

University of Houston

Graduate College of Social Work

GCSW Doctoral Program Handbook

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Welcome!

Welcome to the Ph.D. Program at the University of Houston, Graduate College of Social Work (GCSW)!

The GCSW is committed to preparing the next generation of social work scholars for faculty appointments in schools of social work or for positions in research or administration. As students progress through the doctoral program, they identify, develop, and pursue an area of research that prepares them to contribute to scholarship and advance the knowledge base of social work. Our curriculum is based on the college's mission and vision to address complex challenges and achieve sustainable social, racial, economic, and political justice, locally and globally. We train our students to generate and use research evidence to strive to achieve social justice and anti-racism at all levels of practice and policy.

The GCSW provides the kind of personal attention that enables students to succeed in their doctoral education. We offer small classes, individualized studies with faculty members, training workshops, and research internships. We also have a doctoral publication that is managed by our doctoral students. Houston is the fourth largest city in the United States with a diverse, multicultural population. The Texas Medical Center, located in the heart of Houston, is one of the largest medical complexes in the world. As such, the greater Houston area offers doctoral students a vast array of opportunities for research partnerships and activities. By emphasizing scholarship and research, GCSW faculty help students engage in critical thinking and intellectual discovery. We welcome you to our doctoral program.

About the GCSW

The Graduate College of Social Work (GCSW) was established by the Texas State Legislature in 1967 with initial funding of \$150,000. The founding of the GCSW was the culmination of persistent efforts by professional and lay community leaders to develop a graduate professional school in the largest urban area of the Southwest. The "founding" faculty totaled seven individuals and twenty-six students enrolled in the first class. The program was initially housed in a World War II Quonset Hut.

From these modest beginnings, the graduate program evolved over time to its current standing as a nationally recognized graduate social work program. The MSW (Master of Social Work) program has continually maintained its Council on Social Work Education professional accreditation since 1970 and in 1992 the Ph.D. program was approved by the Texas State Coordinating Board.

Dr. Daniel O'Keefe was appointed Dean of the school in September 1967, and the first class of 26 students began the Program in the fall of 1968. Following the untimely death of Dean O'Keefe, Professor David Roberts served as Acting Dean for two years. In July 1973, Dr. Gary Lloyd was appointed Dean of the school and served until January of 1978. From January until July, Dr. Florence Clemenger served as Acting Dean, at which time Dr. Daniel B. Jennings joined the GCSW as Dean, a position that he held until August of 1985.

Dr. Karen S. Haynes was appointed Dean of the school in August of 1985. In 1995, Dean Haynes took a leave of absence to become the president of the University of Houston, Victoria Campus. Former Associate Dean Karen Holmes replaced Dr. Haynes as Acting Dean. Dr. Ira Colby assumed the deanship in 1999, and Dr. Alan Dettlaff became the Dean in 2015.

Today, the College is housed in its own four-story building on campus and includes thirty-one full-time faculty and many adjunct faculty.

The program currently has over 30 students in various stages of doctoral education. Students come from numerous states, and several international countries, and they reflect the broad racial and ethnic diversity of our greater community.

More than 100 individuals have received their Ph.D. from the University of Houston. The GCSW alumni continue to make significant differences in their clients' lives, help formulate just social policies, while advocating and promoting justice for all people, no matter their stage in life.



The GCSW Ph.D Program Requirements and Curriculum

PhD Program Space

Graduate College of Social Work Building

The University of Houston's GCSW has its own building dedicated to its social work students and faculty.

Student Lounge

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

PhD Spaces

We are thrilled to have dedicated spaces on the third floor for the doctoral students! Many of our spaces were revamped and specially designed by Erica Solis, a GCSW MSW Alum!

- Reading Room – Room 321A
- PhD Lounge – Room 345A
- First Year Students Office – Room 322
- PhD Office with assigned desk space – Room 333
 - Please contact the Academic Advisor and the Associate Dean if you are interested

Doctoral Office Space

The Ph.D. Program is housed on the 3rd floor of the GCSW, which includes the administrative and advising offices, a computer lab, a student lounge and student offices. Due to space limitations, office space is not guaranteed to every student; however, every effort is made to assign space to incoming full-time students during coursework and to doctoral students who are Research Assistants.

Doctoral Students Computer Room

The doctoral computer room is located in Room 345A, Social Work Building, and is for doctoral students only. Within the room are terminals that will connect to the university's mainframe computer for email and internet services. Key requests for the computer room are handled by the Ph.D. Program Office.

Doctoral mailboxes are also located in this room, and a key issued to each new student is necessary to gain entry. These mailboxes should be checked regularly.

Ph.D. Program Requirements

Ph.D. Program Goals

The goal of the GCSW Ph.D. Program is to prepare social work researchers, scholars, and educators to advance the knowledge base of the profession. The Ph.D. Program offers students an opportunity to:

1. Develop a multidisciplinary understanding of complex issues and problems
2. Focus on innovative methodologies in knowledge building
3. Conduct research that advances social and racial justice
4. Foster individual connections and collaborative mentorship

Ph.D. Applicant Attributes

The Ph.D. Program seeks applicants with potential to:

1. Contribute new research knowledge that will advance the profession's ability to respond effectively to the social service needs of individuals, groups, families, and communities.
2. Critically analyze the existing theoretical knowledge and value bases of contemporary social work practice and research.
3. Understand the processes of theory construction and validation in the development of social work knowledge.
4. Acquire advanced research competence to: (a) evaluate social work practice and theories which undergird that practice; (b) critically evaluate interventions, outcomes, and effectiveness of services; (c) understand the policies that affect the delivery of social services; (d) evaluate new and evolving needs and problems of individuals families, groups, and communities in general, as well as special populations in need of social work services (e) and advance the college's mission of social justice and anti-racism through critical analysis of structures and policies.
5. Seek and synthesize relevant knowledge and approaches to theory-building in the behavioral and social sciences, the humanities, and other helping professions in order to enrich social work theory, knowledge, practice, education, social work research.
6. Understand the historical roots, philosophical value positions, and parameters of social policy that affect contemporary social work and provide the context for social work practice.
7. Understand and critically evaluate contemporary trends and issues in social welfare policy development.
8. Produce and disseminate knowledge in professional publications, lectures, conference presentations, and other mediums to impact policy and practice.

Degree Requirements

In order to be granted the Doctor of Philosophy in Social Work, students must satisfy the following requirements:

1. Complete a course of study in the College and related departments of the University specified by the College, oriented towards multidisciplinary understanding of complex issues and problems and the variety of quantitative, qualitative, mixed methods, and community engaged research.
2. Pass a written examination indicating proficiency in doctoral coursework.
3. Successfully defend a dissertation proposal that provides a comprehensive overview of the proposed dissertation research study.
4. Complete a dissertation, including an oral defense, dealing with some problem of significance that is relevant to social work, social welfare, social justice and anti-racism.

Time-to-Degree

The time it takes to obtain the Ph.D. will generally vary according to your previous preparation, your progress in the program, and the nature of your dissertation research. Students must complete the dissertation within 10 years of the date of first enrollment in the doctoral program.

Upon successful completion of the Ph.D. Program, students are expected to be able to:

1. Conduct studies that contribute to social and racial justice.
2. Apply analytical models and multidisciplinary theories in the study of social problems and human behavior.
3. Conduct research that has a meaningful impact on problems studied.
4. Demonstrate innovation in critical thinking and research.
5. Write competitive grant applications.
6. Disseminate research findings in journal articles, professional conference presentation, professional reports, and through public impact scholarship

Required Coursework

Curriculum in Doctoral Studies

- Our curriculum is oriented towards research that advances the college’s mission and vision of achieving social justice and anti-racism in real world and social welfare settings. Students are trained to generate and use valid research evidence to inform the decisions social workers make at all levels of practice and policy.
- We aim to increase the capacity of our profession to build interdisciplinary partnerships in both research and practice.
- Fifty-three (53) semester credit hours (SCH) are required for the Ph.D. degree: forty-four (44) hours in coursework and nine (9) hours in dissertation research.
 - Coursework includes 3 core research courses (introduction to research, quantitative research, and qualitative research), an advanced qualitative methods course (grounded theory), and a course on community engaged research using quantitative, qualitative, and mixed methods research designs, 2 statistics courses with labs, theory, social welfare policy analysis, teaching in higher education, grant writing, substantive electives, and a Research Internship designed to allow for the application of research skills in a real world social work/social welfare setting.

Required Courses for the GCSW Ph.D.		
SOCW 8311	Research Methods I: Introduction to Research	3 SCH
SOCW 8322	Research Methods II: Quantitative Research	3 SCH
SOCW 8323	Research Methods III: Qualitative Research \	3 SCH
SOCW 8397	Research Methods IV: Grounded Theory	3 SCH
SOCW 8345	Research Methods V: Community Engaged Research	3 SCH
SOCW 8324	Statistics and Data Analysis I	4 SCH
SOCW 8425	Statistics and Data Analysis II	4 SCH
SOCW 8333	Social Science Theories	3 SCH
SOCW 8334	Social Welfare Policy Analysis	3 SCH
SOCW 8335	Teaching in Higher Education	3 SCH
SOCW 8336	Required Research Internship I	3 SCH
SOCW 8338	Grant Writing	3 SCH
At least 2	Electives	6 SCH
		44 SCH TOTAL

Electives

Elective courses enable students to develop their specialized interests within the educational objectives of the Doctoral Program. Students will need to take 2 electives. Electives may be taken in the GCSW, or with the advisor's approval, in other graduate departments of the University of Houston. Students can also take electives at other institutions such as Rice University, UT School of Public Health, Baylor College of Medicine, UT School of Nursing, and Texas Woman's University. Electives taken at the Graduate College of Social Work must be 8000 level courses. Students are allowed to take 6000 level courses. Please talk to the Associate Dean of Doctoral Education to discuss this in detail and see the Academic Advisor for approved list of courses offered outside of the GCSW.

SOCW 8336 (3 Cr.): Required Research Internship

The aim of a Research Internship is to prepare students to be scholars in an academic or research environment. The grading for this course is a letter grade. Students must complete a Request for Course Enrollment Form for the Research Internship (see [Appendix B2 for the Research Internship Course Enrollment Form](#)). The instructor overseeing the internship must sign for approval. The approved form should then be submitted to the Ph.D. Program office prior to enrollment for the course. Students registered for the course without filing the required paperwork and the signed approval from the course instructor will be administratively dropped from the class.

Optional Coursework

Students have the option to expand their specialization knowledge, research skills, and/or teaching skills through the following course offerings:

SOCW 8198 (1 Cr.); SOCW 8298 (2 Cr.); SOCW 8398 (3 Cr.): Independent Study

The aim of an Independent Study course is to develop and pursue expertise in a student's area of specialization for which there is no formal or scheduled classes available. This can involve statistics, research methods, as well as other subject content. Each SCH of Independent Study is equivalent to 3 hours per week of work. Using the Independent Study Request Form, students must make a formal request to the instructor for approved Independent Study coursework and course enrollment (see [Appendix A1, B1 and B2 for the Independent Study Guidelines and Course Enrollment Form](#)). The grading for an Independent Study is S/U or a letter grade.

SOCW 8303 (3 Cr.): Teaching Internship

The aim of a Teaching Internship is to prepare students to teach at the college or university level. The grading for this course is a letter grade. Students must complete a Request for Course Enrollment Form for a Teaching Internship (see [Appendix B3 for the Teaching Internship Course Enrollment Form](#)). The instructor overseeing the internship must sign for approval. The approved form should then be submitted to the Ph.D. Program office prior to enrollment for the course. Students registered for the course without filing the required paperwork and the signed approval from the course instructor will be administratively dropped from the class.

Pre-Dissertation Research

SOCW 8395 (3 Cr.), 8695 (6 Cr.), 8995 (9 Cr.): Pre-Dissertation Research

Focuses on preparing for the qualifying exams, refining of research skills, defining an appropriate dissertation topic, and developing a dissertation proposal. Students may repeat this course as they move toward an approved dissertation proposal.

Students who have completed the required and elective coursework but have not yet successfully defended their dissertation proposal can enroll in SOCW 8395, 8695, or 8995: Pre-Dissertation Research in order to maintain continuous enrollment which is a university requirement. Students who take SOCW 8395, 8695, or 8995 in preparation for their dissertation proposal defense must take it on a Satisfactory/Unsatisfactory basis. Continuous enrollment may also be accomplished by taking other courses such as statistics, methods, independent study or substantively focused courses within or outside the GCSW.

Required Dissertation Course Options

Specific to the dissertation phase, students must enroll in at least 3 SCHs per semester of dissertation research.

SOCW 8399 (3 Cr.); 8699 (6 Cr.); 8999 (9 Cr.): Doctoral Dissertation

Dissertation hours are taken only on satisfactory/unsatisfactory basis. Students must have 9 hours of Dissertation credits to graduate.

Students who receive graduate tuition fellowships (GTF) must enroll in 9 SCHs each semester. In the semester in which they will graduate, they may enroll in only 3 SCHs if they have already completed the required 9 SCHs of dissertation credits. Please meet with Dr. Samira Ali and De'Idra Richard to discuss this in detail.

Sample Plans of Study

The outline for the plan of study for a suggested sequence of coursework for full-time and part-time students is listed below

FULL-TIME CURRICULUM

Year 1 (Fall, 1st Semester)

Course #	Course Title	SCH
SOCW 8311	Research Methods I: Introduction to Research	3
SOCW 8424	Statistics and Data Analysis I	4
SOCW 8334	Social Welfare Policy Analysis	3
Total Semester SCHs		10

Year 1 (Spring, 2nd Semester)

Course #	Course Title	SCH
SOCW 8322	Research Methods II: Quantitative Research	3
SOCW 8425	Statistics and Data Analysis II	4
SOCW 8333	Social Science Theories	3
Total Semester SCHs		10

Year 2 (Fall, 3rd Semester)

Course #	Course Title	SCH
SOCW 8323	Research Methods III: Qualitative Research	3
SOCW 8335	Teaching in Higher Education	3
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
Total Semester SCHs		9

Year 2 (Spring, 4th Semester)

Course #	Course Title	SCH
SOCW 8397	Grounded Theory	3
SOCW 8345	Community Engaged Research	3
SOCW 8327	Grant Writing	3
Total Semester SCHs		9

Year 2 (Summer, 5th Semester)

Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
Total Semester SCHs		3

Year 3 and Beyond

Course #	Course Title	SCH
Elective 8xxx	Required Elective (outside of GCSW)	3
SOCW 8395, 8695, 8995	Pre-Dissertation Research-- <i>NOT required: for continuous enrollment purposes ONLY</i>	3,6,9
SOCW 8399, 8699, 8999	Doctoral Dissertation Research (9 required)	3, 6, 9
Total SCHs Year 3 & beyond		12

Total SCHs for Required Coursework

44

Total Required Dissertation SCHs

9

TOTL SCHs Required for Degree

53

PART-TIME CURRICULUM

Year 1 (Fall, 1st Semester)

Course #	Course Title	SCH
SOCW 8311	Research Methods I	3
SOCW 8424	Statistics and Data Analysis I	4
	Total Semester SCHs	7

Year 1 (Spring, 2nd Semester)

Course #	Course Title	SCH
SOCW 8322	Research Methods II: Quantitative Research	3
SOCW 8425	Statistics and Data Analysis II	4
	Total Semester SCHs	7

Year 2 (Fall, 3rd Semester)

Course #	Course Title	SCH
SOCW 8323	Research Methods III: Qualitative Research	3
SOCW 8334	Social Welfare Policy Analysis	3
	Total Semester SCHs	6

Year 2 (Spring, 4th Semester)

Course #	Course Title	SCH
SOCW 8333	Social Science Theories	3
SOCW 83xx	Grounded Theory	3
	Total Semester SCHs	6

Year 3 (Fall, 5th Semester)

Course #	Course Title	SCH
SOCW 8335	Teaching in Higher Education	3
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
	Total Semester SCHs	6

Year 3 (Spring, 6th Semester)

Course #	Course Title	SCH
SOCW 8345	Research Methods V: Community Engaged Research	3
SOCW 8327	Grant Writing	3
	Total SCHs Year 3 & Beyond	6

Year 3 (Summer, 7th Semester)

Course #	Course Title	SCH
SOCW 8336	Required Research Internship I	3
	Total Semester SCHs	3

Year 4 and Beyond

Course #	Course Title	SCH
Elective 8xxx	Required Elective (outside GCSW recommended: statistics, substantive topic, theory)	3
SOCW 8395, 8695 or 8995	(Pre-Dissertation Research-- <i>NOT required: for continuous enrollment purposes ONLY</i>)	3, 6, or 9
SOCW 8399, 8699, or 8999	Doctoral Dissertation Research (total 9 SCHs required)	3, 6, 9
	Total SCHs Year 4 & Beyond	12

Total SCHs for Required Coursework	44
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Total Required Dissertation SCHs	9
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TOTAL SCHs REQUIRED FOR DEGREE	53
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The Dual Degree Program (MSW/Ph.D.) (currently under revision)

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

Applicants for the dual degree can apply in two ways:

(1) submit applications to both programs simultaneously, or (2) students already enrolled in the MSW program may apply for admission to the Ph.D. Program after completing all first semester requirements. Applicants for the Dual Degree Program are required to submit applications to both the MSW and the Ph.D. programs separately and pay the required application fee for each program. If admitted, acceptance into the Ph.D. Program is probationary and based on the successful completion of the required MSW foundation courses.

The MSW degree will be awarded when all the MSW degree requirements are met, which are either at the end of the 2nd year of full-time coursework or after their 3rd semester in the Ph.D. program. Students cannot be enrolled in practicum courses for their MSW and enroll in doctoral courses simultaneously.

Admissions Requirements for the Dual Degree Program

1. Completion of both MSW and Ph.D. admissions applications, and submission of both application fees.
2. Admission to the MSW Program.
3. Achievement of GPA of 3.5 or better (4.0 scale) in all previous undergraduate and graduate study. Applicants whose GPA is below 3.5, but who have demonstrated excellence in other areas of the application, may be considered. This GPA is calculated based on grades reported on applicants' official transcripts.
4. Evidence of a strong interest in social work research and social/behavioral sciences, which can be demonstrated through the application narrative and appendices (such as publications, research projects, research papers).
5. Strong undergraduate research background.
6. In-person or video interview may be required.

Sample Plan of Study

The following sample plan of study outlines a suggested sequence of coursework for a student in the MSW/Ph.D. Dual Degree Program.

Note: MSW students take 12 semester credit hours (SCH) of Ph.D. coursework as part of their MSW degree plan.

- Social Policy Analysis in place of SOCW 6351: SWPS.
- Any 9 SCH Ph.D. courses for which the prerequisite requirement has been met may be taken in lieu of any 9 SCH MSW general electives.

Integrative Examination on Coursework

Students must pass a written integrative examination once the following courses have been taken:

- Research Methods I, II, and III
- Statistics and Data Analysis I and II
- Social Science Theories
- Social Welfare Policy Analysis

Successful completion of this milestone is required to progress through the program. For full-time students, the exam will be administered after the third semester of coursework, at the end of the Fall semester. For part-time and dual degree students, the date will be determined via advising and review of course completion. Detailed information will be provided in full-time students' second semester.



The Dissertation Process

The Dissertation Proposal

After a student has successfully passed the integrative examination, and all required coursework, they are responsible for:

- Organizing a Dissertation Committee
- Developing and defending the dissertation proposal, and
- Successfully completing the dissertation.

The Chairperson of the Dissertation Committee is the student's major advisor in formulating the dissertation proposal, conducting ongoing research, and preparing the final dissertation.

The dissertation proposal must provide a comprehensive overview of the proposed dissertation research study. The focus of the dissertation must be relevant to social work practice, policy or research. The proposed dissertation must also be feasible in terms of the candidate's qualifications to complete the study, the data available, the resources required for the study, and a reasonable timeline for completion.

Timeline

It is strongly recommended that students successfully complete their proposal defense within three semesters after completing their coursework.

Format

The format for the dissertation proposal should reflect the type of study being done (quantitative, qualitative, historical, policy, etc.). Students should discuss their particular format with their Dissertation Chair. There are two format options: (1) traditional five chapter; and (2) the three-paper dissertation format. Below are the broad structures for each of the formats. You may deviate from these in terms of order, however these components must be included.

Traditional Dissertation Proposal Outline

I. Part One: Preliminary Pages

- a. Cover Page
- b. Table of Contents
- c. Abstract

II. Part Two: Main Text

Chapter 1: Introduction - Statement of the Problem Area

- a. Introduction to the overall problem area and major gaps in the area
- b. Importance, nature, and scope of the problem using empirical research
- c. Guiding framework for the proposed dissertation work across the three papers (if applicable)
- d. How will the three papers address important gaps in the literature and form a cohesive body of work

Chapter 2: Literature Review

- a. Review of the relevant research
 - b. Conceptual Framework/Theoretical Framework
 - c. Research Question/Aims
- **** this chapter maybe be multiple chapters based on your preference

Chapter 3: Methods

III. Part Three: References

IV. Part Four: Appendices

Three Paper Dissertation Proposal Outline

I. Part One: Preliminary Pages

- a. Cover page
- b. Table of Contents
- c. Abstract

II. Part Two: Main Text

Chapter 1: Introduction - Statement of the Problem Area

- a. Introduction to the overall problem area and major gaps in the area
- b. Importance, nature, and scope of the problem using empirical research
- c. Guiding framework for the proposed dissertation work across the three papers (if applicable)
- d. How will the three papers address important gaps in the literature and form a cohesive body of work

Chapter 2: Article One: Title & Proposed Authorship/Co-Author

- a. Introduction: purpose of this article
- b. Literature Review & Research Question(s)/Aims
- c. Proposed Methodology
- d. Analysis Plan (e.g., quantitative, qualitative, mixed methods, etc.)
- e. Dissemination Plan [including timeline for completion and targeted journal(s)]
- f. References

Chapter 3: Article Two: Title & Proposed Authorship/Co-Authorship

- a. Introduction: purpose of this article
- b. Literature Review & Research Question(s)/Aims
- c. Proposed Methodology
- d. Analysis Plan (e.g., quantitative, qualitative, mixed methods, etc.)
- e. Dissemination Plan [including timeline for completion and targeted journal(s)]
- f. References

Chapter 4: Article Three: Title & Proposed Authorship/Co-Authorship

- a. Introduction: purpose of this article
- b. Literature Review & Research Question(s)/Aims
- c. Proposed Methodology
- d. Analysis Plan (e.g., quantitative, qualitative, mixed methods, etc.)
- e. Dissemination Plan [including timeline for completion and targeted journal(s)]
- f. References

III. Part Three: Summary (Brief, one to two paragraphs)

- a. Summarize plan and overall objectives
- b. Potential implications and contribution of overall work to social work

Dissertation Proposal Process

The student should be first author on all papers and solo author on at least one. For each paper, the student is expected to be responsible for the paper's development, the research design, and data analysis used in the paper, interpreting the results, and writing the majority of the paper. Any co-authors must be approved by the dissertation committee prior to the start of the paper and acknowledged at the dissertation proposal defense. No other students in the PhD program or other programs may be co-authors on any of the papers.

One of the three articles proposed may be an article that is already published, if the committee approves it. If one article has already been published, the full article is submitted as published and there is no need for a publication dissemination plan. Standards for the published article include: 1) Student must be first or solo author; 2) the article must be explicitly related to the other proposed articles; 3) the article must have been completed while a student in the GCSW Ph.D. program; and 4) the article may be empirical or non-empirical (if it directly relates to the dissertation topic and makes a unique contribution to the literature). The structure of non-empirical papers must be approved by the committee.

Dissertation Committee

It is the student's responsibility to consult with their chairperson to identify additional faculty members to serve on their committee and to obtain their agreement to serve on the Dissertation Committee. To formalize the Dissertation Committee, the student's dissertation chairperson must submit Form C: [Request to Form a Ph.D. Dissertation Committee](#) to the Ph.D. Program Associate Dean (see Appendix B4).

Dissertation Chairperson

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

Member Qualifications

Additional guidelines for forming a Dissertation Committee include:

- The Dissertation Committee must include a minimum of three (3) doctoral-degreed members. Of the three, the Chairperson of the dissertation and at least one committee member must be tenure-track faculty from the GCSW.
- One or more external members may be selected who hold a doctoral degree. A vita of the external committee member is required and must be attached to Form C for evaluation and approval by the Ph.D. Program Associate Dean. The external member(s) must have an established record of scholarship that demonstrates the ability to guide and evaluate independent research, e.g., scholarly publications or funded research.
- The number of external committee members may not exceed the number of Dissertation Committee members who are tenure-track faculty from the GCSW. Faculty who have Emeritus status may chair or serve on the committee. The Associate Dean for Doctoral Education and Dissertation Chairperson must approve members of the Dissertation Committee.
- Members of the Dissertation Committee will review and approve the written dissertation proposal. They will also serve as the examining group at the oral defense of the dissertation proposal.

UH Institutional Review Board

Students must also apply for approval of their dissertation research from the UH Institutional Review Board. Application forms are available on the UH Human Subjects website.

Dissertation Proposal Process Procedures

- The student works with the Dissertation Chairperson and the Committee to develop a comprehensive dissertation proposal. The proposal is sent to each committee member. After receiving feedback, the student meets with the Dissertation Chairperson to discuss required changes. The Chairperson decides whether the proposal needs to be resubmitted to the Committee for additional reviews.
- When the Dissertation Chairperson decides the proposal is ready, he/she notifies the Ph.D. Program Office that the student is ready to schedule the defense. After a date has been set, the student must present all Committee members with the final dissertation proposal at least 14 days before the scheduled defense.
- The student must give **Form D: [Dissertation Proposal Defense/Application for Candidacy](#)** to the Chairperson for completion on the day of the proposal defense (see [Appendix B5](#)).
- The Committee can vote to: (a) Approve the proposal with no revisions or minor revisions; (b) Defer approval pending major revisions and subsequent oral defense; (c) Reject the proposal as unacceptable. Note: In situations 'b' through 'c', the Committee must provide written feedback identifying the needed revisions, delineating the deficiencies and areas for improvement for a subsequent oral defense of the proposal.
- The Dissertation Chairperson must send written notification to the Ph.D. Program Office when revisions on the proposal are completed along with the completed Ph.D. Program **Form D: [Dissertation Proposal Defense/Application to Candidacy](#)**.

Advancing to Doctoral Candidacy

A doctoral student is advanced to candidacy for the Ph.D. degree, “All but Dissertation” (ABD) status, by successfully completing the required coursework, passing their integrative examination, and gaining approval of the dissertation proposal by their Dissertation Committee. To advance a student to candidacy, the Dissertation Chairperson must submit required paperwork (Form D, see previous page) to the Ph.D. Program Associate Dean for approval.

Continuous Enrollment

Doctoral students must be continuously enrolled in coursework until the completion of the Ph.D. degree. Full-time (9+ SCHs) or part-time (3-6 SCHs) enrollment status may be determined by the student at this stage; however, it is the student’s responsibility to determine individual enrollment status requirements for the purposes of financial aid, loan deferments, scholarships or fellowships.

Once all required coursework has been completed, continuous enrollment may be met in numerous ways. For example, combinations of the following options: (1) enrollment in the pre-dissertation course until the dissertation proposal is successfully defended; (2) enrollment in the dissertation research course once the dissertation proposal is successfully defended; (3) enrollment in graduate level courses as electives to further develop substantive or methodological skills; and/or (4) enrollment in GCSW research/teaching internships or relevant independent study courses.

Note: Students are not permitted to register for doctoral Dissertation credits SOCW 8399/8699/8999 until after they have been advanced into candidacy.

Pre-Dissertation Research

Students who have completed the required and elective coursework but have not yet successfully completed their comprehensive examination or have not yet defended their dissertation proposal can enroll in SOCW 8395, 8695 or 8995: Pre-Dissertation Research in order to maintain continuous enrollment (this course is not a degree requirement). Students who take SOCW 8395 in preparation for their dissertation proposal defense must take it on a Satisfactory/Unsatisfactory basis. Continuous enrollment may also be accomplished by taking other courses such as statistics, methods, or substantively focused courses within or outside of the GCSW.

SOCW 8395, 8695, 8995: Pre-Dissertation Research

Focuses refining of research skills, defining an appropriate dissertation topic, and developing a dissertation proposal. Students may repeat this course as they move toward an approved dissertation proposal.

Time Limits for Completion of Degree Requirements

Students who enroll as doctoral candidates must complete the degree requirements within ten (10) years of the date of first enrollment with a doctoral degree objective. Failure to comply will result in the candidate being ineligible for the doctoral degree. See “Academic Regulations and Degree Requirements” website.

Leave of Absence

Students may request a leave of absence. The approval of a student Leave of Absence from the GCSW Ph.D. Program is not automatic. Please see the University of Houston Leave of Absence policy on the UH graduate school website.

A student must inform the Ph.D. Program office of their intent to take a leave by email the Academic Advisor and the Associate Dean. Students must complete Ph.D. Program Form F: [Student Request to Take a Leave of Absence](#) (see Appendix B6). After the form is completed, it must be submitted to the Ph.D. Program Associate Dean for approval.

Other Considerations

- A Leave of Absence form must be filed and approved for each semester of leave with a maximum of two (2) semesters allowed.
- Per the Graduate School, leave of absences do not extend the timeline for completion of a graduate degree.
- A leave of absence due to personal medical reasons may require a doctor’s permission be submitted to the Graduate School before being cleared to register.

Reinstatement

Students who fail to return (i.e., they do not register for classes or Pre-Dissertation/Dissertation credits) on time from a leave of absence will be dismissed from the GCSW Doctoral Program and the University of Houston.

Termination of Candidacy

Students who wish to withdraw from the Ph.D. Program should do so properly --- this must be a written statement submitted to the Ph.D. Program Associate Dean.

The Dissertation

The dissertation represents the culminated demonstration of students' ability to incorporate theories and methods into the framing and execution of a problem or issue that attests to their originality and independence as a researcher-scholar applying knowledge to real-world situations.

Enrollment

Specific to the dissertation phase, students must enroll in at least 3 SCHs per semester of dissertation research or 9 SCHs if receiving GTF. Again, it is the student's responsibility to determine individual implications for the number of enrolled SCHs. Students must have 9 hours of Dissertation credits to graduate.

Required Dissertation Course Options

SOCW 8399 (3 Cr.); 8699 (6 Cr.); 8999 (9 Cr.): Doctoral Dissertation

Dissertation hours are taken only on satisfactory/unsatisfactory basis.

Final Dissertation Format Options and Guidelines

Because of changes in the academy, especially in scholarly publishing, doctoral students want greater flexibility in disseminating their ideas. Working with their dissertation chair and other committee members, students may view their dissertation as a product marking a milestone in their intellectual development or as part of a process in becoming an independent member of the community of scholars and researchers. This will also keep our Ph.D. Program competitive with other programs that are offering this format.

There are two (2) format options for the dissertation. Option I is the traditional dissertation, five (5) chapters with content determined by the Doctoral Dissertation Committee. Option II is the three-paper dissertation which includes three (3) research-based articles along with an introduction and a conclusion section. Option II still adheres to chapter arrangement and bundles the following in a cohesive document: The first chapter(s) contain the introduction literature review and/or conceptual framework. The middle chapters contain three (3) or more articles related to the dissertation topic. The final chapter contains the conclusion and covers the breadth of the articles.

Outlines of the Three Paper Dissertation Format for the proposal and final dissertation are provided below.

Traditional Dissertation Outline

- I. Cover Page
- II. Table of Contents
- III. Abstract
- IV. Chapter 1: Introduction
- V. Chapter 2: Literature Review (including theoretical or conceptual framework; this could also be a chapter on its own)
- VI. Chapter 3: Methods
- VII. Chapter 4: Results
- VIII. Chapter 5: Discussion, Conclusions, and Recommendations
- IX. Appendices Title Page
- X. Appendices Sections
- XI. About the Author

Three Paper Final Dissertation Outline

Part One: Preliminary Pages

- a) Cover page
- b) Table of Contents
- c) Abstract

II. Part Two: Main Text

Chapter 1: Introduction - Statement of the Problem Area

- a) Introduction to the overall problem area and major gaps in the area
- b) Importance, nature, and scope of the problem using empirical research
- c) Guiding framework for the proposed dissertation work across the three papers (if applicable)
- d) How will the three papers address important gaps in the literature and form a cohesive body of work

Chapter 2: Article One: Title & Proposed Authorship/Co-Author

- a) Introduction: purpose of this article
- b) Literature Review & Research Question(s)/Aims
- c) Proposed Methodology
- d) Analysis Plan (e.g., quantitative, qualitative, mixed methods, etc.)
- e) Dissemination Plan [including timeline for completion and targeted journal(s)]
- f) References

Chapter 3: Article Two: Title & Proposed Authorship/Co-Authorship

- a) Introduction: purpose of this article
- b) Literature Review & Research Question(s)/Aims
- c) Proposed Methodology
- d) Analysis Plan (e.g., quantitative, qualitative, mixed methods, etc.)
- e) Dissemination Plan [including timeline for completion and targeted journal(s)]
- f) References

Chapter 4: Article Three: Title & Proposed Authorship/Co-Authorship

- a) Introduction: purpose of this article
- b) Literature Review & Research Question(s)/Aims
- c) Proposed Methodology
- d) Analysis Plan (e.g., quantitative, qualitative, mixed methods, etc.)
- e) Dissemination Plan [including timeline for completion and targeted journal(s)]
- f) References

III. Part Three: Summary (Brief, one to two paragraphs)

- a) Summarize plan and overall objectives
- b) Potential implications and contribution of overall work to social work

Electronic Dissertation

Guidelines

In 2009 the University of Houston Graduate and Professional Studies Council approved a policy requiring that all dissertations be submitted electronically.

The procedure for uploading is through an online system called Vireo. The only authorization needed for upload or faculty chair approval is a current CougarNet account and password. [Please visit the Graduate School webpage for more information.](#)

Format

The following format is required for both Option I and Option II:

1. Copyright Page: If a dissertation is copyrighted (optional), the copyright symbol must appear on a single, unnumbered page on which it is centered vertically and horizontally. The name and year must match what appears on the title page (see example in Appendix C1).
2. Dissertation Title page: The heading on the dissertation title page should begin 2 1/4" from the top; "BY" should be 4" from the top; "DISSERTATION" should be 6 1/2" from the top; and "Houston, Texas" should be 9" from the top. The dissertation title page should have the student's name, previous degrees, the title of the degrees, and the year the degree was conferred. For spring graduates, May 20XX, for fall graduates, December 20XX, and for summer graduates, August 20XX. If you complete your dissertation after the deadline for graduation, the date on the title page must be listed as the next year. The dissertation title page should look exactly like the provided example, including spacing, and should not have a page number (see example in Appendix C2).
3. Acknowledgements. (Optional)
4. Abstract: The dissertation abstract should be 250 words or less (see example in Appendix C3).

Final Dissertation Defense

Procedures and Policies

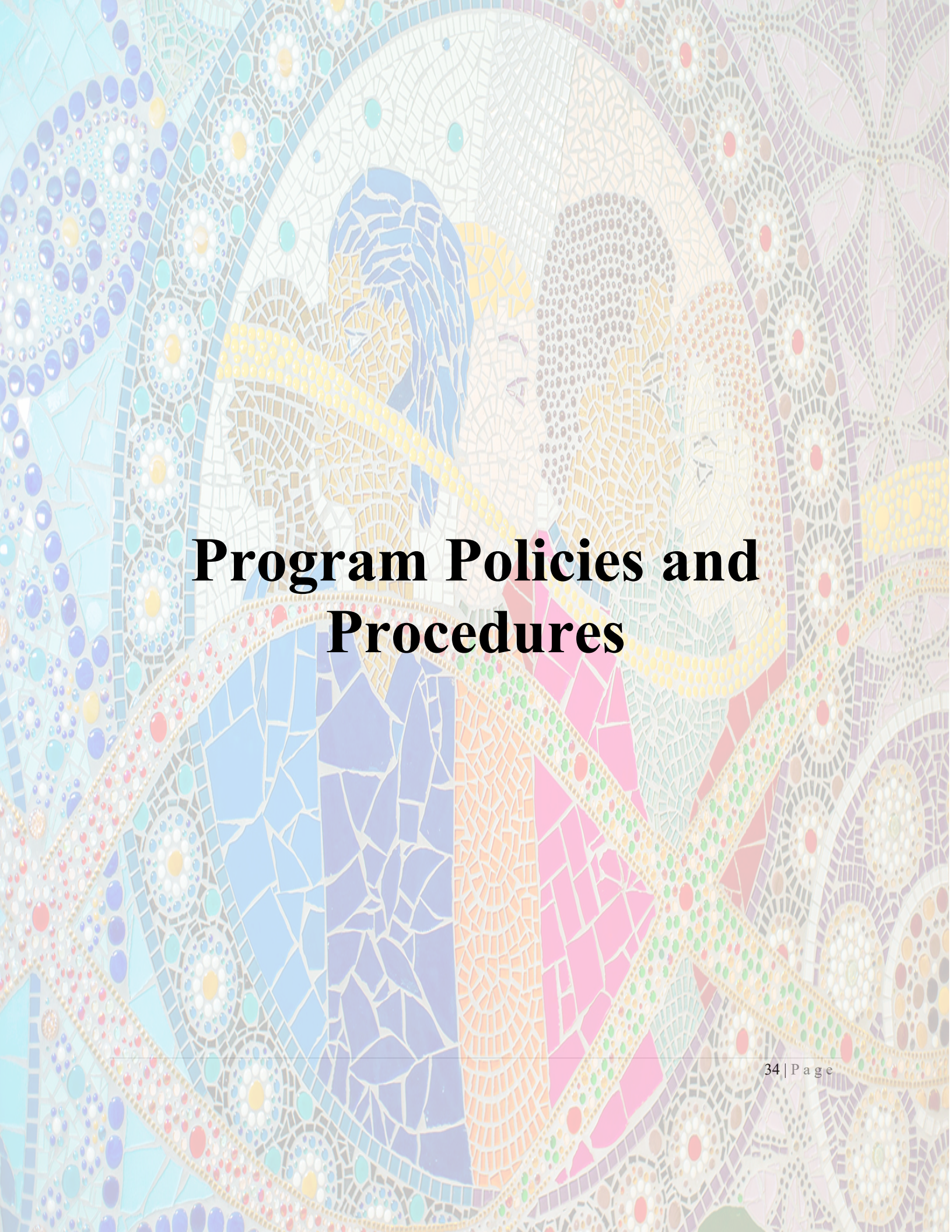
- When the Chairperson determines that the final draft of the dissertation is ready for a defense, she/he will convene the Dissertation Committee. It is recommended that the student send a full draft to the Committee at least 2 weeks prior to the defense.
- In the event that a Committee member is no longer able to serve, the Chairperson, in consultation with the student and the Ph.D. Program Associate Dean, may request that another member of the GCSW faculty (or an outside member) serve on the Committee. If the Chairperson is not able to serve, the student, in consultation with the Ph.D. Program Associate Dean, will request a new Chairperson. If the student is not able to find new members for the committee, she/he should request a meeting with the Ph.D. Program Associate Dean for further discussion. However, other rules regarding the makeup and constitution of the Dissertation Committee continue to apply.
- It is the student's responsibility to meet all GCSW and University deadlines for submission of the final completed dissertation. The oral defense should be held within 30 days from the date of filing for graduation. Please contact the Associate Dean if flexibility is required. The student must conduct the final dissertation defense during the semester of enrollment.
- The Dissertation Chairperson and Committee will conduct the final oral dissertation defense.
- The student must give the Ph.D. Program Form E: [Final Dissertation Defense \(See Appendix C4\)](#) to his/her Dissertation Committee Chairperson for completion on the day of the final dissertation defense.
- The Committee Chairperson and all committee members must be present.
- The oral defense will be scheduled to last for up to two hours, and it will be an open public meeting for which the time and place will be posted. Students should provide information about the scheduled date, time, location of the defense, the title of their dissertation, and their committee members to the doctoral advisor who will facilitate the public posting.

The Dissertation Evaluation

Following the formal presentation, the Dissertation Committee meets in closed session to vote. The Dissertation Committee may vote to:

- a) Approve dissertation in present form or with minor revisions
- b) Defer approval pending major revisions. The Committee must reconvene for a follow-up defense. Described revisions must be attached.
- c) Reject the quality of the dissertation and/or the student's performance in the oral defense. Provide specifications for next steps.

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



Program Policies and Procedures

Academic Standing

A satisfactory rate of progress toward the Ph.D. degree is required throughout a student's enrollment. Doctoral students must at all times maintain at least a 3.0 (B) grade point average in all coursework.

Incomplete (I) grades will be given only in accordance with the university policy. A grade of "I" must be changed by fulfillment of course requirements within a maximum of 12 months following the date assigned or it will be automatically converted to an "F" or "U." While 12 months is the maximum allowable time to remove a grade of "I," shorter times are typically required in agreements with instructors. A student with an "I" is not eligible for graduation, and the student will not be awarded a degree until the "I" is removed.

If a student has completed all requirements for graduation, but also took an extra elective course (beyond the required number of electives) and received a grade of "I" in that course, the "I" will be converted to an "F" in calculating the final GPA. Although grades of D+ and lower are included in the computed grade point average, the University awards no credit for courses in which the student receives a grade below C-.

Academic Probation and Dismissal

A student whose GPA falls below 3.0 will be placed on academic probation and will be allowed to continue their enrollment only with the written recommendation of the Ph.D. Program Associate Dean and approval from the Dean.

Permission to continue will be granted only if there is reasonable likelihood that the GPA will improve in the subsequent semester. Removal from academic probation is granted when the GPA is raised to 3.0 or above. Students whose GPS falls below 3.0 will be ineligible for GTF until their GPA increases.

Grounds for Automatic Academic Dismissal:

- 1) Receives a grade of C+ or lower or Unsatisfactory (U) in 6 semester credit hours of doctoral level course credit;
- 2) Fails to pass the integrative examination after 3 attempts, in accordance with the examination criteria/policy; or
- 3) Does not successfully defend and pass the dissertation within 10 years of first enrollment in the doctoral program according to the regulations and requirements of the University of Houston

Advising

The Ph.D. Program Academic Advisor and Associate Dean provide academic and faculty advisement, respectively, for students until a Dissertation Chairperson is chosen. Students are urged to consult with a wide range of faculty members on matters related to substantive areas of their course of study.

Academic Honesty

All members of, and participants in, the academic life of the University are governed by the University of Houston Academic Honesty Policy. For additional information see policy on the university website.

The nature of social work dictates that practitioners use sound professional judgment. The college reserves the right to terminate enrollment of any student at any time for what the college faculty and administration may believe to be good and sufficient reason(s), such as cheating, plagiarism, misuse of University property, or unprofessional conduct. Explicit policies are found in the UH Graduate and Professional Studies Bulletin online [.](#)

Student Standards Policy

The Graduate College of Social Work (GCSW) faculty is responsible for determining whether students demonstrate the required level of achievement -- classroom, professional, and ethical behaviors -- appropriate to interact with colleagues, faculty, administrators, staff, and clients. The College is committed to the treatment of students with fairness and equity throughout the program. This policy is applied to students' enrollment in the MSW or Ph.D. program at any point in time, from admission to program entry, program entry to candidacy, and candidacy to graduation. Each admitted student is required to read the Student Standards Policy (see [Appendix D1](#)) and complete the [Student Standards Policy Contract](#) for the student's file (see [Appendix D2](#)).

Enrollment and Registration

Registration for classes is done online on assigned appointment dates and requires a pre-assigned UH PeopleSoft ID number. Appointment dates can be found by logging on to the PeopleSoft student account system, using the assigned ID number and password. If registration and/or fees are not paid on time, a student is dropped from classes and a late fee will be assessed.

See the University website for additional information on course enrollment, how to obtain a PeopleSoft (PS) student account, and enrollment schedule.

Important updates about enrollment deadlines and other official notifications will be sent to each student via an assigned UH email address. It is important to keep your email destination current.

Grades and Grading

The following standard grading scale has been adopted for all courses taught in the college.

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = Below 60

Sexual Harassment Policy

This Sexual Harassment Policy and Procedures are subject to change based on review by the Faculty Senate, Staff Council, the Student Association and other appropriate officials.

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

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

Statement of Non-Discrimination

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability. Additionally, the University prohibits discrimination on the basis of sexual orientation, gender identity or gender expression."

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

Student Grievance and Appeal Procedures

Students have the right to appeal any action they feel is unfair or in error. It is the responsibility of all students to become familiar with the various policies and regulations of the University and the GCSW in order to meet the imposed conditions.

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

Informal Grievance Procedure

- A [Notice of Intent](#) (see [Appendix F1](#)) to file a grievance must be submitted to the Office of the Dean, GCSW, within thirty (30) business days after the date of the incident giving rise to the grievance, or within thirty (30) business days of the time when the student became aware, or should have become aware, that a grievable incident has occurred, whichever occurs first.
- When the Notice of Intent is submitted, the student will receive a copy of this policy, together with a [Formal Grievance Cover Sheet](#) (See [Appendix F2](#)) from the Deans' Office. Written acknowledgement of receipt of these items is required.
- Upon completion and return to the Deans' Office, a copy of the Notice of Intent will be transmitted to the involved Faculty Member.
- After a Notice of Intent has been submitted, the student must attempt to resolve the issue informally before she or he may file a formal grievance.
- At a minimum, the student must meet with the respondent to discuss the matter in a good faith effort on both parts and to attempt a resolution.
- Additional attempts to resolve the issue informally may be demonstrated by, but are not limited to, the following:
 - A meeting between the student and their faculty advisor, with or without the respondent present.
 - A meeting between the student and the Associate Dean for Academic Affairs, with or without the respondent and the student's faculty advisor.
 - Participation in an alternative dispute resolution such as mediation.

Informal Grievance Outcomes

- If the issue is resolved informally, the Notice of Intent will be destroyed, and no record will be maintained.
- If the issue is not resolved informally, the student may (1) decide to terminate the process altogether, OR (2) proceed to file a formal grievance.
- If the student decides to terminate the process, this will be considered a final action that cannot be reversed later.

Filing a Formal Grievance

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

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

Forming a Committee

- Upon receipt of the formal grievance statement and cover sheet, the Dean of the GCSW, or their designee, will--within 10 business days--appoint an ad hoc Student Grievance Committee (“the Committee”).
- The Committee will consist of three (3) full-time GCSW faculty and two (2) GCSW students. Faculty who hold administrative appointments of Associate or Assistant Dean are not eligible to serve.
- The Committee will convene within 10 business days from the time of its composition in order to select a chair and the chair must be a faculty member.
- The Committee chair will identify potential hearing dates with the Committee and the student filing the grievance. Reasonable attempts to schedule the hearing will be made by all parties. However, the hearing must be held within 20 business days from the date the formal grievance was filed.
- The chair will inform all parties (including the Dean of the GCSW) of the date, time and location of the hearing.
- The student has the right to withdraw their grievance up to 72 hours prior to the scheduled hearing, but must do so in writing to the Dean of the GCSW. In this case, the Dean will notify the Committee and the respondent, and no further action will be taken at the college level.

Hearing Procedure

- The hearing will be called to order by the chair who will explain the hearing procedures to the student, the Committee, and the respondent.
- The hearing is closed; only the Committee, the student, and the respondent are present, unless witnesses have been identified and called in advance to provide additional information. The student may bring a support person (not an attorney) to the hearing, but this person is not permitted to participate in any part of the discussions.
- The student will be given ten (10) minutes in which to make an opening statement and present their evidence.
- The respondent is given ten (10) minutes to respond and to provide evidence refuting the allegation(s).

- The Committee is given the opportunity to question the parties or to request further evidence/testimony.
- Both the student and the respondent are given an opportunity to make brief closing statements.
- All parties, except Committee members, are dismissed.
- The Committee deliberates, with the Chair presiding.
- No tape or video recording of the hearing will be made without written permission from all parties and will only be permitted when the Committee feels it is necessary to do so.

Formal Grievance Outcomes

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

Appeal Process

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



Degree Conferral and Graduation

Degree Conferral and Graduation

Doctoral students who expect to graduate in a given semester must be enrolled in the university during that semester. There are several steps in this process, outlined below, that must be completed no later than the deadlines shown on the University's Academic Calendar

Graduation Application

- 1) Communicate with dissertation chair and the doctoral program office intention to graduate within the first three weeks of a long semester (fall or spring) or within the first week of the 1st session of summerschool, by completing the [Intention to Graduate Form](#) (see Appendix E1).
- 2) Apply for graduation online
 - a. During the "regular filing period," there is a standard non-refundable application fee. There is an increased non-refundable application fee during the "late filing period." The deadlines for the filing periods are published on the University's Academic Calendar. If a student does not fulfill all requirements for graduation in the semester expected, another application and fee for graduation in a future semester must be submitted.

Dissertation Completion

- 1) Schedule the oral defense date with dissertation chair and committee members. This defense date should take place in enough time prior to the commencement date for the student to make revisions and upload the final document to Vireo. Final dates to upload the dissertation is published on the University website. (A timeline should be developed with the dissertation chair to ensure that committee members have sufficient time to read the dissertation prior to the oral defense.)
- 2) Students should familiarize themselves with the process of submission of electronic dissertations using Vireo. Instructions are available from the doctoral academic advisor.
- 3) Successfully conduct the dissertation oral defense. Only a committee recommendation of "Approved with no revisions or minor revisions is considered a successful defense, which is required to participate in the commencement ceremony.

Conferring of Degree/Degree Award

- 1) Degrees are conferred by the University of Houston for Spring, Summer and Fall graduates
- 2) All degree requirements must be met before the degree is conferred/mailed to the graduate. This includes the graduation application, a degree audit, financial clearance, successful defense of the dissertation and completion of the electronic dissertation submission process. There may also be some financial aid clearances; however, this differs on an individual basis.

Commencement Ceremony Participation

- 1) The GCSW Commencement Ceremony is held yearly at the end of the spring semester in May.
- 2) In order to participate in the GCSW Commencement Ceremony, candidates must have completed ALL steps indicated above in the Application to Graduate AND Dissertation Completion sections.
- 3) Students whose degrees are conferred during the Summer or Fall semesters many participate in the next/following commencement ceremony, the subsequent month of May. They must inform the doctoral program Academic Advisor of their intention to participate in the ceremony.

Release and Disclosure of Student Records

Transcripts may be requested through the PeopleSoft student account or requested in person. (Note: There is a fee for this request.) The GCSW cannot issue or request transcripts.



Graduate Assistantships

Assistantships Overview

- Assistantships are awarded to full-time students admitted to the Ph.D. Program.
- Full-time students are guaranteed assistantships for three years.
- While completing an assistantship, students must enroll for a minimum of nine (9) hours each fall and spring semester.
- In exchange for twenty (20) hours a week of employment in the GCSW, students receive a 9-month salary of \$1,774.66 per month.
- Students are assigned to a Graduate Assistantship mentor/supervisor.
- The assistantship starts 09/01 and ends 05/31.



Fees, Financial Support, Graduate Tuition Fellowship (GTF)

Graduate Tuition, Fees, and Expenses

Social Work doctoral students are assessed “Graduate” academic fees. Fees are subject to change without notice, so be sure to check for the most current information.

Billing and Fee Payment

All bills are issued through the Student Business Services Department and reflect charges posted to the university’s centralized billing system by the various departments across campus. Enrolled students' statement of account will only be posted electronically in myUH — making bills available online at all times.

Payment Plans

1. **Installment Payment Plan:** This plan is available to any student unable to pay the full amount due by the university due date.
2. **Emergency Deferment Plan:** This plan defers the payment of all the current semester’s tuition and mandatory fees.
3. **Short-Term Deferment Plan:** This plan defers the payment of all the current semester’s tuition and fees.
4. **Book Loans:** This plan, found on the optional fee page at myUH, provides students with a short-term book loan to assist in buying books.

Financial Support for Doctoral Students

UH GCSW makes every effort to assist students in obtaining financial support for their graduate education. We offer numerous scholarships, stipend programs, assistantships and fellowships to students as funds are available. Any non-Texas resident who works 20 hours per week, receives a scholarship of \$1,000 or more, or receives GTF will receive in-state (resident) tuition rates.

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

Financial Aid

A variety of grants and loans are available through the University of Houston Office of Scholarships and Financial Aid located in the Welcome Center, at the corner of University Avenue and Calhoun. For additional information, visit them at www.uh.edu/enroll/sfa. To apply for federal student loans and grants, visit www.fafsa.ed.gov or call 1-800- 433-3243. The UH school code for FAFSA is 003652. If needed, short term loans are also available.

Graduate Tuition Fellowship (GTF)

GTF is awarded competitively and based on the availability of funds yearly from the state.

The Graduate Tuition Fellowship (GTF) is a competitive award program that covers the costs of in-state tuition and mandatory university and college fees for qualified Doctor of Philosophy (Ph.D.) students, up to **21 semester credit hours per academic year, pending funding**. Qualified Ph.D. students must be enrolled full time and in good academic standing according to the guidelines set by the GCSW and the University of Houston Graduate School.

Students will receive a resident tuition waiver for at least nine (9) credit hours. However, this waiver does not include the cost of differential designated tuition or mandatory fees charged by UH or the college. The student will be responsible for these costs. Non-residents benefit additionally by receiving in-state tuition rates. GTF students must enroll for a minimum of nine (9) hours each fall and spring semester. [Please see the GCSW GTF policy here.](#)

GTF Student Eligibility Requirements:

1. A student must have an undergraduate degree or its equivalent and be admitted into the Ph.D. Program. Students classified as post-baccalaureate (PB), pre-grad or non-degree objective (NDO) are not eligible.
2. Students entering a PhD, DMA, or MFA program directly from a baccalaureate program or with a Master's degree that is outside of the academic discipline to be pursued at the UH qualify for up to twelve (12) semesters of GTF funding.
 - a. Requests for an exception from this requirement must be requested through a Graduate & Professional Student Petition and will be evaluated on a case-by-case basis
3. Students entering the University of Houston with a Master's degree that is in the same academic field as the PhD, DMA, or MFA program qualify for up to eight (8) semesters of GTF funding.
 - a. Requests for an exception from this requirement must be requested through a Graduate & Professional Student Petition and will be evaluated on a case-by-case basis
4. A student must be registered full-time, which is nine (9) semester credit hours per academic semester at a minimum (Fall and Spring). A reduced course load may be allowed as an exception in the last (graduating) semester of the program and must be discussed with the PhD program; however, eligibility of this exception must be requested with a General Petition to the Graduate School.
5. Minimum academic standing: Students qualifying for GTF must maintain a cumulative GPA of at least 3.0. In addition, GTF recipients must show satisfactory progress in course work and timely progress in completing degree requirements as defined by the GCSW.
6. A student who do not meet all of the criteria for eligibility throughout the entire semester will have the fellowship revoked retroactively, and will be billed for full tuition and fees.



Graduate Life at the GCSW

Navigating Graduate Life at the GCSW

Campus Safety

The University of Houston Police Department (UHPD) strives to enable students, faculty, staff and visitors to be safe while pursuing their on-campus endeavors. The campus is situated in an urban environment and is not immune to crime. UHPD-recommended campus safety guidelines and information on reducing your vulnerability to crime are available at <https://uh.edu/cougarsafe/>. The Police Department's crime prevention guidelines provide additional information on staying safe.

UH offers a security escort service, which is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability, either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call 832-842-2929. Arrangements may be made for special needs.

UH Emergency Alert Notification System

In the event of a campus emergency, The University of Houston will activate the UH Emergency Alert Notification System to provide critical information. The UH Emergency Alert Notification System utilizes the following methods to send UH Emergency Alerts:

- The UH Emergency Operations Center website: www.uh.edu/emergency
- Emergency Management Bureau Facebook page
- Emergency Management Bureau Twitter page (@TDEM)
- E-mail
- Phone
- SMS Text Messaging
- Alertus beacons
- Outdoor Warning Sirens (if shelter-in-place or lockdown action required)

Campus Student Systems

AccessUH

AccessUH is your gateway to the University of Houston's information and computing resources. Log into AccessUH with your CougarNet or myUH (PeopleSoft) UserID and password and you will get immediate access to other critical systems that you use on a daily basis.

Blackboard

Blackboard is a Web-based learning management system (LMS) designed to provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience by providing tools for displaying content, interacting with students, and assessing students' work.

Computer Accounts

All students are required to set up a university computer account. Moreover, doctoral students are expected to have an adequate level of computer literacy. Instructions for establishing this account are provided during New Student Orientation.

MyUH Self Service (PeopleSoft)

MyUH (PeopleSoft) will be your connection to managing a wide range of activities—checking admission status, managing and registering for courses, seeing grades, making payments, reserving parking, resetting passwords, viewing academic records and financial aid, and much more.

CougarOne Card

Students will need to obtain a CougarOne Card, the official picture identification card for the University of Houston. A fee is charged to all enrolled students each semester and is included on the tuition and fee bill. It is recommended that all students, faculty, and staff obtain a card and take advantage of university services. “Card Access Control” is required to enter some University of Houston campus buildings and rooms (i.e., Central Computing Site, Residential Life and Housing, Intramural Facilities, Scholars Community Program, GCSW Student Lounge, GCSW Computer Learning Center, etc.). To obtain a CougarOne Card, go to the Welcome Center (at the Parking Garage), Suite 101 – a photo identification such as a driver’s license, military ID, or Passport is required. Please call (832) 842-2273 for additional information about these services.

Health and Wellness Resources

Counseling and Psychological Services

Over 1,276 UH students have visited CAPS in the last year. They come from very diverse backgrounds and seek our services when they are experiencing stress, hopelessness, loneliness, anxiety, depression, difficulty adjusting, relationship issues, identity questions, and a variety of other concerns.

CAPS staff members provide a safe, confidential atmosphere where you can talk about your current situation in the context of your personal history and life experiences. In order to ensure a safe environment for students to explore their personal concerns all counseling services are confidential.

A variety of services are offered including:

- Daytime and after-hours crisis intervention
- Individual & Couples Counseling
- Group Counseling
- Free weekly Food for Thought Workshops
- Consultation to the Campus Community

All currently enrolled students at the University of Houston are eligible for clinical services at CAPS. Initial Consultation (ICON) appointments are always free for currently enrolled UH Students.

Health Center

The Health Center offers general medical services as well as several specialty clinics. The General Medicine Clinic is open to all currently enrolled UH students and faculty/staff. All Specialty Clinics services are exclusively for students, and include:

- General Medicine Clinic
- Men's Clinic
- Orthopedic Clinic
- Psychiatry Clinic
- Women's Clinic
- Travel Services

Student health insurance is also available through the university. More information can be found here: <http://www.uh.edu/healthcenter/insurance/>

Recreation Center

The Department of Campus Recreation is committed to enhance the quality of life and learning for UH students and through recreational/fitness programs, services and facilities in support of the mission and values of the University of Houston. A few of the activities offered include:

- Group fitness classes
- Personal training
- Intramural sports
- Swimming (indoor and outdoor)
- Climbing wall
- Adventure trips
- Equipment rentals

Membership to the Campus Recreation Center is included in your student fees.

Parking and Transportation

Students are required to register for parking through their Parking Self-Service account available on AccessUH. If you must drive a vehicle other than the one you registered, you may transfer your permit to the other vehicle. A current parking map can be found here: <http://www.uh.edu/maps/#map-parking-routes>

Student Parking Options:

1. **Garage Permits:** Vehicles displaying a student garage permit must park in the student section of the specified garage weekdays from 7 a.m. to 5 p.m. After 5 p.m. and all day on weekends, this permit becomes valid in student and economy lots. Annual permits expire on August 15 of the academic year issued and semester permits expire as follows: Fall-December 31; Spring-May 31; Summer-August 15 of the academic year issued. Garage permits will be declared 'sold-out' once all available student spaces have been purchased.
2. **Student Permits:** Valid in student or economy parking lots. Not valid in restricted resident hall parking lots, or in faculty/staff parking lots before 7 p.m. Commuter permits expire as follows: Fall/Spring- May 31; Fall-December 31; Spring-May 31 of the academic year issued.
3. **Economy Permits:** Valid in economy parking lots only. The economy lots tend to be further out from the center of campus. Expires on August 31st of academic year issued.

More information about parking and permits can be found at <http://www.uh.edu/af-auxiliary-services/parking/>

Student Involvement

While there is no formal GCSW Doctoral Student Association, there is a GCSW Student Association which includes a Doctoral Student Representative position. This position is determined by nominating a doctoral student, and a voting process that the Student Association holds in late spring. In addition, two other school-wide committees exist that doctoral students can be elected to serve on. The first representative is a voting member of the GCSW Ph.D. Program Committee. The second representative is a member of the School Council, the governing body of the GCSW.

Student Support Services

Center for Students with DisABILITIES (CSD)

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

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

Students whose disabilities may require some type of accommodations, including course load

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

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

Counseling and Psychological Services (CAPS) conducts psychological and learning disability assessments. There may be a waiting list and/or a charge for these services.

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

Women and Gender Resource Center

The mission of the Women and Gender Resource Center (WGRC) is to promote gender equity, gender justice, and student success at the University of Houston through advocacy, education, empowerment, and support services.

More information can be found at their website: <http://www.uh.edu/wgrc/>

Resources provided include:

- Information and referral services
- Mother's Rooms and lactation information
- Free supplies
- Computers
- Library
- Dress for Success: member organization that provides business attire to women in need

Graduate Student Parent Resources

Parenting and going to school simultaneously is difficult to juggle. Both can be full-time jobs, and this is often overwhelming, especially for single parents. Many college parents are forced to delegate their time between parenting, academics, employment, family commitments and a host of other responsibilities. However, UH has resources in place to help you succeed:

- **Children's Learning Center (CLC):** Children's Learning Center (CLC) provides a nationally accredited exemplary early childhood program that supports the student, staff, and faculty of the University of Houston (UH). The Children's Learning Center has two convenient locations on campus with a combined capacity of 221 children.



Appendix: Additional Resources, Course

APPENDIX A1
University of Houston – Graduate College of Social Work
Ph.D. Program

DOCTORAL INDEPENDENT STUDY IN SOCIAL WORK STUDY PROPOSAL GUIDELINES

Definition and Description: Independent Study (I.S.) provides the student with the opportunity to work with a faculty member on a specific topic or issue of interest that might not otherwise be available in a structured course. Independent study courses are typically not available to students until they have completed their first year of doctoral course work. Independent study courses count toward the degree as would any elective. Grading criteria for this course will either be a letter grade or S/U.

To plan an Independent Study, follow these steps:

1. Contact the faculty member you wish to work with on this course and present your idea(s) for an Independent Study. Discuss what you would like to study and how you propose to approach the learning process. If you and the faculty member are in agreement, you will need to develop a detailed 1–2-page, single-spaced proposal that includes the following:
 - a. Statement of Purpose – what do you plan to study and why?
 - b. Identify the specific learning objectives you will pursue.
 - c. List specific texts or other readings you will complete.
 - d. Identify the outcome or product – e.g., formal paper, research proposal, data analysis plan, annotated bibliography, program evaluation report, etc.
 - e. Identify the grading or evaluation criteria for the project (i.e., how will your grade be determined? What percentage will come from the final product, from meetings with the faculty, from other sources?)
 - f. Indicate how often you and the faculty member plan to meet over the course of the Independent Study.
2. After the supervising faculty has reviewed your proposal, you must obtain his/her signature on the form to indicate faculty approval. The form also requires the student's signature and PeopleSoft ID number.
3. **DEADLINE INFORMATION** – Proposals should be completed, signed and submitted to the Ph.D. Program Office during the official pre-registration or registration period in a given semester. Completed applications for an Independent Study or petitions for courses as doctoral standing must be submitted to the Ph.D. Program Office prior to course enrollment for the Ph.D. Associate Dean's approval. The Dean will also sign the final approval before the Ph.D. Program Office assigns a course and section number for the student's course registration.

APPENDIX B1
University of Houston – Graduate College of Social Work
Ph.D. Program

INDEPENDENT STUDY ENROLLMENT REQUEST FORM

Student Name: _____

PeopleSoft ID #: _____ Email Address: _____

Faculty Member Overseeing Course: _____

I would like to enroll in:

_____ Independent Study: SOCW 8398 (3 SCHs)

_____ Independent Study: SOCW 8298 (2 SCHs)

_____ Independent Study: SOCW 8198 (1 SCH)

Year/Semester Course to Be Taken: _____

NOTE: If requesting a summer course, discuss with the instructor the summer session for enrollment to complete the independent study (Summer I, II, III, or IV). Please indicate the summer session # and the year. Refer to the university calendar/summer course schedule for session dates. This information must be noted in order to process this request. **A complete proposal, including evaluation criteria, must be included.**

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

STUDENT SIGNATURE

DATE

FACULTY SIGNATURE

DATE

APPROVAL:

PH.D. PROGRAM ASSOCIATE DEAN SIGNATURE

DATE

ASSIGNED COURSE AND SECTION NUMBER:

Approved to enroll in the following course:

SOCW _____ Section # _____

ADMINISTRATOR (PRINT)

DATE

APPENDIX B2
University of Houston – Graduate College of Social Work
Ph.D. Program

RESEARCH INTERNSHIP ENROLLMENT REQUEST FORM

Student Name: _____

PeopleSoft ID #: _____ Email Address: _____

Faculty Member Overseeing Course: _____

I would like to enroll in Elective Research Internship: SOCW 8304 (3 SCHs)

Year/Semester Course to Be Taken: _____

NOTE: If requesting a summer course, discuss with the instructor the summer session for enrollment to complete the internship (Summer I, II, III, or IV). Please indicate the summer session # and the year. Refer to the university calendar/summer course schedule for session dates. This information must be noted in order to process this request.

LEARNING OBJECTIVES FOR COURSE: By the end of the semester, the student will:

- 1.
- 2.
- 3.

EVALUATION CRITERIA: List specific products upon which grade will be based (examinations, papers, etc.):

- 1.
- 2.
- 3.

STUDENT SIGNATURE

DATE

FACULTY SIGNATURE

DATE

APPROVAL:

PH.D. PROGRAM ASSOCIATE DEAN SIGNATURE

DATE

ASSIGNED COURSE AND SECTION NUMBER:

Approved to enroll in the following course:

SOCW _____ Section # _____

ADMINISTRATOR (PRINT)

DATE

APPENDIX B3
University of Houston – Graduate College of Social Work
Ph.D. Program

TEACHING INTERNSHIP ENROLLMENT REQUEST FORM

Student Name: _____

PeopleSoft ID #: _____ Email Address: _____

Faculty Member Overseeing Course: _____

I would like to enroll in Teaching Internship I: SOCW 8303 (3 SCHs)

Year/Semester Course to Be Taken: _____

NOTE: If requesting a summer course, discuss with the instructor the summer session for enrollment to complete the internship (Summer I, II, III, or IV). Please indicate the summer session # and the year. Refer to the university calendar/summer course schedule for session dates. This information must be noted in order to process this request.

LEARNING OBJECTIVES FOR COURSE: By the end of the semester, the student will:

- 1.
- 2.
- 3.

EVALUATION CRITERIA: List specific products upon which grade will be based (examinations, papers, etc.):

- 1.
- 2.
- 3.

STUDENT SIGNATURE

DATE

FACULTY SIGNATURE

DATE

APPROVAL:

PH.D. PROGRAM ASSOCIATE DEAN SIGNATURE

DATE

ASSIGNED COURSE AND SECTION NUMBER:

Approved to enroll in the following course:

SOCW _____ Section # _____

ADMINISTRATOR (PRINT)

DATE

APPENDIX B4
University of Houston – Graduate College of Social Work
Ph.D. Program

PH.D. PROGRAM FORM C
STUDENT REQUEST TO FORM A PH.D. DISSERTATION COMMITTEE

TO: The Ph.D. Program Associate Dean

FROM: _____
STUDENT NAME (Please Print)

Proposed Dissertation Title: _____

This form requires the original signature & date of the Committee Chairperson and each Committee member.

COMMITTEE CHAIRPERSON:

SIGNATURE & DATE _____ PRINT NAME _____

COMMITTEE MEMBERS:

SIGNATURE & DATE _____ PRINT NAME _____

SIGNATURE & DATE _____ PRINT NAME _____

SIGNATURE & DATE _____ PRINT NAME _____

SIGNATURE & DATE _____ PRINT NAME _____

APPROVED BY:

PH.D. PROGRAM ASSOCIATE DEAN _____ DATE _____

APPENDIX B5
University of Houston – Graduate College of Social Work
Ph.D. Program

PH.D. PROGRAM FORM D
DISSERTATION PROPOSAL DEFENSE/APPLICATION FOR CANDIDACY

TO: The Ph.D. Program Associate Dean

FROM: _____
STUDENT NAME (Please Print)

Proposed Dissertation Title: _____

THE DISSERTATION RESEARCH PROPOSAL IS: (Please indicate)

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

COMMITTEE CHAIRPERSON:

SIGNATURE & DATE PRINT NAME

COMMITTEE MEMBERS:

SIGNATURE & DATE PRINT NAME

SIGNATURE & DATE PRINT NAME

SIGNATURE & DATE PRINT NAME

SIGNATURE & DATE PRINT NAME

APPENDIX B6
University of Houston – Graduate College of Social Work
Ph.D. Program

PH.D. PROGRAM FORM F
STUDENT REQUEST TO TAKE A LEAVE OF ABSENCE

TO: The Ph.D. Program Associate Dean

FROM: _____
STUDENT NAME (Print)

DATE

I am formally requesting permission to take a leave of absence from the Doctoral Program for the following semester:

_____, _____
SEMESTER YEAR

I will return to the Doctoral Program:

_____, _____
SEMESTER YEAR

REASON FOR THIS LEAVE REQUEST:

STUDENT SIGNATURE

DATE

FOR PH.D. PROGRAM OFFICE USE ONLY:

_____ Approved

_____ Not approved

PH.D. PROGRAM ASSOCIATE DIRECTOR

DATE

APPENDIX C1
University of Houston – Graduate College of Social Work
Ph.D. Program

DISSERTATION COPYRIGHT PAGE EXAMPLE

Copyright Page

(Place half-way down the page --- center the copyright information as noted below)

© Copyrighted by John Smith, 2010

APPENDIX C2
University of Houston – Graduate College of Social Work
Ph.D. Program

DISSERTATION TITLE PAGE EXAMPLE

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

BY

JOHN SMITH

B.A., University of Missouri, 2003
M.S.W., University of California-Berkeley, 2005

DISSERTATION

Submitted in partial fulfillment of the requirements for
the degree of Doctor of Philosophy in Social Work
in the Graduate College of Social Work of the
University of Houston, 2015

Houston, Texas
Spring 2015

APPENDIX C3
University of Houston – Graduate College of Social Work
Ph.D. Program

ABSTRACT TITLE PAGE EXAMPLE

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

An Abstract of a Dissertation

Presented to

the Faculty of the Graduate College of Social Work

University of Houston

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

By

John Smith

Month and Year of Graduation

APPENDIX C5
University of Houston – Graduate College of Social Work
Ph.D. Program

DISSERTATION SIGNATURE PAGE

WE HEREBY RECOMMEND THAT THE DISSERTATION BY

(STUDENT NAME)

ENTITLED _____

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

COMMITTEE CHAIRPERSON:

SIGNATURE & DATE

PRINT NAME

DEAN:

SIGNATURE & DATE

COMMITTEE MEMBERS:

SIGNATURE & DATE

PRINT NAME

SIGNATURE & DATE

PRINT NAME

SIGNATURE & DATE

PRINT NAME

SIGNATURE & DATE

PRINT NAME

APPENDIX D1
University of Houston – Graduate College of Social
Work Ph.D. Program

PH.D. STUDENT STANDARDS POLICY

Adopted May 5, 2000, revised 3/1/2002, 2/6/2004, 3/5/2004, 1/9/2012, 3/11/2014, 4/8/2014,
12/12/2014, Spring 2015

The Graduate College of Social Work (GCSW) faculty and professional staff are responsible for determining whether students demonstrate the required level of classroom, professional, and ethical achievement appropriate for professional interactions with colleagues, faculty, research and teaching internship supervisors, students, research participants, administrators and staff.

The College is committed to the treatment of students with fairness and equity throughout the program. This policy is applied to students' enrollment in the Ph.D. program at any point in time, from admission to program entry, program entry to candidacy, and candidacy to graduation. Each admitted student is required to read, comprehend and complete the Student Standards Policy Contract. Students are required to adhere to Ph.D. program policies, as well as the GCSW, Graduate School and University of Houston (UH) policies.

1.1 STUDENT STANDARDS

The purpose of the Ph.D. in social work is to prepare students to be scholars who function as “stewards of the discipline.” In order for the GCSW to meet its responsibilities to provide quality professional social work education and ensure that its graduates are able to function in a broad array of professional activities related to in-depth knowledge of social work as a profession and discipline, research and scholarship , and teaching, GCSW faculty evaluate the academic performance of students in five general areas: professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance, and attendance and punctuality.

Meeting the criteria for scholastic performance is necessary, but not sufficient to ensure continued enrollment in the program. Demonstration of professional and ethical behavior, commitment, and readiness are also required. Below are the fundamental requirements for successful completion of a doctoral degree from the GCSW.

1.2 Professional Readiness

Students of the GCSW should demonstrate generally accepted standards of personal integrity, health and emotional stability, self-care, stress management, communication skills, interpersonal skills and self-awareness.

- a) Personal Integrity: Is open to learning and is honest with oneself and colleagues.
- b) Health & Emotional Stability: Uses thoughtful judgment in professional situations. Responsibly addresses one's own health and emotional challenges that may interfere with scholastic and professional performance.
- c) Self-Care & Stress Management: Seeks and effectively practices self-care, uses help, and demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms or supports.
- d) Communication Skills: Communicates responsibly, sensitively and with respect toward colleagues, faculty, field instructors, administrators, staff, clients, and research participants.
- e) Interpersonal Skills: Expresses ideas and feelings which can be heard and understood by others. Demonstrates willingness and an ability to listen to others.
- f) Self-Awareness: Exhibits knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior and relationships. Accurately assesses one's own strengths,

limitations, and suitability for professional practice on an ongoing basis. Shows an intermediate to advanced level of self-awareness and insight regarding how one is perceived by others. Reflects on one's own limitations as related to professional capacities. Is willing to examine and change behavior when it interferes in working with others.

1.3 Professional Commitment and Ethical Conduct

- a) Exhibits a strong commitment to the essential values of social work and the pursuit of promoting social, economic and political justice:
- b) Proactively and consistently demonstrates responsible and ethical conduct of research.
- c) Adheres to the NASW Code of Ethics.

- d) Appreciates the value of diversity. Works with and relates to others who are different from oneself, regardless of the student's own personal, religious, and/or cultural values.
- e) Comprehends other individuals' ways of life and differing values.
- f) Shows respect for the rights of others.
- g) Maintains the professional standard of confidentiality as it relates to classroom and research activities and research internships.
- h) Demonstrates consistent honesty and integrity by being truthful about one's own background, experiences, and qualifications.
- i) Demonstrates clear, appropriate, and culturally sensitive boundaries. Refrains from sexually harassing others, making verbal or physical threats, being involved in sexual relationships with students who they teach, abusing others in physical, emotional, verbal, or sexual ways, or participating in dual relationships where conflicts of interest may exist.
- j) Refrains from imposing personal biases during interactions with others.

1.4 Professional Behavior

- a) Exhibits behaviors that are in compliance with program policies, institutional policies, and professional ethical standards in classroom, research internship, teaching internship, and community settings.
- b) Shows appearance and demeanor that are appropriate to the roles and settings encountered during the doctoral educational experiences.
- c) Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work ethics, research ethics, respecting others, being punctual and dependable, prioritizing responsibilities, observing deadlines, completing tasks on time, and keeping appointments or making alternate arrangements.
- d) Works effectively with others, regardless of level of authority or academic position.
- e) Advocates for oneself in a constructive manner and first uses established channels for conflict resolution.
- f) Shows a willingness to acknowledge constructive feedback or supervision, as well as uses such feedback to enhance professional development.
- g) Takes responsibility in following through with referrals to campus resources to enhance the probability of academic success, professional development and self-care.

1.5 Scholastic Performance

- a) Demonstrates and maintains a professional standard of writing in all courses, does one's own work, gives credit for the ideas of others, and provides proper citation of source materials.
 - a. Adheres to the UH "Academic Honesty Policy"
 - b. Adheres to the explicit Academic Honesty policies detailed on the College website:
<http://www.uh.edu/socialwork/current-students/policies/index.php#Plagiarism>
- b) Maintains a 3.0 grade point average (GPA) and satisfactory performance in all courses, including internships and independent studies. Failure to meet this standard will result in academic probation. Written recommendation from the Ph.D. Program Associate Dean and approval from the GCSW Dean is required for continued enrollment.
- c) Understands that removal from academic probation is granted when the student's GPA is raised to B (3.0) or above. The student has 9 semester credit hours to raise the G.P.A. to a 3.0. Failure to meet the G.P.A. requirement at the end of the academic probationary period will result in dismissal from the doctoral program.
- d) Understands that any course in which a grade of less than C- or a U is received does not earn credit towards a degree and must be repeated.

- e) Automatic Academic Dismissal: Whether or not in repeated courses, a student is automatically dismissed from the program for the following reasons:
 - a. Receives a grade of C+ or lower or Unsatisfactory (U) in 6 semester credit hours of doctoral level course credit;
 - b. Fails to pass comprehensive examinations after 2 attempts, in accordance with the examination criteria/policy; or
 - c. Does not successfully defend and pass the dissertation within 10 years of first enrollment in the doctoral program according to the regulations and requirements of the University of Houston.
- f) Knows that the University of Houston will not award or honor a degree with a cumulative GPA below 3.0, despite completion of coursework.
- g) Understands that the grade of I (Incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination as scheduled. The grade of I must be changed by fulfilling the course requirements by the deadline set by the instructor, but no more than one year from the date awarded; or, in conformance with university policy, it will be changed automatically to F or U (in S-U graded courses).

1.6 Attendance and Punctuality

All courses will be attended, and students will be punctual.

- a) This expectation reflects the student's professional responsibility to the social work profession, their own training, fellow students, and professors, as well as to the seriousness with which they take as stewards-in-training of the profession.
- b) All doctoral students must adhere to the attendance/make up and participation policies stated in each course syllabus.

2.1 VIOLATIONS OF STUDENT STANDARDS

2.2 In-Person Meeting

When a faculty member or research supervisor has a concern regarding a doctoral student's professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance and/or attendance and punctuality, an in-person discussion should be held with the student and the faculty member or research supervisor expressing the concern. Faculty or research supervisors should inform the Academic Advisor or Director of the Ph.D. program when there is a concern that needs monitoring, but does not require an Action Plan.

2.3 GCSW Student Plan of Action

- a) When a faculty member has a serious concern in the classroom regarding a doctoral student's professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance, and/or attendance and punctuality, the faculty member must inform the Academic Advisor. The faculty member or Academic Advisor may initiate a Plan of Action in consultation with each other, if applicable.
- b) When a research supervisor has a serious concern about a doctoral student's professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance, and/or attendance and punctuality, the research supervisor must inform the Director of the Ph.D. Program. The research supervisor or Director of the Ph.D. Program may initiate a Plan of Action in consultation with each other, if applicable.
- c) The individual who initiates a Plan of Action is required to meet with the student to discuss and

document the plan. All parties must sign the [Student Plan of Action Form](#) (see Appendix D3). This form must be filed in the Ph.D. Academic Advisor's office.

- d) A Plan of Action will establish formal conditions that must be met by the student. These may include, but are not limited to: reduced course load; resource or support referrals; delayed enrollment; leave of absence, probation or suspension; or termination from the program.
- e) Student-Initiated Appeal: the student may appeal the written Plan of Action through the Student Grievance Policy as outlined in the GCSW Doctoral Student Handbook.
- f) Should the student fail to meet the specified outcomes identified and agreed to in the Plan of Action, the faculty member, research supervisor, Academic Advisor or Director of the Ph.D. Program will make a recommendation to the Dean to establish formal conditions for the students' continuance or to dismiss the student. The Dean will notify the student, the faculty member, the Academic Advisor and the Director of the Ph.D. Program of the decision in writing.

2.4 Direct Referral to the Dean

In some instances, a Student Standards violation may result in direct referral to the Dean. Situations which may result in direct referrals to the Dean include, but are not limited to, racial or sexual harassment, use of firearms or other weapons on University property or in a research internship/community setting, damage or destruction of University property, and behavior that threatens the health, safety, or well-being of any University student or employee, research participant, or internship agency staff or client.

- a) If a referral is made to the Dean, the student will be notified.
- b) The Dean may establish formal conditions for the student's continuance or dismiss the student.

2.5 Automatic Dismissal

As stated in section 1.5, students will be automatically dismissed from the program on academic grounds for receiving a grade of C+ or lower or Unsatisfactory (U) in 6 semester hours of graduate credit.

APPENDIX D2
University of Houston – Graduate College of Social Work
Ph.D. Program

STUDENT STANDARDS POLICY CONTRACT

I have received, read, and comprehend the University of Houston - Graduate College of Social Work Student Standards Policy, and agree to be bound by the provisions therein. I understand that my enrollment in the Ph.D. Program is contingent upon my signing and submitting this contract.

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

DATE: _____

STUDENT ID NUMBER: _____

EMAIL ADDRESS: _____

Each student must deliver this signed Contract to the GCSW Ph.D. Academic Advisor's Office no later than the 12th class day of the student's first semester enrollment.

APPENDIX D3
University of Houston – Graduate College of Social Work
Ph.D. Program

STUDENT PLAN OF ACTION

STUDENT NAME (PRINT): _____

STUDENT ID NUMBER: _____

DATE: _____

Identified Concern: _____

Plan of Action, Expected Outcomes and Target Dates:

Expected Date for Plan Completion: _____

STUDENT SIGNATURE

DATE

FACULTY MEMBER SIGNATURE

DATE

PH.D. PROGRAM ASSOCIATE DEAN

DATE

The above student has successfully completed the Plan of Action:

STUDENT SIGNATURE

DATE

FACULTY MEMBER SIGNATURE

DATE

PH.D. PROGRAM ASSOCIATE DEAN

DATE

APPENDIX E1
University of Houston – Graduate College of Social Work
Ph.D. Program

INTENTION TO GRADUATE FORM

TO: The Ph.D. Program Associate Dean

FROM: _____
STUDENT NAME (PRINT)

CC: _____
DISSERTATION CHAIRPERSON NAME (PRINT)

I intend to graduate:

_____ Fall Semester ----- (year)
_____ Spring Semester ----- (year)
_____ Summer Semester ----- (year)

The working title of my dissertation is:

My tentative oral defense date is: _____

Confirm with your initials that you have done the following:

- _____ Submitted University Graduation Application and Fee
- _____ Collected/secured data for my dissertation
- _____ attached a semester timeline for the completion of and oral defense of my dissertation
- _____ submitted a draft of the following to my dissertation chair (e.g. Chapters 1, 2 & 3; Article #1 of 2): _____

The Dissertation Chairperson's signature is required to validate this form which **does not** guarantee graduation. All graduation requirements set forth by the University of Houston, Graduate School, Graduate College of Social Work and the GCSW Doctoral Program must be met. Please refer to the Doctoral Program Handbook and Graduation Policy for specific guidelines.

STUDENT SIGNATURE

DATE

DISSERTATION CHAIRPERSON SIGNATURE

DATE

PH.D. PROGRAM ASSOCIATE DEAN

DATE

APPENDIX F1
University of Houston – Graduate College of Social Work
Ph.D. Program

NOTICE OF INTENT TO FILE A GRIEVANCE

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

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

STUDENT NAME (PRINT): _____

DATE: _____

RESPONDENT(S): This is the person (or persons) named in your grievance.

Date of the incident or issue you are grieving: _____

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

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

STUDENT SIGNATURE

DATE

APPENDIX F2
University of Houston – Graduate College of Social Work
Ph.D. Program

GRIEVANCE COVER SHEET

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

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

STUDENT NAME (PRINT): _____

DATE: _____

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

_____ I met with the person against whom I have the grievance on _____,
but I remain dissatisfied with the outcome. DATE

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

_____ Met with my faculty advisor with/without the respondent present on _____.
DATE

_____ Met with the Associate Dean for Academic Affairs with/without the respondent present on
_____.
DATE

_____ Met with a mediator from outside the college with the respondent on _____.
DATE

STUDENT SIGNATURE

DATE

Initial Review Date: _____

Filing Date: _____

