studies**

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Houston, Texas 77204-2012  
Phone: 713.743.9088  
Fax: 713.743.9089  
UH mail code      GPS 2012

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**Academic Telephone Roster****Gerald D. Hines College of Architecture**

Mail Code: ARCH-4000

Fax: 713.743.2358

Dean: Joseph Mashburn

Executive Secretary: Kathleen Lechon

Associate Dean: Lannis Kirkland

Business Administrator: Mary Benham

Director of Graduate Studies: Tom Colbert

**Phone****Room**

	122 ARCH
3-2400	122 ARCH
3-2400	122 ARCH
3-2365	122 ARCH
3-2380	122 ARCH

**C.T. Bauer College of Business**

Mail Code: CBA-6021

Fax: 713.743.4622

Interim Dean: Arthur Warga

Executive Administrative Assistant: Barbara Bryant

Associate Dean: Elizabeth Anderson-Fletcher

Business Administrator: Rubina Haroon

**Department Chairpersons**

Accountancy &amp; Taxation: Tom Noland

Decision &amp; Information Sciences: Dennis Adams

Finance: Praveen Kumar

Management: James Phillips

Marketing: Ed Blair

3-4604	350 MH
3-4604	350 MH
3-4611	350 MH
3-4820	370 MH
3-4747	270 MH
3-4755	220 MH
3-4646	315 MH
3-4555	385 MH

**College of Education**

Mail Code: ED-5023

Fax: 743-5013

Dean: Robert K. Wimpelberg

Executive Secretary: Mary Ann Price

Associate Dean/Graduate Studies: Robert Williams

Associate Dean/Research: Amaury Nora

Associate Dean for Undergraduate Studies,

Certification and Accreditation: Doris Williams-Smith

Business Administrator: Carol Barr

**Department Chairpersons**

Curriculum &amp; Instruction: Wilford Weber

Educational Leadership and Cultural Studies: Richard Fossey

Education Psychology: Robert McPherson

Health &amp; Human Performance: Dennis Smith

3-5001	214A FH
3-5003	160 FH
3-5004	214 FH
3-4417	112F FH
3-5005	214 D
3-4970	256A FH
3-5045	401 FH
3-9827	491 FH
3-9853	GARGYM

**Cullen College of Engineering**

Mail Code: ENGR-4007

Fax: 743-4214

Dean: Raymond W. Flumerfelt

Executive Secretary: Ruby Banks

Associate Dean/Undergraduate Studies: Larry Witte

Associate Dean/Graduate Studies: Earl J. Charlson

Associate Dean/Research: Stuart Long

Business Administrator: Dorothy Barrera

**Department Chairpersons**

Chemical Engineering: Michael Harold

Civil/Environmental Engineering: Cumaraswamy Vipulandan

Electrical/Computer Engineering: Fritz Claydon

Industrial Engineering: Hamid Parsaei

Mechanical Engineering: Lewis Wheeler

3-4207	E421 D3
3-4204	E421 D3
3-4205	E421 D
3-4445	E421 D
3-4206	E421 D3
3-4304	S255 D
3-4250	N127 D
3-4440	N326 D
3-4191	E221 AD3
3-4519	N222 D

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**Academic Telephone Roster****Graduate School of Social Work**

Mail Code: SW-4013

Fax: 743-3267

Dean: Ira Colby

Executive Secretary: Sonia Ewing

Associate Dean/Academic Affairs: Karen Holmes

Associate Dean/Administration: Paul Raffoul

Business Administrator: Dawn Hull

Associate Dean/Student Affairs: Howard Karger

**Phone****Room**

3-8085	221 SW
3-8085	211 SW
3-8084	210 SW
3-8101	204 SW
3-8095	209 SW
3-8135	305 SW

**Conrad N. Hilton College of Hotel  
and Restaurant Management**

Mail Code: HRM-3028

Fax: 743-2482

Dean: Alan Stutts

Assistant to the Dean: Donna Shaw

Associate Dean: Agnes DeFranco

Graduate Advisor: Lilian Binns

Business Administrator: Thomas Maloney

3-2550	219 CHC
3-2607	219 CHC
3-2422	G231 CHC
3-2457	231 CHC
3-2440	D227 CHC

**Law Center**

Mail Code: LAW-6060

Fax: 743-2122

Dean: Nancy Rapoport

Executive Secretary: Susan Evangelist

Associate Dean: Sandra Guerra Thompson

Business Manager: Ben Jones

3-2100	108 BLB
3-2108	102 BLB
3-2116	59C TU-11

**College of Natural Science and Mathematics**

Mail Code: NSM-5008

Fax: 743-8630

Dean: John Bear

Administrative Assistant: Barbara Sudbrook

Associate Dean: John Hardy

Associate Dean: John Butler

Interim Business Administrator: Fred McGhee

**Department Chairpersons**

Biology and Biochemistry: Dan Wells

Chemistry: Monte Pettitt

Computer Science (Interim Co-chairs): Fitzgibbon and Pettitt

Geosciences: John F. Casey

Mathematics: William Fitzgibbon

Physics: Lawrence Pinsky

3-2618	214 SR1
3-2611	214 SR1
3-3411	304 SR1
3-2624	214 SR1
3-8381	356 HSC
3-3263	229 F
3-3350	550 PGH
3-3399	310 SR1
3-3510	641 PGH
3-3552	613 SRI

**College of Optometry**

Mail Code: OPT-2020

Fax: 743-0965

Dean: Jerald Strickland

Assistant to Dean: Sanfra Johnson

Associate Dean: Roger Boltz

Associate Dean: Earl Smith

Business Administrator: Mary Juarez

**Department Chairpersons**

Administrator Director/Externships: Ralph Herring

Basic Sciences: Laura Frishman

Clinical Sciences: Marcus Piccolo

3-1889	2105 OPT
3-1893	2120 OPT
3-1885	2112 OPT
3-2055	2195 C OPT
3-1917	1207 OPT
3-1972	2166 OPT
3-1971	2154 OPT

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**Academic Telephone Roster****College of Pharmacy**

Mail Code: PHARM-5000

Fax: 743-5678

Dean: Mustafa Lokhandwala

Executive Secretary: Diane Salazar

Associate Dean: Raymond Hammond

Associate Dean: Thomas Lemke

Business Administrator: Charles Henry

**Department Chairpersons**

Clinical Sciences &amp; Administration: Randall Prince

Pharmacological &amp; Pharmaceutical Sciences: Douglas Eikenburg

**Phone****Room**

3-1253	141 SR2
713 795-8337	434 TMC
3-1256	137 SR2
3-1254	141 SR2
713 795-8389	307 TMC
3-1217	521 SR2

**College of Liberal Arts and Social Sciences**

Mail Code: CLASS-3000

Fax: 743-3978

Dean: W. Andrew Achenbaum

Executive Secretary: Shirley Pavlu

Associate Dean: Robert Palmar

Associate Dean: Kathy Sheridan

Business Administrator: Kal Marchi

**Department Chairpersons**

Anthropology: Norris Lang

Art: Jackson Rushing

Communication Disorders: Lynn Bliss

Economics: John Antel

English: John McNamara

History: Thomas O' Brien

Military Science: Lt. Charles Reed

Modern and Classical Languages: Manuel Gutierrez

Moore School of Music: David White

Philosophy: James Garson

Political Science: Kent Tedin

Psychology: John Vincent

School of Communication: Garth Jowett

School of Theater: Sidney Berger

Sociology: Janet Chafetz

3-2992	110 H
3-4000	110 H
3-4000	110 H
3-4004	
3-3780	233 M
3-3001	348 FA
3-2896	146 SOA
3-3800	204 M
3-3004	205 C
3-3008	524 AH
3-3875	26 HP
3-3007	402 AH
3-3009	358 FA
3-3010	513 AH
3-3890	447 PGH
3-8503	103 H
3-3002	621 AH
3-3003	133 WF
3-3953	450 PGH

**College of Technology**

Mail Code: TECH-4021

Fax: 743-4032

Dean: Uma Gupta

Executive Secretary: Isaac Davis

Associate Dean: John Hansen

Business Administrator: Debbie Hurts

**Department Chairpersons**

Civil/Mech./Related Technologies: Carole Goodson

Electrical Electronics Technology: Fred Lewallen

Human Development and Consumer Sciences: Barbara Stewart

Industrial Technology: Jerry Waite

3-4021	300 T2
3-4099	361 T2
3-4027	365 T2
3-4046	304 T2
3-4074	312 T2
3-4119	235 CAM
3-4089	309B T2

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## General University Regulations and Requirements

University of Houston regulations and requirements for graduate, post-baccalaureate, and professional students are established as minimal standards for graduate studies. Requests for exceptions to any university requirement must be made on a General Petition, approved by the student's advisor, chair, and college dean, and then forwarded to the Dean of Graduate & Professional Studies for review and deliberation.

Each individual college or graduate and professional program may have entrance requirements and degree requirements that exceed those established by the university. Each student must contact the individual department or college for information concerning its graduate or professional requirements. Refer to the Graduate & Professional Studies Catalog online at [http://www.uh.edu/grad\\_catalog](http://www.uh.edu/grad_catalog) for all university regulations and requirements. Contact your graduate advisor or department chair for additional regulations regarding your specific degree program, department, and college.

## Summary of University Graduate Regulations and Requirements

The following list of statements is not intended to be comprehensive. It represents, however, a distillation of regulations and requirements of most critical concern to graduate students.

1. A student accepted into a graduate program is expected to be enrolled in consecutive fall and spring semesters until the program is completed and the degree awarded. Students who cannot enroll must apply to their college for a leave of absence.
2. Before a graduate student can earn the degree, an official transcript, showing that a prior bachelor's degree (or equivalent) has been conferred, must be on file at the University of Houston.
3. A graduate student is normally entitled to graduate under the degree provision of the catalog in effect at the time of the first completed semester of enrollment.
4. Each graduate program has one or more members of the faculty/staff who serve as graduate advisors/counselors. New graduate students must be in continual contact with these individuals, and this relationship should persist until the student has completed the program and is awarded the degree.
5. There is no uniform foreign language requirement for graduate degree programs. Students are advised to contact the department of their major for specific requirements.
6. Certain categories of graduate students are required to be enrolled full-time (at least 9 semester credit hours in fall and spring semesters). Doctoral students shall not be required to register for more than nine hours except for the following:
  - a. special professional students;
  - b. doctoral students enrolled in programs with core curricula requiring 12 hours of organized classes during long semesters; and
  - c. doctoral students enrolled in nine credit hours of organized classes who are conducting research related to their dissertation. Students in this category may be required to register for up to three hours of research or dissertation for a total of twelve credit hours during each long term. Students should contact the department of their major to determine the expected semester credit hour load.
7. International students (or those on the F-1 or J-1 visa) must be enrolled as full-time students.
8. A student with a post-baccalaureate status (PB) is not a candidate for a graduate degree. If the student is accepted as a graduate student, hours taken as a PB may or may not count toward a graduate degree. It is imperative that PB students check with their intended graduate program in determining if courses count towards a prospective graduate degree.

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9. All graduate programs have a residency requirement and a minimum course hour requirement. Students should consult with the department of their major to determine if there are exceptions to the following generalizations.
    - a. For the master's degree with thesis option (Plan I), normally a minimum of 24 hours of course work is required and up to six additional hours of thesis course work (6399 or 7399) may be applied toward the degree. At least 21 semester hours of credit must be earned in residence at the University of Houston.
    - b. For the master's degree with the non-thesis option (Plan II), normally a minimum of 36 hours of course work is required. At least 27 hours of credit must be earned in residence at the University of Houston.
    - c. For a doctoral degree, a minimum of 24 semester hours beyond the master's degree is required. The minimum residency requirement is one academic year of continuous full-time enrollment.
  10. Students pursuing a master's degree must complete all requirements within a five year period of enrollment.
  11. Students who enroll as doctoral candidates must complete their degree requirements within ten years of the date of first enrollment with a doctoral degree objective. Failure to comply will result in the candidate being ineligible for that doctoral degree.
  12. Doctoral students who have begun their graduate research must be continuously enrolled in each long semester unless they have a leave of absence (as approved by the Dean of their college). A doctoral student not on campus, or whose main effort is elsewhere, who is required to register for the sole purpose of satisfying the continuous enrollment requirement shall be required to register for no more than three credit hours during each long semester. (Note: This policy is currently under revision. Students should check with their faculty advisors in order to receive up-to-date information).
  13. Not all colleges/Departments/Programs have formal candidacy procedures and students are advised to contact their advisor or department chair of their major for specific requirements.
  14. Doctoral students in their last semester are only required to enroll for the number of hours appropriate to their course of study.
  15. A graduate student may be employed in a graduate assistantship position for no more than six long semesters (3 years) while classified as a master's student, and no more than 10 long semesters (5 years) while classified as a doctoral student. The total number of semesters a student may be employed in a graduate assistantship is twelve semesters (6 years) assuming the student has pursued both the masters and doctoral degrees at the University of Houston.
  16. General requirements of students holding a graduate assistantship are the same as the requirements to receive the Graduate Assistant Tuition Fellowship with the exception of the length of time each can be held.
  17. In order to hold a graduate assistantship, students must be hired by the University to hold the appointment, maintain a GPA of 3.0 and full-time enrollment; have an appointment of .50 FTE; and be in good academic standing.
  18. In order to serve as classroom instructors or in other roles that require communicating with students in spoken English, graduate applicants must demonstrate proficiency by passing the Test of Spoken English (TSE) or the Spoken Proficiency English Assessment Kit (SPEAK) with a score of at least 50.
  19. A minimum grade point average (GPA) of 3.00 (B) for all graduate courses attempted is required for all graduate degree programs at the University of Houston. Failure to maintain a 3.00 GPA may result in a warning, probation, suspension, or loss of financial support. Students with a conditional admission status must earn a minimum GPA of 3.00 during the first 12 hours of graduate level course work attempted at the University of Houston.
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***Know-It!***

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

20. Each program/department/college has specific requirements for the preparation of the thesis or dissertation. A minimum of the original and two copies of the manuscript must be submitted to the college office no later than the deadline specified in the academic calendar. The original and one copy are retained by the M.D. Anderson Library for public access, and the other copy goes to the student's major department.

***Know-It!***

Doctoral students who fail to complete their dissertation within five years after completion of the comprehensive or candidacy examination must retake the examination.

21. An official transcript showing prior bachelor's degree (or equivalent) conferred must be on file in order to graduate from UH with a post-baccalaureate (or graduate) degree.

**Graduate Classification**

The University classifies a student as a graduate student when an admission application and the required credentials have been submitted, the student has been approved for admission, and has registered for classes as a graduate student at the University of Houston. All graduate students must go through the formal application process in order to obtain the graduate student classification.

**Post-baccalaureate Status**

The post-baccalaureate status is designed for applicants who have earned one or more degrees at an accredited institution and seek another undergraduate degree, wish to enter a non-degree program, or wish to further their education by taking courses in varying fields of study.

Students who received their prior degree at another institution should apply to the Office of Admissions to be admitted as a post-baccalaureate student. Students who received their prior degree at the University of Houston and wish to change their classification to "post-baccalaureate" should submit a general petition to the department of their major or, if undeclared, the Academic Advising Center.

An applicant who is not accepted for graduate study or who is unable to complete the admission application prior to registration may place a request with the Office of Admissions to be admitted as a post-baccalaureate student. This may enable the applicant to enroll in classes prior to (or instead of) being admitted to a graduate studies program. (See item #8 above).

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Students may petition to have graduate credit granted for course work completed as post-baccalaureate students under the following conditions:

1. The course must be at the 6000 level or higher.
2. If the course is below the 6000 level, the student must have conformed to the same standards required of graduate students similarly enrolled.

Students may apply advanced courses taken while they are classified as post-baccalaureate toward a graduate degree, but there are limitations that particularly affect those whose goal it is to earn a graduate degree at the University of Houston. Because of these restrictions, prospective post-baccalaureate students should consult the department of their major before enrolling in advanced courses. These restrictions include the following:

1. Enrollment in graduate-level courses in some colleges is prohibited.
2. Application of course work completed, as a post-baccalaureate student toward a graduate degree, is subject to approval by the individual college or department after the student enrolls at the graduate level. A maximum of 12 semester hours may be applied to a graduate degree in this manner.

Additional restrictions may be imposed by the colleges and departments.

Students who would like more information on post-baccalaureate status should consult the "Undergraduate Studies Catalog," the undergraduate application brochure, and the "Graduate Admission Application Booklet."

### **Planning the Graduate Program**

Graduate students should consult their program's graduate advisor before each registration. Students are required to fulfill the special requirements of the particular degree program in addition to the general requirements stipulated by the University.

### **Study beyond the Master's Degree**

Students who complete the master's degree program (or equivalent, if permitted by the department) and continue graduate study must file a petition to record a change to the doctorate or non-degree objective status and, if applicable, to the new major field. A general petition form may be obtained from the office of the dean of the particular college.

### **Applicable Graduate Credit**

Each college will determine how many hours earned at UH, and applied to a graduate degree, can be applied to a different UH graduate degree. A maximum of 12 approved credit hours may be applied to a graduate degree in this manner. Students are urged to begin such discussions prior to their enrollment in a second graduate degree program.

Graduate credit is not granted for correspondence courses extension courses, advanced standing examinations, and courses taken prior to admission to a graduate program. The "Time Limitation" section specifies additional restrictions.

### **Changes of Major, Degree, and Classification**

Students who have previously enrolled and who wish to change their major field of study, degree objective, or classification should file the appropriate petition with the dean of the college where they will continue the graduate program.

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## **Double Degrees, Double Majors, and Minors in Graduate and Professional Programs**

Several colleges have approved double degree programs. Students interested in potential double degrees or double majors should talk with their departmental graduate advisors to learn more about such options.

The University of Houston does not require completion of a minor, but individual degree programs may encourage completion of course work outside the department. Doctoral students should read the section "Ad Hoc Interdisciplinary Doctoral Degree Option" below.

### **Ad Hoc Interdisciplinary Doctoral Degree Option**

Departments granting Ph.D. degrees are authorized to modify their regularly established Ph.D. course requirements in individual cases to permit a larger component of course work outside the department. In these instances, the dean of the college in which the sponsoring department is located must approve the design of the ad hoc interdisciplinary curriculum. The dean also approves the names of the faculty drawn from both the sponsoring department and supporting departments responsible for directing the student's progress through the curriculum and dissertation. A copy of the form indicating the dean's approval is forwarded to the office of the Dean of Graduate and Professional Studies. Doctoral-level graduate students interested in this option should consult the director of graduate studies in the appropriate department about its availability.

### **Academic Modifications for Students with Disabilities**

Students with disabilities needing modification to existing academic requirements should contact the Center for Students with DisABILITIES to file an A.D.A. petition form. Modifications that do not fundamentally alter the nature of the program and are not unduly burdensome will be considered.

### **Course Load**

The following graduate course load regulations apply to all graduate students with the exception of those students who fall under alternative regulations as specified in individual college programs. Graduate assistants should also consult the section entitled "Campus Policies for Graduate Assistants."

Nine semester hours is considered a full-time course load for a fall or spring semester for master's students. Nine semester hours is considered a full-time course load for doctoral students registered during any fall or spring semester. Doctoral students shall not be required to register for more than nine hours except for the following:

- a. special professional students;
- b. doctoral students enrolled in programs with core curricula requiring 12 hours of organized classes during long semesters;
- c. doctoral students enrolled in nine credit hours of organized classes who are conducting research related to their dissertation. This last category of students (c.) may be required to register for up to three hours of research or dissertation for a total of twelve credit hours during each fall and spring term.

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***Know-It!***

A full-time course load during the summer is six semester hours.

**Full-time enrollment is expected of the following categories of graduate students:**

1. Students receiving financial support from the University of Houston campus in the form of scholarships, academic fellowships, teaching fellowships/assistantships, research fellowships/assistantships, or other forms of support.
2. Students making significant use of such campus resources as the library, the computer center, office space, laboratory space, other research facilities, and faculty time.
3. Students meeting residency requirements.
4. Students holding visas (F-1 or other temporary visas).

Students in the above categories who fail to meet the full-time enrollment requirement may forfeit financial assistance and other privileges.

*Note:* Public school teachers cannot be enrolled for more than six hours while teaching and are considered full-time students while taking six semester credit hours.

Students taking only thesis/dissertation hours are required to register for a minimum of three hours per long semester. Students whose programs require six or more hours of thesis/dissertation credit do not necessarily have to register for more than three hours in their final semester. Doctoral students in their last semester are required to enroll for the number of hours appropriate to their course of study.

**Residency Requirement/Transferred Courses**

In a graduate program that requires a thesis, at least 21 semester hours of credit is required for the master's degree and must be earned in residence at the University of Houston. For programs of 36 semester hours, at least 27 semester hours must be earned in residence. In doctoral programs, minimum residence requirements are set by the individual departments, but in no case shall the requirement be less than one academic year of continuous full-time enrollment.

**Continuous Enrollment**

The graduate student who is not enrolled should not expect to be able to use the facilities of the University of Houston campus. Students who cannot enroll in a given semester must apply to their college for a leave of absence in order to remain in good standing. Students should contact the office of the dean for individual college regulations on enrollment. A student who does not return to enrolled status at the end of an approved period of leave is no longer considered to be pursuing an advanced degree.

***Know-It!***

Graduate students are expected to be enrolled in consecutive long semesters (i.e. fall and spring semesters) until the degree program is completed and the degree is awarded.

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A student who leaves the university without obtaining a formal leave of absence from graduate study is not automatically readmitted. The recommendation of the department and the approval of the college dean, based on the academic merits of the student's request, are required. If readmitted, the student will be subject to all of the current requirements for the degree in effect at the time of readmission.

Doctoral students who have begun their graduate research must be continuously enrolled in each long semester unless they have an approved leave of absence. A doctoral student not on campus, or whose main effort is elsewhere, who is required to register for the sole purpose of satisfying the continuous enrollment requirement, shall be required to register for no more than three credit hours during each long semester.

### **Continuous Registration and Credit for Thesis or Dissertation**

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

Students are required to be continuously enrolled (i.e., each fall and spring semester), including the semester in which the thesis or dissertation is submitted to, and accepted by, the University.

Failure to enroll in thesis or dissertation courses may delay graduation and may result in the loss of financial assistance and other privileges. The student should consult the dean of the college for individual college requirements regarding summer registration for thesis or dissertation credit hours.

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

"Thesis (or dissertation) in progress" is shown without a grade on the student's permanent record for each registration period until the semester or term in which it is graded. However, a grading system of S (satisfactory), U (unsatisfactory), or I (incomplete) may be elected by a department. Such grades in the thesis or dissertation courses are not considered in computing a student's grade point average. A final grade of B or better is required on the completed thesis or dissertation. A grade of C indicates that the thesis or dissertation is not acceptable.

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

A maximum of six semester hours may be earned for the master's thesis and a maximum of 12 semester hours may be earned for the doctoral dissertation, although the student may enroll in these courses until the degree is granted.

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### Time Limitations on Completion of Degree Requirements

Students who are enrolled as graduate students at the University of Houston must complete the usual master's degree program within five years of the date of enrollment at the University of Houston campus. Transfer credit may not apply to any master's degree if the course credit is more than five years old at commencement.

Students who enroll as doctoral candidates must complete their degree requirements within ten years of the date of first enrollment with a doctoral degree objective. Failure to comply will result in the candidate being ineligible for that doctoral degree.

Doctoral students who fail to complete their dissertation within five years after completion of the comprehensive examination must retake the examination.

With the exception of programs for which another termination date has been specified, no degree will be granted for a graduate program not completed within five years of its deletion from an issue of the University of Houston catalog.

### Termination of Enrollment in a Graduate Program

A satisfactory rate of progress toward the degree is required throughout a student's enrollment. A student whose enrollment is terminated will be notified, with an explanation, in writing by the chair of the department of the major. Copies of this notice and explanation will be sent to the dean of the student's college.

**Know-It!**

A department may terminate enrollment at any time if the rate of progress is not satisfactory.

### Scholastic Average

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

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.37
B	3.00	C-	1.67	F	0.00

Decimals beyond two places are truncated, not rounded, in computing the grade point average.

The grade of I (incomplete) must be changed by fulfillment of course requirements within 12 months of the date awarded, or it will be converted automatically to an F or U (in S-U graded courses). Certain graduate courses, as specified annually by the department, may be graded as S (satisfactory.), U (unsatisfactory), or I (incomplete). In the catalog, these courses are referred to as S-U graded courses. Such grades will not be included in computing a grade point average as grades of S, U, I, and W are not assigned grade point values.

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The cumulative grade point average and the Four-C Rule (see below) are based upon all of the student's work taken at the University of Houston, including repeated courses for which grade point values are assigned.

***Know-It!***

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

**Four-C Rule**

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

**Foreign Language Requirement**

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

**Application for Candidacy**

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

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

Doctoral students should file for candidacy after completing the department's comprehensive qualifying or proposal examination. Doctoral candidates must file for candidacy at least one semester prior to graduation.

Candidacy application forms for graduate students are available in the college offices. Students should check with the office of the dean of their college or their department advisor to determine candidacy requirements.

**Approval of Thesis or Dissertation Proposal**

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

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

Students should consult their faculty advisors for information on the regulations for the use of human subjects. For additional information or an application form, contact the Office of Research Policies, Compliance and Committees, 316 Ezekiel W. Cullen Building, (713) 743-9215.

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

***Know-It!***

Every thesis, dissertation, or other research project involving the use of human subjects must be approved by the Committee for the Protection of Human Subjects before research is started.

## **Academic Policies and Procedures**

### **Academic Honesty Policy**

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

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

The policy applies to all colleges within the University, with some procedural exceptions in the professional colleges. It is the responsibility of the administrative officers involved (department chair, dean, provost and senior vice president for academic affairs) to ensure that the policy is implemented fairly and in a timely manner. It is the responsibility of the faculty and students to discourage academic dishonesty by exercising appropriate precautions in situations where infractions may occur and by properly reporting instances of such infractions. All members of, and participants in, the academic life of the University are to be governed by this policy and should familiarize themselves with its content.

### **Medical Withdrawal Policy for Graduate and Professional Students**

Decisions regarding medical withdrawals are best handled at the local departmental/college level. However, the dean of the college may, at his or her discretion, request advice from the Dean of Graduate and Professional Studies regarding individual cases.

1. The dean of the college of the student's major (or designated representative) may grant medical withdrawals at any time to graduate and professional students who must withdraw for medical reasons from all courses for which they are registered at the University of Houston.

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2. Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive an 'I', a 'W', or, (in some instances) a grade, in each course for which they were registered.
  3. Graduate and professional students who receive medical withdrawals must obtain permission from their college dean to enroll again at the University of Houston.
  4. Under extenuating circumstances, the dean may apply this policy retroactively.

### **Procedures**

1. Graduate and professional students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at the University shall request medical withdrawals in writing from the dean of the college of their major, submitting all appropriate documentation, including a statement from a licensed physician, psychologist, or professional social worker, with their written requests.
2. The dean shall
  - a. review each request and its accompanying documentation,
  - b. decide whether to make inquiries and seek recommendations from appropriate sources of information,
  - c. decide whether to approve or deny the request,
  - d. inform both the student and the instructors of record of the decision in writing, and
  - e. if the request is approved, place a medical withdrawal enrollment "stop" on the student's record.
3. If the medical withdrawal is requested with an effective date after the last day for a student to withdraw from classes without receiving a grade, the dean shall, in making inquiries and seeking recommendations from each instructor of record, notify each that if approved, the withdrawal will normally result in a grade of W.
4. If the instructor believes the student is entitled to a final grade other than a W, the instructor shall assign that grade (if requested by the student) and notify the dean, in writing, of the college of the student's major.
5. The dean of the college of the student's major shall communicate the final grade when approving the request, and shall inform the student, each instructor of record, each instructor's dean (in cases where the student is taking courses in another college), the Office of Registration and Academic Records (which will enter the assigned grades into the student's record), the Office of Scholarships and Financial Aid, and the Office of Student Accounting (Bursar).

### **Reinstatement**

1. Graduate and professional students who receive medical withdrawals and later seek to return to the university shall submit a written request, including a statement from their licensed physician, psychologist, or professional social worker, to the dean of the college of their major justifying their readiness to resume their studies.
  2. The college dean shall
    - a. review each request to resume study at the university,
    - b. decide whether to make inquiries and seek recommendations as appropriate,
    - c. decide whether to approve or deny the request,
    - d. inform both the student and others, as appropriate, of the decision in writing, and
    - e. if the request is approved, remove the medical withdrawal enrollment "stop" from the student's record. (This action does not remove any other "stops" that may have been placed on the student's record by other university officials).
  3. The dean of the college may grant a leave of absence to a student who requests and receives a medical withdrawal. This leave grants the student readmission into the program at a specified time and under specified circumstances.
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## Grievance Policy for Graduate, Professional and Post-baccalaureate Students

The following university-wide procedures for graduate and professional students apply to the redress of grievances concerning academic and instructional matters, and other issues for which there are no other existing grievance procedures.

1. Every effort shall be made by the graduate/professional student and the faculty member(s) involved to settle their differences amicably and informally to redress the grievance. If appropriate or necessary, the department chair shall participate in this informal effort to resolve this grievance. If appropriate, the aid of a disinterested mediator should be sought to aid resolution.
2. In the event that an informal resolution is not possible, the graduate/professional student may petition the department chair by filing a formal written complaint within 10 working days after the decision is mutually made that the grievance cannot be settled informally. The letter should provide details regarding the complaint and redress. After receipt of the letter, the department chair must respond in writing within 10 working days, according to the department's established procedures for dealing with such matters.
3. In the event that a resolution is not possible at the departmental level (1 and 2, above), the graduate/professional student may petition the dean of the college or his/her designee by filing a formal written complaint. If resolution is not possible at the college level (using established college grievance procedures), the student may refer the grievance to the Graduate and Professional Studies Grievance Committee (GPSGC) administered by the Graduate and Professional Studies Council under the purview of the Dean of Graduate and Professional Studies. The GPSGC will consist of two graduate/professional students and three faculty members, none of whom will be from the department or program in which the aggrieved is enrolled. The faculty members will be appointed by the chair of GPSC on an ad hoc basis. The GPSC chair will also select the student members from a pool of graduate students provided by each of the colleges. The chair of the committee will be elected by the members of the GPSGC.
4. The GPSGC may review all documents pertaining to the grievance. No record of the hearing will be required and the deliberations will be completed with reasonable speed. If a recording is made (at the discretion of the committee), it should be made available to all parties in the dispute. Counsel for each of the parties involved may be present with that person, but will not be allowed to speak at the hearing. Expert resources should be available to the committee in an advisory capacity as needed.
5. The GPSGC will report its findings, the rationale for the findings, and its recommendations in writing to the Dean of Graduate and Professional Studies, who will make a decision within 10 working days following receipt of this information. The Dean of Graduate and Professional Studies will forward a copy of this decision in writing to the aggrieved, the faculty member, the dean of the college and to the GPSGC.
6. The aggrieved or the faculty member may file a written appeal of the decision made by the Dean of Graduate and Professional Studies with the Provost and Senior Vice President for Academic Affairs. The Provost's decision, presented within 10 working days, will be final.
7.
  - a. A graduate assistant with a pending grievance regarding employment will retain salary and privileges until the final decision or the end of the contract period, whichever occurs first.
  - b. A graduate/professional student with a pending grievance regarding academic issues, if employed as a graduate assistant, will retain privileges and/or salary, subject to a review of the individual situation by the department/college.

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## University Policies for Graduate Assistants

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

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

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

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

*Graduate Assistants* are graduate students who do not have student contact in an instructional setting although they may assist faculty or teaching fellows with academic courses, programs, projects, or other activities in direct support of the instructional process. They are under the faculty members' direct supervision.

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

**Note: The classification system, including titles and responsibilities, used for graduate assistants is currently being revised. Departments will be notified when revision occurs.**

### Appointment Procedures

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

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

### Qualifications for Appointment

To be eligible for a graduate assistantship, students must have an undergraduate degree or its equivalent, be admitted to a graduate program, and be prepared to devote full-time efforts toward the degree. In order to serve as classroom instructors or in other roles that require communicating (both comprehending and being comprehensible) with students in spoken English, graduate applicants must demonstrate proficiency in spoken English. This proficiency requirement may be satisfied by one of the following criteria:

1. Completion of baccalaureate degree requirements at a regionally accredited U.S. institution or an institution in Australia, Canada, New Zealand, South Africa, or the United Kingdom at which English is the medium of instruction.
2. A minimum score of 50 on the Test of Spoken English (TSE), or a score of 50 on the Spoken Proficiency English Assessment Kit (SPEAK) Test. The TSE is administered at TOEFL test centers on TOEFL test dates. The SPEAK Test administration may be arranged with the Testing Center.

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Students scoring below the required minimums should enroll in LCC 6034, English for International Teaching Assistants and Faculty. This semester-long, noncredit course, offered through the Language and Culture Center, focuses on English pronunciation, including individual sounds, stress, intonation, fluency, and overall comprehensibility; orientation to U.S. academic culture; and teaching skills, including non-verbal communication, explaining, presenting, fielding questions, and leading a discussion. Students will sit for the SPEAK examination at the conclusion of the course and the same minimum score as above (50) will be required to meet the English language proficiency requirement at that time.

*As it is not always possible for an applicant to demonstrate proficiency in English prior to arriving on campus, conditional appointment as a graduate assistant may be extended to allow demonstration of proficiency upon arrival. Such authorization requires the written consent and support of the student's academic advisor and approval by the dean of the college of the student's major as well as the Dean of Graduate and Professional Studies. Until proof of proficiency is presented, the student may not be assigned to an instructional role.*

### **Duration of Appointment**

Although a one-semester appointment is possible, the appointment of a graduate assistant is normally for the full academic year (fall and spring semesters). Summer employment is not guaranteed and will be based on departmental needs.

A graduate student may be employed in a graduate assistantship position for no more than six long semesters (3 years) while classified as a master's student.

A graduate student may be employed in a graduate assistantship position for no more than 10 long semesters (5 years) while classified as a doctoral student. Graduate students who pursue both master and doctoral studies at the University of Houston may be employed in a graduate assistantship for no more than twelve semesters (6 years).

### **Conditions of Service**

The following policies are applicable to all graduate assistants; departments and colleges may prescribe additional conditions of employment.

1. Satisfactory progress, as defined by the college or department, must be made toward the degree.
2. The full-time course load per semester is nine semester hours for master's students and nine semester hours for doctoral students. (See "Course Load" for summer requirements.)
3. Graduate assistants must maintain a cumulative grade point average of 3.00 (A=4.00).
4. Graduate assistants are not allowed to teach courses which carry graduate credit or to enroll in courses for which they are assigned assistantship responsibilities.
5. International graduate assistants must successfully complete a speaking test of English before assuming actual teaching duties. The graduate assistant must achieve a satisfactory score on such a test before assignment of teaching duties. (See section on "Qualifications for Appointment.")
6. The normal appointment for a graduate assistant is a full-time Equivalency (FTE) work load of 50%. This entails a work load which may not, on the average, exceed 20 hours per week, including time spent in preparation, in the classroom or laboratory, in reading papers and examinations, or any combination of these or other assigned activities.
7. In rare instances, assistants may receive up to 75 percent appointment with the stipend increased proportionately and the required course load decreased proportionately. This will be acceptable if justified on an individual basis, if understood to involve an exceptional set of circumstances, and with the approval of the college dean and the Dean of Graduate & Professional Studies. [Note: An overload appointment (> .50 FTE) may jeopardize the Graduate Assistant Tuition Fellowship (GATF).]

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8. Graduate assistants will not be assigned as instructors of record (i.e., having full responsibility for a course) until they have earned a master's degree or its equivalent, have completed 18 graduate semester credit hours in their teaching field, or are enrolled in a doctoral program. Exceptions must have the approval of the Dean of Graduate and Professional Studies.
  9. While graduate assistants need to have access to space and facilities to carry out their assignments effectively, it must be recognized that from department to department, there will be constraints that limit these privileges. The following privileges, however, can be listed:
    - a. In addition to the services and facilities available to them as students, graduate assistants will be issued specific documentation or a faculty/staff identification card entitling them to appropriate parking, library and computer privileges, bookstore discounts, and access to any other privileges that might accrue in the future, and
    - b. graduate assistants will have access to a desk and chair, file space, mailbox, and appropriate supplies for the duties assigned. Department conditions allowing, they should have access to a typewriter, duplicating equipment, and a telephone.

***Know-It!***

A student not enrolled for a semester or term may not be employed as a graduate assistant during that semester or term.

### **Reappointment of Graduate Assistants**

Priority for reappointment is to be given to those graduate assistants making satisfactory progress toward completion of an advanced degree and is based on the quality of performance of assigned duties. The criteria to be used in making reappointments are to include, but not be limited to:

1. A 3.00 minimum cumulative grade point average and grade point average for the current academic year.
2. The report of the graduate advisor or coordinator.
3. A formal evaluation by the faculty mentor supervising the graduate assistant's work.
4. The length of time in an assistantship position.
5. The length of time in the degree program. Reappointments are not automatic for assistants; final decisions will be based on departmental needs and availability.

### **Graduate Assistant Tuition Fellowship Policy**

*for Students in TA/TF/RA/GA Employment Categories*

1. Graduate students who are determined by the Dean of Graduate & Professional Studies to be eligible under this program will be awarded a fellowship amount equal to resident tuition and designated tuition charges for nine credit hours for each fall and spring semester of eligibility, and six semester credit hours during the summer. Eligible students must pay any mandatory fees or course fees, or any semester credit hours in which the student enrolls over the above-stated amounts.
2. In order to be eligible for a Graduate Assistant Tuition Fellowship, a graduate student must meet all of the conditions listed below:
  - a. The student must be matriculated and in good academic standing in a University of Houston program that leads to a master's or doctoral degree. Students classified as post-baccalaureate are not eligible.
  - b. The student must be employees of UH for the full academic semester under the following titles only: Teaching Assistant (TA), Teaching Fellow (TF), Research Assistant (RA), or Graduate Assistant (GA). The student must be paid through the UH payroll office.
  - c. The student must be employed at 0.50 FTE, must be paid through a salary, and the monthly rate must meet the established rate for each long semester (fall or spring) and summer. For summer, the student must be employed in at least one six-week session. Students employed over 0.50 FTE may jeopardize their fellowship. Requests for employment overloads are considered on an individual basis.

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- d. The student cannot have been employed as a graduate assistant at UH for more than nine prior semesters. Students will be eligible for the Fellowship for up to two years (four long semesters) in a master's degree program, and up to three additional years (six long semesters) in a doctoral program. (Students who have not completed the doctoral degree after ten semesters as a graduate assistant at UH will not be eligible for employment in the TA, TF, PA, or GA categories. Previous summer session employment as a TA, TF, RA, or GA will not be counted against the ten-semester limit.)
  - e. The student must be registered for a minimum of nine semester credit hours for the full semester of the award. Tuition for any additional credit hours in which the student enrolls over the minimum of nine will be charged to the student who will be responsible for payment. (The nine credit hour minimum applies only to courses taken for graduate credit applicable toward the student's degree objective. It may include undergraduate courses taken for graduate credit and courses required as prerequisite for subsequent graduate courses.)
  - f. Students must maintain all of the above requirements throughout the semester. Those who drop classes or otherwise fail to maintain the minimum registration requirements, or who do not meet all of the criteria for eligibility, will have their tuition fellowship revoked retroactively and will be billed for full tuition and designated tuition charges.
  - g. The current practice of waiving the non-resident portion of tuition for all full-time TA, TF, RA, and GA appointees who meet eligibility requirements in accordance with State Education Code 54.063 is not affected by the Graduate Assistant Tuition Fellowship program.
  - h. It is the responsibility of the student to notify their academic department of their desire to be considered for the GATF.
  - i. In order to receive the GATF, students must meet the English language proficiency requirements set out under the section on "Qualifications for Appointment."
  - j. All students receiving the GATF must maintain a cumulative grade point average of 3.0 (A=4.0).

## **ACADEMIC RESOURCES**

### **Registration and Academic Records**

The Office of Registration and Academic Records (or the Registrar's Office) will be sending a number of items to ensure that graduate students have the necessary information needed in planning each semester. Graduate assistants will receive information needed in advising students, and ensuring that students are appropriately enrolled in classes (if applicable). In addition, all academic departments have access to the student information database which not only aids department and faculty advisors but enables support staff to research and resolve student and faculty questions or concerns.

#### *Class Schedules*

The schedules of course offerings are published twice a year for Spring and Summer/Fall semesters. These are available for students in the bookstore for a nominal fee. *Class Schedules* also contain the academic calendar, information about registration and add/drop, final exam schedules, academic advisor locations and phone numbers, as well as general information. Here, graduate and professional students can find answers to the most commonly asked questions as well as a list of the offices which can resolve problems or provide assistance.

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### *Family Education Rights and Privacy Act of 1974*

You should be aware that retention and maintenance of student records is done in compliance with the *Family Education Rights and Privacy Act of 1974* (also known as the Buckley Amendment). The basic concept is that an individual's personal privacy is directly affected by the kinds of disclosures and uses of personally identifiable information contained in a record. Because of this, class rolls showing both the name and student identification number and grade sheets listing grades should never be posted. Student information should be discussed only with the individual student involved or with University of Houston faculty and personnel who have a right or a need to know. The Office of Registration and Academic Records sends a memo to the academic departments each semester regarding the confidentiality of student records. If you have any question, your college/department should be able to assist you.

### *Voice Information Processing (VIP)*

The University of Houston uses telephone voice response Technology or voice information processing (VIP) to handle the majority of registration and enrollment adjustments. In addition, VIP provides a variety of services 24 hours a day. Students can confirm their class schedules, determine their grades, apply for short term loans, review their account balance and financial aid status, check for enrollment stops, etc. New services are being added each semester, and we encourage you to read the VIP section of the *Class Schedule* each semester to keep abreast of any changes.

One of the jobs of the Office of Registration and Academic Records is to ensure that students spend more quality time in the classroom focusing on the educational process. The Registrar's Office welcomes comments and suggestions. For more information, contact: Registrar (743-9028), 108 Ezekiel W. Cullen Bldg. Or see <http://www.uh.edu/enroll/rar>

## **Information Technology**

### **Computer Accounts**

Graduate students can get computer accounts that allow access to electronic mail, compilers, Usenet News service, the World Wide Web, and text processing. Accounts are available on either Bayou, Jetson, UHLTPVM1, the UH Web Server, and the Instructional Support Network. To apply for an account, go to the Central Site Computing Center (110 Social Work) with a current UH Cougar card. Forms are also available online at: <http://www.uh.edu/infotech/services/accounts.html>

Information Technology comprises several departments that work to assist faculty members with their computing and networking needs: Central Computing and Telecommunication Services and Technology Support Services.

*Central Computing and Telecommunication Services* maintains and supports the academic and administrative computer systems as well as the University's data, voice and video networks on campus. In the Computing Center, CCTS maintains an IBM ES/9000 mainframe running VM/ESA, a cluster of DEC VAX computers running VMS, a DEC system 5900 running Ultrix, an Alpha 2100 Server running Digital UNIX and an IBM SP/2 supercomputer. For more information on services provided, call (713) 743-1111.

*Technology Support Services* provides computing and network support for research, instructional, and administrative customers. It comprises the Central Site Computing Center, the Faculty Lab, Emerging Technologies, Instructional Computing, Training and Documentation and Information Services. Technology Support Services also provides computing and technical assistance across all supported hardware and software. In addition, Technology Support Services provides free, non-credit short courses, seminars and technical documentation to acquaint students with the University's computing systems and services. The Technology Support Services Help Desk is available at (713) 743-1411 between 8:00 a.m. and 5:00 p.m., Monday through Friday. The Central Site Computing Center, in 110 Social Work, provides lab assistance, general information

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*Information Services* manages the main campus web and gopher servers and publishes The Open Channel, a free newsletter that provides information to help students, faculty and staff use and understand UH machines and services. Subscribe by calling (713) 743-1505, filling out the web-based subscription form at <http://www.uh.edu/infotech/listserv.html>, or sending electronic mail to [infoserv@uh.edu](mailto:infoserv@uh.edu).

*University Media Services* (56 M.D. Anderson, Library) provides a wide range of on-campus media services for personal or classroom needs. Services are professionally produced in a timely manner, and are available at reasonable costs. Many services are one-day or next-day, while others take longer. Satisfaction is always guaranteed.

University Media Services is conveniently located in the basement of the M.D. Anderson Library, near the library copy center. Hours are 8 a.m. - 5:30 p.m. Monday through Friday. Popular services include: Art/Computer Graphic Services, Photography Services, Television Services, Audio Services, Audiovisual Equipment, and Special Services such as UH Instructional Television (ITV) where graduate and undergraduate classes are broadcast live to remote sites in the metropolitan Houston area. ITV classes are also rebroadcast over PBS (Channel 8) and several cable television networks, and are available on videotape. For more information, call (713) 743-1145.

### **University of Houston Libraries**

The University Libraries offer services and resources to support graduate student success at the University of Houston. The University Libraries contain more than 2 million books, over 3 million microforms, and a multitude of other research materials. In addition, the Libraries receive approximately 16,000 journals and have access to about 18,000 full-text journals, 17,000 electronic books, and over 175 databases, including some with full-text or full-image resources.

In addition to the M.D. Anderson Library, the main library, the University Libraries include four branch libraries: Architecture & Art, Music, Optometry, and Pharmacy. The Law Library is independently operated by the UH Law Center.

#### *Services for Faculty and Graduate Students*

Librarians with appropriate subject specialties act as liaisons with teaching faculty and graduate students in each area of study at the University. Within the assigned subject areas, subject librarians select materials to be purchased by the Libraries, teach course related skills classes, provide advanced reference service, and identify items available on the Internet. Many departments and programs at the University designate one teaching faculty to act as a library liaison. However, *all* teaching faculty and graduate students are encouraged to contact their Subject Librarian with any questions, suggestions, or requests. A list of subject librarians can be found on the Libraries' Web site (<http://info.lib.uh.edu/>).

#### *Carrels*

The number of study carrels available to faculty and graduate students in M.D. Anderson Library is limited. Faculty are given first priority at the beginning of the Fall Semester, but they are encouraged to make their reservations as soon as possible due to the small number of carrels available. Graduate students enrolled in 6000 level or above courses may apply to share a carrel with another graduate student. Applications may be obtained at the circulation desk.

#### *Circulation*

Your Cougar 1 Card may be used to check-out library materials. The library catalogue (<http://library.uh.edu>) can be used to check your circulation record or to renew books.

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### *Workshops and Classes*

The UH Libraries' Information Skills Program offers workshops to help students learn how to use information resources more effectively. Workshops cover topics such as using the Library Catalog, finding journal articles, and the Internet for academic research. All of our workshops are conducted in a computer classroom to allow for hands-on learning and practice. The semester schedule for workshops offered throughout the semester can be found at <http://info.lib.uh.edu/local/classes.htm>.

### *Interlibrary Loan*

Students, faculty, and staff may request items through Interlibrary Loan by using the online Interlibrary Loan forms available at <http://info.lib.uh.edu/local/ill.htm>.

### *Reference*

Reference assistance is provided at reference desks in each library, by phone, and by electronic mail to [reference@lib.uh.edu](mailto:reference@lib.uh.edu). For advanced reference service within your discipline, contact your Subject Librarian.

### *Reserves*

Teaching faculty may place their own materials on reserve for their classes at the Reserves Desk of M.D. Anderson Library, or request that library owned material be placed on reserve for classes. To place items on reserve, call (713)743-9730 or e-mail [reserves\\_desk@lib.uh.edu](mailto:reserves_desk@lib.uh.edu). The UH Libraries observe the American Library Association Guidelines for Copyright with regard to reserve materials.

### *Special Collections*

The Special Collections and Archives Department houses substantial collections of rare and historical works, including American and English literature, Texana, many examples of fine press printing, and a selection of medieval manuscripts. The Mehra Collection, consist of books, audio-tapes and manuscripts documenting the history of 20th century science, especially quantum physics, The University Archives houses materials relating to the history of the University of Houston, as well as the Women's Archives Research Center.

### *Electronic Resources*

All current UH students, faculty, and staff can access over 175 databases, 18,000 full-text journals, and 17,000 e-books from on or off campus. To access these incredible electronic resources from your home or office, please follow the directions at <http://info.lib.uh.edu/remote/instructions.htm>

### *For More Information:*

About connecting to the Libraries' electronic resources and setting up your browser: Visit <http://info.lib.uh.edu/remote/faq.htm>. You may also ask at the EPC desk on the 1st floor of the M.D. Anderson Library, or call (713) 743-9790.

### *About using/searching the Libraries' electronic resources:*

Ask at the Information Desk on the 1st floor of the M.D. Anderson Library, or call (713) 743-1050.

#### **Architecture & Art Library**

106 Architecture Building 713.743234

#### **Law Library**

Room 1 Law Building 71.743.2331

#### **Music Library**

106 Fine Arts Building 713.743.3197

#### **Optometry Library**

2225 Optometry Building 713.743.1910

#### **Pharmacy Library**

133 Science & Research Building II 713.743.1240

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## **Faculty Governance at the University of Houston**

The Faculty Governance structure assists the president and vice presidents by providing advice on matters of interest to faculty. This advice takes the form of recommendations, policy drafts, and formal and informal comments on ongoing or proposed activities. The governance structure is composed of the Faculty Senate, four councils, and more than thirty committees.

### **Faculty Senate**

Members of the Faculty Senate are elected by the faculties of their respective colleges. The Senate operates under a constitution and bylaws which are published in the *Faculty Handbook*. The Senate considers and makes recommendations on a wide range of issues of interest to the faculty. Much of the work of the Senate is done in its standing committees.

### **Graduate & Professional Studies Council (GPSC)**

The GPSC advises the Dean of Graduate & Professional Studies on matters concerning the quality and uniform oversight of graduate and professional programs. Its concerns include: admission and selection of graduate students; development and assessment of graduate programs; and review and advice about programs and courses. Each college with a graduate program elects two faculty representatives. Student members are appointed by the Student's Association and several administrative representatives serve ex officio.

### **Undergraduate Council (UC)**

The Undergraduate Council advises the Office of the Senior Vice President for Academic Affairs about the quality and development of undergraduate programs and activities. Its concerns include: assessment and strengthening of programs and curricula; standards and priorities leading to academic excellence; monitoring of degree requirements; recruitment and retention; review of the impact of proposals on undergraduate education; monitoring of admissions criteria and processes, and any other matters that affect undergraduate education. The number of faculty members elected from each colleges is based on student credit hour undergraduates enrollment. Student members are appointed by the Student's Association and several administrative representatives serve ex officio.

### **Research Council**

The Research Council advises the Vice President for Research and Intellectual Property Management on the qualitative development of research programs and activities including the development and enhancement of research; review of proposals for new research centers and periodic review of existing centers; allocation of internal research-support funds including the Limited Grant in Aid program and the Research Initiation Grants; support of graduate students and research fellowships; general policies regarding research; and the administration of the Research Excellence Awards Program. Membership includes 19 faculty, one from each of the thirteen colleges plus additional members from some colleges. Council membership includes ex officio representatives from the Faculty Senate, the staff of the Office of Sponsored Programs, the Assistant Vice President for Finance, the Associate Vice President for Research, and the Student's Association.

### **Standing Committees**

The University presently has numerous standing committees and boards with faculty representation. With the exception of the Grievance Committee, all faculty members are nominated by the Faculty Senate Committee on Committees and appointed by the administrator in whose area the committee falls. A complete list of committees appears in the *Faculty Handbook*.

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## Support Service Resources

### Learning and Assessment

Learning and Assessment Services (LAS) promotes student success by identifying needs, providing support services, and offering outreach activities and evaluation services to the university community. Learning assistance programs comprise tutoring, academic success counseling, wellness and parenting education, academic and personal development workshops, cultural enrichment activities, and computer-aided instructional resources. Assessment activities include coordination of focus groups; interviews; survey research; and administration of diagnostic, psycho- logical, placement, and admission testing. LAS assists with measurement and evaluation services designed to improve the quality of education and programs through evaluations, instrumentation, data analysis, program evaluation, and outcome assessment. In addition, the division offers three academic courses in social health and study skills.

### Counseling and Psychological Services

Counseling and Psychological Services (CAPS) has a mission of serving as the community mental health center for the entire campus community. It is the goal of CAPS to provide high quality psychological, educational, and social support services for the university community in order to enhance student success in academic, personal, and social pursuits. It is staffed by psychologists, license professional counselors, and certified social workers who provide personal, career, couple, and group counseling services to students. It also offers psychological assessment consultation, crisis intervention, outreach workshops and seminars. Other services include learning disability assessment, self-improvement workshops, skill development seminars, and personal development workshops. Units within CAPS include the Adult Career Center and the Professional Counselor Foundation.

a. *Counseling and Personal Development*

CAPS staff provide counseling services to students for up to ten sessions per academic year without charging a fee. Group counseling and workshops are free to students. CAPS performs intellectual and psychological assessment for individuals, career and vocational assessment, learning disability assessment, and assessment of attention deficit disorder.

b. *Academic Support*

CAPS is accredited by the American Psychological Association for its doctoral internship training program in professional psychology. CAPS provides outreach services to campus departments, organizations, and groups. The staff serve as consultants to organizations and departments on campus as well as faculty and staff members who may be dealing with troubled students or difficult problems.

c. *Outreach*

CAPS staff provides administrative support for the Adult Career Center which provides career services to non-students at a modest fee through UH Continuing Education. As the designated CAP for UH, CAPS provides services to university staff and faculty including consultation and evaluation; information, resources, and referral; crisis intervention; education and training; short-term, focused problem solving.

### University Career Services

The University Career Services (UCS) center serves more than 5,627 students and alumni in individual counseling sessions and more than 7,700 in group sessions annually. UCS was the first in the southwest to incorporate video-conferencing for corporate interviews. Other services include:

*ResumeBank*—a computerized resume database providing full search and retrieval capabilities for career counselors and authorized faculty and staff.

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*VoiceLink*—VoiceLink makes job listings accessible to UH students from any touchtone telephone. The voice files are input directly by employers, obviating the need for data transfer and eliminating the possibility of error.

*On-line Recruitment*—Corporations may designate UH as a recruitment target and place their job announcements on the internet via Jobtrak; the listings are then accessible only to UH students and alumni.

### **Center for Students with DisABILITIES (CSD)**

The Center for Students with DisABILITIES provides a wide variety of academic support services to all currently enrolled UH students who have any type of learning, health, mental, or physical disability, whether the condition is temporary or permanent. Through its student advocacy and campus education efforts, the unit helps to facilitate student access to the institution, its academic programs, and all other campus activities. The unit offers assistance with course accommodations, adaptive equipment, individualized testing, taped textbooks, wheelchair repair, lift-equipped van transportation, library needs, registration, disabled parking, and accessible housing.

### **Health Center**

The University Health Center is a comprehensive health care facility and offers services for all currently enrolled students. The Health Center is staffed by an excellent team of licensed health professionals whose primary mission is to serve the health care needs of the student population. The Health Center Division serves students by providing affordable and accessible quality primary medical and mental health care, prescription and non-prescription medications, and the promotion of disease prevention, health maintenance, and wellness through education.

Clinic services include the Medical Walk-In Clinic, Nursing Care, Women's Clinic, Men's Clinic, Orthopedic Clinic, Dermatology Clinic, and Psychiatric Clinic. Diagnostic Support Services include radiology and a laboratory staffed by a medical technologist. The Health Center Pharmacy provides efficient delivery of prescription and non-prescription medications coupled with patient counseling services available five days per week.

Student Health Insurance is available at a reasonable cost to all students taking six hours or more. International students must carry Student Health Insurance or provide proof of other health insurance, which covers them. In-house assistance is available five days per week.

### **Office of Affirmative Action**

The activities of the Office of Affirmative Action at the University of Houston cover a wide range of issues. They include:

#### *Title VII, IX and Other Discrimination Matters*

UH Policy prohibits discrimination on the basis of race, color, nation of origin, sex, religion, age, disability, Veteran's status, or sexual orientation in employment and education. The University has procedures for addressing allegations of discrimination entitled "Title IX and other Nondiscrimination Procedures." The Executive Director of the Office of Affirmative Action staff is trained in complaint processing and resolutions. Any issues concerning possible discrimination should be brought to the attention of this office so that they can be quickly resolved.

#### *Americans with Disabilities Act*

Also covered under the UH Title IX Policy and Procedures are concerns relating to the Americans with Disabilities Act of 1993. Working with other divisions of the University, the Office of Affirmative Action provides valuable and practical resources in developing solutions to the issues surrounding ADA. Graduate students can contact this office if questions arise concerning ADA matters.

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### *Sexual Harassment*

Sexual harassment in any form is prohibited by law and by university policy. The Office of Affirmative Action has qualified professionals who are available to address sexual harassment concerns.

### *Sexual Assault*

The University has a Sexual Assault Policy. Victims of sexual assault should contact one or more of the following: the UH Police Department, City of Houston Police Department, the Dean of Student's Office, the UH Health Center, the UH Counseling and Testing Center or the Office of Affirmative Action for assistance.

### *Retaliation*

Retaliation in any form for reporting any offense is against the law and university policy. Potential situations for retaliatory actions will be immediately addressed.

### *Search Committee Activities*

The Office of Affirmative Action provides training and guidance for search committees to insure that searches are conducted in accordance with state and federal law and University Policy. Search committees may be provided with a utilization analysis which gives accurate and up-to-date data on the availability of qualified candidates.

### *Training and Workshops*

The Office of Affirmative Action provides training in sexual harassment prevention, the Americans with Disabilities Act, and diversity issues. Many of the sessions can be custom designed for a particular purpose. Watch for announcements of general sessions or call the office to discuss specific training needs. For more information, contact: Office of Affirmative Action (713) 743-8835.

## **Human Resources Department**

The University of Houston's Human Resources Department is part of the Administration and Finance Division. The Human Resources area is responsible for all programs pertaining to staff employment, employee relations, training and development, and compensation; as well as benefits administration, record maintenance, new employee sign-up, and employment-based non-immigrant and immigrant petitions for faculty and staff.

### *Benefits*

The Benefits staff provide counseling and assistance on health and life insurance programs, retirement programs, tax deferred annuities, reimbursement accounts, and direct payroll deposit. Enrollment and any changes in insurance plans take place during normal office hours in the Benefits Office in Human Resources. Insurance claim forms also are available in this office.

### *New Employee Sign-Up*

Each new employee is required by law to present identification and work authorization documents within 3 business days of his/her beginning appointment date. The sign-up process is a part of the payroll process, and it also allows the employee an opportunity to receive a faculty identification card, complete tax documents and the authorization for direct deposit of paychecks, receive benefits information, and sign other required personnel documents. To attend sign-up, an Employment Authorization Request form (EAR), obtained and authorized by the hiring department, is required. Sign-up is conducted during normal office hours in Human Resources. Changes in tax deductions and direct deposits can be made throughout the year by completing new forms in the same location.

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### *Records*

The official personnel file for each employee is centrally maintained in Human Resources. During normal office hours, an employee is entitled to review the contents of his/her file and to obtain a copy of any document in the file, subject to paying a reproduction charge. Employees of the University of Houston and the state of Texas are subject to the Public Information Act (formerly Texas Open Records Act). The Act requires that information requested about you must be provided by the institution. However, the act allows you to decide whether you wish to deny access to home address, home telephone number, social security number, and information that reveals whether a person has family members. If you do not want the university to make this information known you must notify the university in writing. Once written notification is received, it will remain in effect until you provide written notice that you wish to reverse your decision. The form "Public Access Authorization" is available in Human Resources for employee use and is provided to new employees during sign up.

*Employment-Based Immigrant & Non-Immigrant Petitions (Permanent Residence and H-1B visa)*  
Immigration laws under the H-1B program allow employers to select the "best and the brightest" candidates available, regardless of citizenship, to fill faculty and professional research positions for a limited period of time. When it is in the best interest of the University, the laws also provide a mechanism for filing for permanent residence on behalf of the non-immigrant faculty or research member in order to retain the individual's knowledge and expertise. Human Resources provides colleges and research centers with assistance in these petition processes. The appropriate work authorization is required before a non-immigrant can be employed. For more information, contact: Department of Human Resources 743-5770; Fax: 743-5783.

### **Parking and Transportation Services**

Parking and Transportation Services, a department within Plant and Operations, provides parking permits, temporary parking permits, campus shuttle from Economy/Outlying Lots, information centers, METRO information and routes, special event parking, bus charters, enforcement, parking lot repairs and improvements, and motorist assistance.

New faculty and staff employees may request a 30-day temporary permit without a fee for Ungated Faculty/Staff lots allowing time to learn parking options and to settle in with other priorities by visiting Parking and Transportation in Room 1, E. Cullen Building. Proof of new employment from Human Resources or from a supervisor is needed to issue a 30-day temporary permit without charge.

#### *Parking Registration*

To register for parking, faculty must submit the appropriate fee and an application form signed by their dean, chairperson, or department head. At the beginning of the Fall semester, Parking and Transportation processes registration on priority dates through a department contact person assigned by the department administrator. The contact person distributes all applications and collects them with proper payment by check or credit card. Department administrators will be notified of these dates in advance. Once decals are processed, they are returned to the contact person or the department administrator for distribution. Faculty members requiring a permit after the priority registration period should go to Parking and Transportation Services with an appropriately signed application form and applicable fee. A permit is issued to an individual and may be transferred to any vehicle the individual uses. Permits are not transferable to other individuals. The parking permit should be hung from the rear view mirror whenever the vehicle is on campus.

#### *Parking Options for Students*

Graduate students may register for student parking through VIP or in-person at the Parking and Transportation Services office located in Room 1 of the E. Cullen Building.

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### *Parking Office Hours and Locations*

Parking and Transportation Office hours are 8 a.m. until 7 p.m., Monday and Tuesday and 8 a.m. until 5 p.m. Wednesday through Friday. The Information Centers are located on Entrance 1 Boulevard and visitor lot 15G on Cullen Boulevard adjacent to the Athletics/Alumni Complex and are open from 7 a.m. until 8 p.m., Monday through Friday. For more information, contact: Parking and Transportation (743-1097) 1 E. Cullen Building.

### **University of Houston Police Department**

The University of Houston Police Department is a multi-service organization whose mission is to ensure the safety and security of persons and property on the University of Houston campus. The department's officers are commissioned by the Board of Regents and licensed as peace officers through the State of Texas after receiving state-certified training in the duties and responsibilities of a Texas peace officer.

In addition to traditional police services, the department offers crime prevention workshops, on-campus escorts, and assistance with starting disabled vehicles.

Emergency/Information call boxes and telephones are located throughout the university to provide citizens with direct immediate access to the services of their police officers. Please refer to the brochure, "Crime Awareness, Campus Security and Sexual Assault Data" for additional information concerning police services and programs. For more information, contact: University Police Department (Non-emergency: 713.743.0600; Emergencies: 713.743-3333).

### **Graduate Students' Rights and Responsibilities**

#### **Graduate Students have a right to the following:**

1. A graduate student has a right to be respected as a person of merit and junior colleague upon gaining admission to a graduate program.
2. Graduate students have a right to an accurate description of the availability and the likelihood of financial and resource support within their program.
  - a. Prospective and currently enrolled graduate students should be provided a thorough description of the requirements and qualifications necessary for academic employment, training or financial support at the university.
  - b. Assignments of office or lab space to departments and programs should consider the need for adequate graduate student space.
3. Graduate students have a right to specific requirements for achieving an advanced degree. These requirements should be communicated clearly upon entrance to the graduate program.
  - a. Prospective and currently enrolled graduate students have a right to know and should be informed of the "normative time to degree" and the "average time to degree" within a specific graduate program.
  - b. Prospective and currently enrolled graduate students have a right to know a program's student attrition rate and, if available, the predominate reasons for lack of program completion.
4. Graduate students have a right to have their progress towards achieving an advanced degree be evaluated in an objective manner and based on criteria that are understood by the graduate advisor and the student.
  - a. Evaluations should be factual, specific, and should be shared with the student within a reasonable period of time. Evaluations which should be in writing and include: annual progress reports, split decisions on qualifying examinations, and unusual or additional program requirements.
  - b. The reasons for unsatisfactory performance on programmatic examinations should be clearly stated to the student in a written evaluation.

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5. A. graduate student has a right to regular feedback and guidance concerning his or her academic performance.
    - a. A graduate student and major professor should arrive at and maintain a mutually agreeable schedule of evaluative/supervisory conferences.
    - b. Graduate students should be given a fair opportunity to correct or remediate deficiencies in their academic performance.
    - c. Any intent to dismiss a student from a graduate program for academic reasons must be preceded by specific, written performance information well in advance of actual dismissal.
  6. Graduate students have a right to not be discriminated against, such as actions based on a student's gender, race, age, sexual orientation, disability, religious, or political beliefs.
  7. Graduate students have a right to reasonable confidentiality in their communications with professors.
    - a. Generally, a student's performance or behavior should not be discussed by a professor with other students.
    - b. Discussion of the student's performance among faculty should be of a professional nature, and should be limited to the student's academic performance and fitness as a graduate student; the substance of the communication should be based on a need to know relevant information.
  8. Graduate students have a right to refuse to perform tasks if those tasks are not closely related to their academic or professional development program. The student's vulnerability in having a lesser status and authority in the academic unit or lesser experience in the academic field of study should not be exploited to the personal advantage of a faculty member.
  9. Graduate students have a right to co-authorship in publications involving significant contributions of ideas or research work from the student. The student should receive "first authorship for publications which are comprised primarily of the creative research and writing of the student. Faculty and graduate students should agree, as early as possible, upon authorship positions commensurate with levels of contribution to the work.

**Graduate Students Have the Following Responsibilities:**

1. Graduate students have a responsibility to conduct themselves, in all educational activities in a manner befitting an academic colleague. Graduate students' behavior should be a credit to themselves, the higher academic unit, and the university.
2. Graduate students have a responsibility to devote an appropriate amount of time and energy toward achieving the advanced degree within "normative time," except when special circumstances apply.
3. Graduate students have a responsibility to provide accurate and honest reporting of research results and to uphold ethical norms in research methodology and scholarship.
4. Graduate students have a responsibility to participate in the campus community to the extent that each is able, and should leave the campus enriched in whatever ways possible.
  - a. To contribute to the academic development and the social environment of the department or program in which he or she is pursuing the advanced degree.
  - b. To contribute to administration of the graduate program, student government and/or the university.
5. Graduate students have a responsibility to take the initiative in asking questions that promote their understanding of the academic regulations and the financial requirements of their specific graduate program.

**University of Houston Mission Statement**

The University of Houston has the traditional mission of a major comprehensive public university. Its activities include a broad range of academic programs encompassing undergraduate, graduate, and professional education, basic and applied research, and public service and partnership programs. The University of Houston is the doctoral degree-granting and research-oriented component of the University of Houston System. It is the only large research university in the Texas system of public higher education located in a major metropolitan area.

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Located in the nation's fourth largest city, the University of Houston is part of a rich and diverse urban context, which helps to define and direct its mission. Fostering a respect for intellectual freedom and cultural diversity, the university affirms the important historic purposes, intellectual traditions, and academic values that animate major universities: to create, extend, and transmit knowledge, and to advance the arts and culture. As a state-assisted institution the university recognizes its responsibility to administer its resources in an efficient and effective way. By doing so, the University of Houston aspires to become the nation's premier urban university, providing a model of how to deliver effective, responsible and responsive public higher education in an urban setting.

The University of Houston defines itself as a "public urban and teaching and research university." Each of those words, "public," "urban," "teaching," and "research," has special relevance and meaning. The University of Houston provides a major academic and intellectual infrastructure for the city of Houston and its surrounding area, while offering educational opportunities for diverse students from across the nation and from many foreign countries. The university offers day and evening courses and programs for both traditional (full-time) and part time students. Its research laboratories, institutes, and centers, work on a variety of scientific, educational, business, and public policy related projects, which are of particular interest and need to Houston and the Gulf Coast area. Its public service and public partnership programs, which include national and international activities and programs, complement the university's educational mission and enhance the cultural, social, economic, and intellectual climate of the community at large.

The university has adopted the following academic goals: (1) to develop skills of learning and critical thinking; (2) to develop and foster the process of intellectual discovery and the exploration of the unknown; (3) to develop an awareness of and interest in the breadth of human intellectual experience; (4) to develop an understanding of value systems and value formation; (5) to develop the knowledge and skills necessary to qualify students for careers in a variety of fields; (6) to develop both in the classroom and in co-curricular activities, the habits and attitudes of mind that encourage students to continue their educations over a life-time.

The University of Houston offers a comprehensive range of nationally competitive undergraduate programs; they are grounded in a core curriculum whose emphasis on the liberal arts and sciences is designed to encourage intellectual skills and abilities essential for participating citizenship and provide the basis for upper-level and graduate/professional education. The university's core curriculum is complemented by advanced study of a particular discipline or profession within a wide variety of academic majors.

The University of Houston provides a selected number of graduate and professional education programs, many of which are connected through its faculty to research programs of national and international distinction and quality. Graduate and professional education at the University of Houston encourages students to acquire in-depth mastery of their chosen field or profession. Programs range from liberal arts and sciences to the professional fields of architecture, business, education, engineering, hotel and restaurant management, law, optometry, pharmacy, social work, and technology. To meet the expanding needs of its urban setting, the University of Houston serves a larger proportion of post-baccalaureate, graduate, and professional students than any other comprehensive Texas university.

Outreach and partnerships are two of the defining characteristics of the contemporary urban university. By utilizing both public and private resources, the University of Houston seeks to provide an ongoing and expanding research and public service base to meet the needs of Houston's business, government, educational, scientific, and cultural communities. These outreach and partnership programs take many forms: artistic and cultural performances; applied research; access to libraries and other information sources; innovative linkages between the academic resources of the university and public schools and social agencies; and athletic activities.

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These programs provide demonstrable evidence of how the university interacts with and gains strength and direction from the city of Houston, thereby reaffirming the University of Houston as an agent for change and transformation in the twenty-first century.

UH is the doctoral degree-granting, largest and most comprehensive university of the University of Houston System. The University of Houston is an Affirmative Action Equal Opportunity employer. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. The University of Houston, in compliance with the Age Discrimination in Employment Act of 1967, Executive Orders 11246 and 11375 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. This nondiscrimination policy covers admission, access, and treatment in programs and activities, and application for and treatment in employment. UH also complies with the Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.

The University of Houston reserves the right to change or amend any of the policies or statements contained in this Resource Guide at any time without notice as necessitated by university or legislative action. "Know-It-All! " Resource Guide for Graduate Students was produced by the Office of Graduate & Professional Studies in the Academic Affairs Division of the University of Houston, 501 E. Cullen Bldg., Houston, TX. 77204-2012.

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## Helpful Campus Telephone Numbers

Affirmative Action Office	713.743.8835
Alumni Organization	713.743.9150
Architecture Library	713.743.2340
Art Center	713.743.5251
Athletic Ticket Office	713.743.9444
Blaffer Gallery	713.743.9530
Bookstore (Barnes & Noble)	713.743.0923
Campus Activities	713.743.5280
Campus Communications	713.743.8190
Center for Students with DisABILITIES	713.743.5400
Child Care Center	713.743.5480
Copy Center	713.743.5200
Cougar Byte	713.743.5310
Cougar 1Card	713.743.2273
Counseling Services	713.743.5454
Dean of Graduate & Professional Studies	713.743.9088
Dean of Students	713.743.5470
Emergency	911
Equal Opportunity Office	713.743.8835
Health Center	713.743.5151
Housing Office	713.743.6000
Human Development Lab School	713.743.4130
International Student and Scholar Services	713.743.5065
Intramurals	713.743.9500
Law Library	713.743.2300
Learning Support Services	713.743.5411
Legal Advising	713.743.5454
Library (Main)	713.743.1050
Lost and Found	713.743.0620
Measurement and Evaluation	713.743.5440
Multimedia Resources	713.743.5430
Music Library	713.743.3197
Optometry Library	713.743.1910
Parking and Transportation Services	713.743.1097
Pharmacy (Health Center)	713.743.5125
Pharmacy (College of) Library	713.743.1240
Police/Escort Service	713.743.0600
Pool	713.743.9500
Post Office	713.743.5840
Registration & Academic Records	713.743.1010
Religion Center	713.743.5050
Scholarships and Financial Aid	713.743.1010
Wellness Center	713.743.3455
Student Accounting	713.743.1096
Student Financial Services	713.743.1096
Student Information and Assistance Center	713.743.5060
Students' Association	713.743.5220
Testing	713.743.5444
UC Satellite	713.743.5299
UH Identification Cards	713.743.2273
UHouston	713.743.8198
University Career Services	713.743.5100
University Eye Institute	713.743.2020
University Media Services	713.743.1145
Veteran's Services Office	713.743.5490

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### Quick Web Page Directory

University of Houston Home Page	<a href="http://www.uh.edu">http://www.uh.edu</a>
College of Architecture	<a href="http://www.arch.uh.edu">http://www.arch.uh.edu</a>
College of Business Administration	<a href="http://www.cba.uh.edu">http://www.cba.uh.edu</a>
College of Education	<a href="http://www.coe.uh.edu">http://www.coe.uh.edu</a>
College of Engineering	<a href="http://www.egr.uh.edu">http://www.egr.uh.edu</a>
Conrad N. Hilton College of Hotel and Restaurant Management	<a href="http://www.hrm.uh.edu">http://www.hrm.uh.edu</a>
College of Liberal Arts and Social Sciences	<a href="http://www.hfac.uh.edu">http://www.hfac.uh.edu</a>
Law Center	<a href="http://www.law.uh.edu">http://www.law.uh.edu</a>
College of Natural Sciences and Mathematics	<a href="http://www.uh.edu/academics/nsm">http://www.uh.edu/academics/nsm</a>
College of Optometry	<a href="http://www.opt.uh.edu">http://www.opt.uh.edu</a>
College of Pharmacy	<a href="http://www.uh.edu/pharmacy">http://www.uh.edu/pharmacy</a>
College of Social Sciences	<a href="http://firenza.uh.edu">http://firenza.uh.edu</a>
Graduate School of Social Work	<a href="http://www.sw.uh.edu">http://www.sw.uh.edu</a>
College of Technology	<a href="http://www.tech.uh.edu">http://www.tech.uh.edu</a>
Academic Calendar	<a href="http://www.uh.edu/academics/catalog/general/academic_calendar.html">http://www.uh.edu/academics/catalog/general/academic_calendar.html</a>
Athletic Department	<a href="http://www.UHcougars.com">http://www.UHcougars.com</a>
Center for Students with DisABILITIES	<a href="http://www.uh.edu/csd">http://www.uh.edu/csd</a>
Central Computing	<a href="http://www.uh.edu/infotech/ccts">http://www.uh.edu/infotech/ccts</a>
Cougar 1Card	<a href="http://www.uh.edu/cougar1card">http://www.uh.edu/cougar1card</a>
Counseling and Psychological Services	<a href="http://www.caps.uh.edu">http://www.caps.uh.edu</a>
Dean of Students	<a href="http://www.uh.edu/dos">http://www.uh.edu/dos</a>
Graduate and Professional Studies	<a href="http://www.uh.edu/gs">http://www.uh.edu/gs</a>
Health Center and Pharmacy	<a href="http://www.uh.edu/admin/hc">http://www.uh.edu/admin/hc</a>
Human Resources	<a href="http://www.uh.edu/admin/hr">http://www.uh.edu/admin/hr</a>
Information Technology Customer Support	<a href="http://www.uh.edu/infotech/itcs.html">http://www.uh.edu/infotech/itcs.html</a>
International Student and Scholar Services	<a href="http://www.uh.edu/intservices">http://www.uh.edu/intservices</a>
Learning and Assessment Services	<a href="http://las.uh.edu">http://las.uh.edu</a>
Libraries	<a href="http://www.uh.edu/campus/libraries.html">http://www.uh.edu/campus/libraries.html</a>
Police	<a href="http://www.uh.edu/admin/police">http://www.uh.edu/admin/police</a>
Research Division	<a href="http://www.research.uh.edu">http://www.research.uh.edu</a>
Registration and Academic Records	<a href="http://www.uh.edu/enroll/rar">http://www.uh.edu/enroll/rar</a>
Scholarships and Financial Aid	<a href="http://www.uh.edu/enroll/sfa">http://www.uh.edu/enroll/sfa</a>
Student Financial Services	<a href="http://www.uh.edu/sfs">http://www.uh.edu/sfs</a>
UH Master Calendar	<a href="http://www.uh.edu/calendars.html">http://www.uh.edu/calendars.html</a>
University Career Services	<a href="http://www.career.uh.edu">http://www.career.uh.edu</a>
University of Houston System	<a href="http://www.uhsa.uh.edu">http://www.uhsa.uh.edu</a>
Veterans' Services	<a href="http://www.uh.edu/veterans">http://www.uh.edu/veterans</a>