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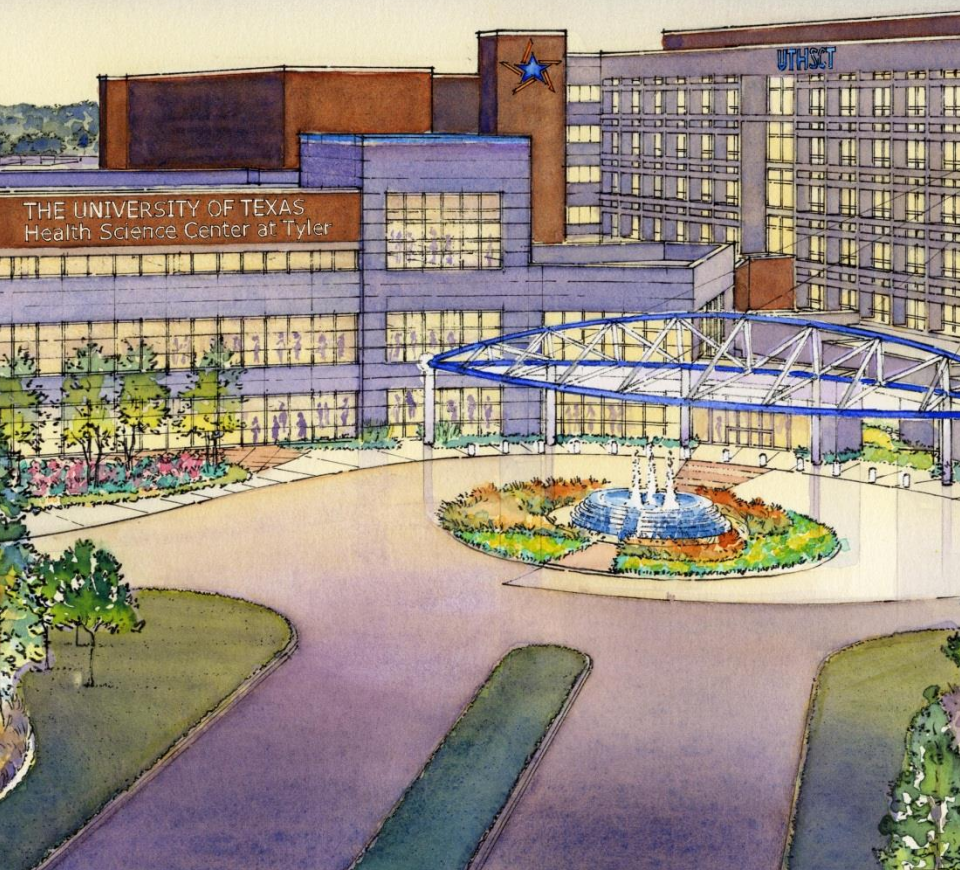
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UTHSCT GRADUATE BULLETIN

2013 - 2014



The University of Texas Health Science Center at Tyler

**11937 US Hwy 271
Tyler, TX 75708**



THE GRADUATE BULLETIN

DISCLAIMER

This bulletin is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this bulletin do not constitute a contract, express or implied, between any applicant, student or faculty member and UTHSCT or The University of Texas System. UTHSCT reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The full text of all UTHSCT academic and governance policies may be found in the Institutional Handbook of Operating Procedures (IHOP). The University Of Texas System Board Of Regents' Rules and Regulations reflect the policy and regulatory guidance to which all UT System institutions are subject. The IHOP implements the rules of governance, in part derived from and/or governed by the Board of Regents' Rules and Regulations. In addition, many official policies and procedures that apply to students are described in the Graduate Bulletin. This Bulletin is not intended to replace or supersede any of the above documents. Rather, it provides an overview of key issues, information, needed forms, and instructions frequently used by our students. It is intended to serve as an aide rather than the sole or definitive source of necessary information. In many cases, this Bulletin provides a summary and directs students to the appropriate documents for additional details.

This Bulletin is prepared and published by the Office of Academic Administration in the Division of Academic Affairs, UTHSCT.

STUDENTS ARE CHARGED WITH THE RESPONSIBILITY FOR KNOWLEDGE OF AND COMPLIANCE WITH ALL APPLICABLE UTHSCT AND UT SYSTEM POLICIES, REGULATIONS AND PROCEDURES, AS WELL AS THOSE FOR UTHSCT EMPLOYEES WHEN APPLICABLE.

Welcome from the President

Kirk A. Calhoun, MD
President, UTHSCT



Welcome to The University of Texas Health Science Center at Tyler!

This first year of our new Master's Degree program in Biotechnology has been truly an exciting time for our campus. It is so wonderful to see our inaugural class of students grow both professionally and personally. We are very proud of them, and it is hard to believe that our second year is already upon us!

This past year was very hectic and we saw our Biomedical Research Building undergo some major renovations of the Atrium, Auditorium and the conference & lecture rooms. Over the next year or so we will be renovating the lab spaces as well to continue to provide our students and researchers with state-of-the-art facilities for their research and studies. I invite you to come visit our new BMR building and see and feel the excitement and energy on our campus!

Our faculty are well-versed in state-of-the-art biomedical research techniques and perform nationally-recognized & funded research daily in competitive and highly-relevant fields. They are eager to teach you, guide you, and challenge you throughout your studies. Take advantage of all we have to offer, right here on our beautiful campus in Northeast Texas.

I invite you to come and be a part of our team! Challenge your potential and get started now on your path to the future!

Kirk A. Calhoun, MD
President



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Administration

UT System Board of Regents

Officers

Wm. Eugene "Gene" Powell, *Chairman*

Paul L. Foster, *Vice Chairman*

R. Steven "Steve" Hicks, *Vice Chairman*

Francie A. Frederick, *General Counsel to the Board of Regents*

Members

Terms expire February 2015:

Wm. Eugene "Gene" Powell	San Antonio
R. Steven "Steve" Hicks	Austin
Robert L. Stillwell	Houston

Terms expire February 2017:

Alex M. Cranberg	Austin
Wallace L. Hall Jr.	Dallas
Brenda Pejovich	Dallas

Terms expire February 2019:

Paul L. Foster	El Paso
Jeffery D. Hildebrand	Houston
Ernest Aliseda	McAllen

Student Regent, Term expires May, 2014: Nash M. Horne (Austin)

Standing Committees

Academic Affairs Committee

Audit, Compliance and Management Review Committee

Facilities Planning and Construction Committee

Finance and Planning Committee

Health Affairs Committee

The University of Texas System Administration

Chancellor — Francisco G. Cigarroa, MD

Executive Vice Chancellor for Academic Affairs — Pedro Reyes, PhD

Executive Vice Chancellor for Business Affairs — Scott C. Kelley, Ed.D.

Executive Vice Chancellor for Health Affairs — Kenneth I. Shine, MD

UTHSCT Administration

<i>President</i>	Kirk A. Calhoun, MD
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<i>Executive Vice President and Chief of Staff</i>	Joseph Woelkers
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<i>Vice President of Clinical and Academic Affairs</i>	David Coultas, MD
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<i>Vice President of Research</i>	Steven Idell, MD, PhD
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<i>Vice President of Finance and CFO</i>	Vernon Moore
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<i>Vice President of Development</i>	Mac Griffith
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<i>Executive Director of Academic Affairs</i>	Pierre Neuenschwander, PhD
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<i>Dean of the School of Medical Education</i>	Jonathan MacClements, MD
--	--------------------------

<i>Dean of the School of Community Health & Health Professions</i>	Jeff Levin, MD
<i>Dean of the School of Medical Biological Sciences</i>	Steven Idell, MD, PhD
<i>Director of Compliance</i>	Donna Martin
<i>Chief Human Resource Officer</i>	Jesse Gomez
<i>Director of Internal Audit</i>	Kris Kavasch
<i>Director of Library Services</i>	Tom Craig
<i>Director of Public Affairs</i>	Rhonda Scoby
<i>Director of Engineering, Plant Operations</i>	Thomas Brunette
<i>Chief of Police</i>	Robert Cromley
<i>Director of the Graduate Program in Biotechnology</i>	Mitsuo Ikebe, Ph.D.
<i>Bursar's Office</i>	UTHSC Houston
<i>Registrar's Office</i>	UTHSC Houston
<i>Student Services</i>	UT Tyler

The University

History

The site where the University of Texas Health Science Center at Tyler (UTHSCT) stands today – 614 acres located northeast of Tyler, Texas – is rich in history. Activated in 1943 as Camp Fannin, a World War II infantry-training base, more than 100,000 men were prepared for combat. During the height of the war, troop capacity was slightly over 18,000 soldiers. The camp hospital had 1,074 beds. The camp also served as a prisoner of war camp.

The genesis of UTHSCT was established in 1947, when the 50th Texas Legislature chartered it as the East Texas Tuberculosis Sanatorium. It was later designated the East Texas Tuberculosis Hospital and in 1971 the 62nd Texas Legislature renamed the institution the East Texas Chest Hospital and designated it a primary referral facility in Texas for treatment of pulmonary and heart disease. In 1977, the institution joined The University of Texas System, becoming The University of Texas Health Center at Tyler. The late State Sen. Peyton McKnight of Tyler sponsored a bill that transferred the East Texas Chest Hospital from the Texas Department of Health to the UT System. The primary mission of this academic medical center—governed by the UT System Board of Regents—was three-fold: patient care, research, and education in the treatment of pulmonary and heart disease.

In the area of education, a Family Practice Residency Program opened in 1985. It was the first graduate-level medical training program in East Texas. With support from the Texas Chest Foundation, the Texas Asthma Camp for Children also began in 1985, and continues today as the oldest, largest asthma camp in the state. In 1993, the 73rd Texas Legislature established the Center for Pulmonary and Infectious Disease Control (CPIDC) on the Health Center campus. An Occupational Medicine Residency Program began in 1995, and the university partnered with Stephen F. Austin State University to offer master's degrees in both environmental science and biotechnology.

In 2005, to further its educational mission, the 79th Texas Legislature gave UTHSCT degree-granting authority. This was followed in 2008 by the UT System Board of Regents approving the addition of “Science” into the institution’s name to officially become The University of Texas Health Science Center at

Tyler. In 2012, The Texas Higher Education Coordinating Board officially approved the establishment of the School of Medical Biological Sciences at UTHSC and the Master's Degree Program in Biotechnology – the first degree-granting program at UTHSC – welcomed its first cohort of students in August, 2012.

Location

Tyler, a city of approximately 100,000, offers a variety of activities from rural pastimes to urban attractions and cultural enrichment. Located in the Piney Woods of East Texas, it has a diversified economy based on oil and gas, manufacturing, and the health care industry. The city is recognized as having an excellent school system and is proud of its higher education facilities. Affordable housing is abundant whether you are in the market for an older home in an historic neighborhood, a comfortable suburban home, or a ranch in the country. The temperate climate permits a variety of year-round recreational activities. Golfing, tennis, fishing, camping, and hiking opportunities are plentiful. Water sports and boating are favorite pastimes on the numerous lakes in the area. Tyler is an ideal family community for people who desire a safe, clean environment and a healthy lifestyle.

Mission, Vision and Values

Mission

"To serve East Texas and beyond through excellent patient care and community health, comprehensive education, and innovative research."

Vision

We will be a great institution, unified in common purpose, to benefit human health and to improve quality of life.

Values

- **Excellence:**
We will work every day to improve UTHSC and the job that we do.
- **Servant Leadership:**
We will put the needs of our patients and our co-workers first.

- **Diversity:**
We will respect and appreciate diversity in ideas, people, and cultures.
- **Accountability:**
We will use the resources of UTHSCT wisely.

Statement of Equal Educational Opportunity

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program, or activity sponsored or conducted by UTHSCT, The University of Texas System or any of its institutions on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Tuition, Charges & Fees

UTHSCT tuition rates set forth below are for the graduate level only. UTHSCT does not currently admit at the undergraduate level.

Tuition charges at Texas state universities are established by state law. The 78th Texas Legislature (2003) allowed the Board of Regents of The University of Texas System to set designated tuition rates. Tuition and fees are subject to change by legislative or regental action and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. Student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

Other expenses at UTHSCT are fixed within statutory limitations by the Board of Regents. The cost to attend UTHSCT varies with the individual student. The university reserves the right to change tuition and fees in keeping with acts of the Texas Legislature and/or policies of the Board of Regents.

Payments & Payment Deadlines

Tuition, fees and deposits as shown in this section are obligations of each student. Payment may be made by cash, check or money order payable to UTHSCT, or by Visa, MasterCard, American Express or Discover with an added convenience charge of 2.5%. Students are strongly encouraged to pay using our online payment system (www.uthct.edu).

For students who register during the Regular Registration period, full payment of current amounts due must be made by the due date designated in the published academic calendar. Prior to the first class day of the term, the university will drop unpaid students from classes, and current tuition and fee amounts will be removed from the students' accounts. Bills will not be mailed, but students will be notified by e-mail of billed amounts.



For students who register, add or change classes during the late registration period (beginning with the first class day of the term), full payment of current amounts due must be made by the university's 20th class day in the long term and 15th class day in a summer term. Students enrolling for classes during the late registration period incur a financial obligation immediately and must officially withdraw from the university if they decide not to attend, even if they have not yet paid. Classes unpaid by the 20th class day in the long term and the 15th class day in a summer term will be dropped. Students will be subject to the university's refund policy for classes dropped for insufficient payment (see Refund of Tuition and Fees later in this section.)

Optional Installment Payment Plan

In accordance with Tex. Ed. Code 54.007, tuition and fees for fall, spring, and summer semesters may be paid using one of two alternatives.

1. Full payment of tuition and fees, in advance of the beginning of the semester.
2. Partial payments as follows:
 - a. *Fall or Spring Semester (full semesters)*: One-half (1/2) of tuition and course-related fees, if applicable, plus the installment fee must be paid at the time of registration, one-fourth (1/4) on or before the 60th day of the semester, and one-fourth (1/4) on or before the 90th day of the semester.
 - b. *Summer Semester (of more than 30 days)*: One half (1/2) of tuition and course-related fees, if applicable, plus the installment fee must be paid at the time of registration, and one-half (1/2) on or before the 30th day of the summer semester.

All types of financial aid (*i.e.* federal, state and private) administered by the university to a student must be applied toward payment of the first installment and each subsequent installment in the order due.

Students choosing to pay tuition and fees in installments will be charged a \$15 non-refundable administrative fee. Students on the installment plan may pay their entire balance any time prior to the payment due date. However, there is

no refund of the administrative fee once an installment payment has been made. The installment plan for fees applies to mandatory fees only. Optional and one-time fees are ineligible for the installment plan and must be paid in advance of the beginning of the semester.

The costs for courses added after the initial registration are payable under the same payment alternative as was originally selected. Likewise, any refunds for dropped courses are made in accordance with the originally selected payment alternative.

If enrollment is terminated for any reason, the unpaid balance of tuition and fees is due and payable immediately. Refunds for withdrawals are made in accordance with the regular refund schedule (see Refund of Tuition and Fees later in this section). Installment payments due will be deducted from the refund. The student is responsible for the immediate payment of any remaining balance due after the refund is applied. Students who fail to pay the balance in full will be considered delinquent.

The university will e-mail students notifying them prior to the second and third installment due dates. However, it is the student's responsibility to make all payments by the appropriate dates without regard to the university's billing procedures. Students who fail to make full payment by the due date will be placed on delinquency status and will incur late charges of \$25 for each missed payment date.

Any student electing the installment payment alternative must sign an installment contract or complete the installment contract available on the website.

Students' Residency Status and Classification

All students must, upon application to the university, complete a Certification of Texas Residency form (included in the application packet available online).

General definition of residency

While State requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require that an

independent individual (18 years of age or older) establish a domicile in Texas and reside in Texas for a period of 12 months prior to the census date of the academic term in which the person is enrolled.

For minors and dependents, the parents or court-appointed legal guardian must have established a domicile and meet the above residency requirements. The minor or dependent must be eligible to be claimed by the parent or court-appointed legal guardian on their federal income tax. An individual may also be classified as a Texas resident if the individual (1) graduated from a public or private high school or received the equivalent of a high school diploma in Texas; (2) resided in Texas for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma; and (3) continuously resided in Texas for one year prior to the census date of the academic term in which the person is enrolled.

Persons who are unable to meet the requirements above are classified as non-residents.

Registering under the proper residency classification is the responsibility of the student. If there is any question of his/her right to classification as a resident of Texas, it is his/her obligation to raise the question with the program office prior to registration.

Exceptions for non-residents

The law governing residence for tuition purposes is not the same as the law governing residence for voting, vehicle registration, etc. Various circumstances can affect a student's residence status for tuition purposes: *i.e.* death or divorce of parents, custody of minor by court order, and active military duty of student or student's parents.

Listed below are some exceptions that permit non-residents to pay resident tuition rates. All special tuition exceptions must be approved through the program office prior to registration each term.

- A non-resident or foreign student employed at least half-time in a program-related position such as teaching assistant or a research assistant

is entitled to pay the same tuition as a resident of Texas. The student's spouse and children may also be enrolled under this classification.

- A non-resident or foreign student holding a competitive academic scholarship of at least \$1,000 for the academic year in which he/she enrolled is entitled to pay the same tuition as a resident of Texas provided he/she competes with other students including Texas residents for the scholarship and the scholarship is awarded by a scholarship committee recognized by UTHSCT and approved by the Texas Higher Education Coordinating Board.
- Usually, a member of the United States military forces is entitled to pay the resident tuition fee for self or dependents. The student must submit appropriate evidence including a statement from his/her commanding officer stating that the member is currently on permanent active duty assignment within the state of Texas.
- Students who reside in Arkansas, Louisiana, and Oklahoma may be charged the statutory rate for Texas residents, plus \$30.00 per semester credit hour. Students must demonstrate residency by providing a current driver's license or copies of their state tax returns for the current year. This must be presented each semester prior to payment of tuition and fees.

The Texas Education Code, §54.058 et seq. includes other exceptions not reprinted in this bulletin. For more information consult the cited statutes, the graduate program office, or refer to the Texas Higher Education Coordinating Board's website, <http://www.collegefortexans.com>.

Exemptions and Waivers of Tuition and Fees

Certain students are exempt from paying tuition and some of the required fees by state law. Specific eligibility requirements under these provisions can be obtained from the program office. Applications for exemptions must be completed prior to registration for the semester. Exempt classifications include the following:

- a. Residents of the State of Texas who were classified as Prisoners of

War on or after January 1, 1999 and were Texas residents at the time they entered the armed services are exempt from tuition, required fees and other expenses related to attending the university.

- b. Residents of the State of Texas who are children of Prisoners of War or Persons Missing in Action are exempt from paying all tuition and required fees.
- c. Blind and/or deaf students eligible for the rehabilitation services of the State Commission for the Blind and/or the Division of Vocational Rehabilitation of the Texas Education Agency are exempt from all tuition and fees.
- d. Minor children and surviving spouses of firemen; peace officers, municipal, county or state peace officer or game warden disabled or killed-on-duty may be exempt from paying tuition and fees, and other expenses related to attending the university.
- e. Hazelwood Act benefits:
 - 1. Veterans (and dependents of veterans who died in active service) of World War I, World War II, Korean War and certain other qualified veterans who have no remaining veterans' administration educational benefits may be eligible for Hazelwood Act benefits for up to 150 credit hours if residents of Texas at the time they entered the armed forces, resided in Texas 12 months prior to enrolling in a Texas education institution and received an honorable discharge from the service.
 - 2. Orphans of members of the U.S. armed forces, Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of their state or the United States, may also be eligible under this provision. In order to qualify for benefits under the Hazelwood Act, the veteran must file with the graduate program office prior to registration each semester.

3. Children of members of the armed forces, the Texas National Guard, or the Texas Air National Guard who became totally disabled as a result of a service-related injury.
- f. Certain dependent children or step children of a member of the U.S. Armed Forces may qualify for an exemption of resident tuition only during the semester in which the member of the armed forces is deployed on active duty for the purpose of engaging in a combative military operation outside the United States. Deployment documentation must be provided to the program office.
- g. Residents of the State of Texas who are 65 years of age or older may audit courses without paying the regular audit fees, providing class space is available.
- h. Residents of the State of Texas who are 65 years of age or older may enroll in the fall, spring, and summer semesters and receive an exemption for the cost of tuition for up to six hours each semester.
- i. Residents of the State of Texas who are school employees who have worked as an educational aide for at least one school year within the last five years, are enrolled in teacher certification courses and can establish financial need may be eligible for exemption of tuition and certain fees.
- j. Individuals who were in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services should contact the program office to determine if they qualify for tuition and fees exemption.
- k. Certain members of the Texas National Guard may be exempt from tuition and mandatory fee for up to 12 semester credit hours.
- l. Adopted children who were formerly in foster or other residential care are exempt from tuition and fees.
- m.

Refund of Tuition and Fees

Sec. 54.006 Texas Education Code

Withdrawal Refunds

A student officially withdrawing from the university is eligible for refund of tuition and certain fees according to the following schedule:

- **Regular Semesters (fall and spring)**

1.	Prior to first class day*	100%
2.	During the first 5 class days	80%
3.	During the second 5 class days	70%
4.	During the third 5 class days	50%
5.	During the fourth 5 class days	25%
6.	After the fourth 5 class days	No refund

- **Summer Term**

1.	Prior to first class day*	100%
2.	During the first, second, or third class day	80%
3.	During the fourth, fifth or sixth class day	50%
4.	Seventh day of class and thereafter	No refund

**A student officially withdrawing from the university prior to the first class day will be assessed a matriculation fee of \$15.*

Full refund of tuition and fees will be made if withdrawal is due to death or transfer under military orders.

Dropped Course Refunds

A student dropping a course within the first 12 class days of a regular semester or the first four class days of a summer term is eligible for a full refund of applicable tuition and fees for the course dropped, provided the student remains enrolled at the university for that semester or term.

Delinquent Accounts

A student with a past due unpaid balance is considered delinquent. The delinquent student may not register for subsequent semesters, receive credit

for work done that semester, receive grades and transcripts or add courses.

Delinquent accounts may be turned over to a collection agency. The student will be responsible for any charges associated with the collection of delinquent amounts.

Tuition and Fee Schedule

The schedule of fees presented in tabular format on the next page represents an estimated fee schedule for tuition and required fees. The tuition rate is based on \$100 per graduate semester credit hour for Texas Residents and \$802 per graduate semester credit hour for Non-Texas Residents. Required fees include a \$15.44 per semester credit hour Student Service Fee (\$138.96 maximum), a \$146 per graduate semester credit hour Designated Tuition Fee. A mandatory fee made up of \$20 Automated Service Fee, \$100 Information Technology Fee, \$75 Library Fee, \$30 Laboratory Fee (Biotechnology Program only), \$5 Records Fee, and a \$35 Medical Services Fee. In addition to the rates listed below, other fees may be assessed based on selected courses.

Other Fees & Charges

Auditing Fees

Tuition for auditing is the same as that paid by regularly-enrolled students. Individuals age 65 or older may audit at no charge, but must follow the procedures required for auditing.

Late Registration and Late Course Addition Fees

Each semester or term, student enrollment counts are taken on the “official census day” established by the state. These census dates are on the 12th class day for fall and spring semester and the 4th class day for summer terms. Students who register or add classes on or after the 1st day of the semester will incur additional fees.

NOTE: The normal last day to register is published each semester or term in the academic calendar. The last day to register is always prior to the census day. Enrollment or adding courses after the last day to register will be permitted only in extraordinary circumstances and at the university’s sole discretion.

Reinstatement Fee

In extraordinary circumstances, the university, at its sole discretion, may allow a student to be reinstated in classes after the 20th class day. In this case a per credit hour reinstatement fee will apply. During summer sessions, the reinstatement fee will be incurred after the 15th class day. Students are advised to contact their program advisor to determine the total amount due for reinstatement.

Graduation Fee

Each time a student applies for a degree from the university he or she must pay a graduation fee. If the degree candidate plans to participate in commencement exercises he or she may rent a cap and gown at the UT Tyler Bookstore on the UT Tyler campus. For additional information, contact the program office.

Thesis and Dissertation Fees

Graduate students at UTHSCT completing a thesis or dissertation as part of their degree requirements must pay the cost of publishing. Fees for these services may be found on the website as well as elsewhere in this bulletin.





The University of Texas Health Science Center at Tyler
 School of Medical Biological Sciences
 Master's Degree Program in Biotechnology
 Tuition and Fee Schedule
 Academic years 2012-13 and 2013-14

Graduate Tuition and Fee Schedule

# of Semester Credit Hours (SCH)	Texas Resident Tuition	Non- Texas Resident Tuition	Graduate Designated Tuition	Student Service Fee	Information Technology Fee	Laboratory Fees	Automation Services Fee	Library Fee	Records Fee	Medical Services Fee
1	\$100	\$802	\$146	\$15.44	\$100	\$30	\$20	\$75	\$5	\$35
2	\$200	\$1,604	\$292	\$30.88	\$100	\$30	\$20	\$75	\$5	\$35
3	\$300	\$2,406	\$438	\$46.32	\$100	\$30	\$20	\$75	\$5	\$35
4	\$400	\$3,208	\$584	\$61.76	\$100	\$30	\$20	\$75	\$5	\$35
5	\$500	\$4,010	\$730	\$77.20	\$100	\$30	\$20	\$75	\$5	\$35
6	\$600	\$4,812	\$876	\$92.64	\$100	\$30	\$20	\$75	\$5	\$35
7	\$700	\$5,614	\$1,022	\$108.08	\$100	\$30	\$20	\$75	\$5	\$35
8	\$800	\$6,416	\$1,168	\$123.52	\$100	\$30	\$20	\$75	\$5	\$35
9	\$900	\$7,218	\$1,314	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35
10	\$1,000	\$8,020	\$1,460	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35
11	\$1,100	\$8,822	\$1,606	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35
12	\$1,200	\$9,624	\$1,752	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35
13	\$1,300	\$10,426	\$1,898	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35
14	\$1,400	\$11,228	\$2,044	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35
15	\$1,500	\$12,030	\$2,190	\$138.96	\$100	\$30	\$20	\$75	\$5	\$35

Matriculation Fee:	\$15
Installment Tuition Handling Fee:	\$15
Installment Tuition Delinquency Fee:	\$25
Credit Card Convenience Fee:	2.5%

Admission to the University

UTHSCT admits only at the graduate level. General graduate admissions policies for the University are described below. Each graduate program may also have other specific admission requirements set forth by the department offering the degree. All students seeking admission to a specific graduate program should consult directly with that graduate program office as well as refer to the admissions requirements for that specific program set forth later in this bulletin.

Types of Admission

Generally, four types of admission exist: (1) *Clear admission*, under which the student is eligible to work toward a graduate degree; (2) *Probationary admission*, under which the student is eligible to work toward a graduate degree but with the provision that the student earn a B average on course work the first semester or summer session of registration or be placed on academic suspension; (3) *Provisional admission*, under which an individual is permitted to take graduate courses for one semester only, under the provisions described below; and (4) *Post-baccalaureate admission*, under which the student already holding a bachelor's or master's degree is eligible to take graduate courses but may apply only a limited number of these courses toward a graduate degree.

Clear admission

In order to be granted clear admission to a degree program, an applicant must have an overall undergraduate grade point average of 2.5 on a 4.0 scale and a 2.8 on the last 60 hours of undergraduate work, exclusive of freshman level courses. In all cases, an applicant must be recommended for admission to a graduate degree program by the major department and the appropriate academic dean. No applicant will be granted clear admission until all official transcripts and GRE or TOEFL scores, if required, are received by the graduate program.

Probationary admission

An applicant failing to achieve clear admission to graduate study may be considered for probationary admission by having an overall grade point average of 2.3 on a 4.0 scale and consent of the program advisor. The departmental graduate program director may require test scores and/or a combination of

other factors, such as professional experience, MCATs or DATs, to meet the requirements for probationary admission.

Provisional admission

For all graduate degree-seeking students, applicants unable to supply all the required documentation prior to the first semester of enrollment, but who, based on previous academic performance, appear to meet the requirements for clear admission, may be considered for provisional admission. This status requires the recommendation of the appropriate department and the approval of the dean. It is valid for one regular semester or two summer sessions only.

Complete and satisfactory credentials must be received by the graduate program and reviewed prior to the beginning of the following semester of work. If this does not occur, the person will not be permitted to continue as a degree-seeking student. A maximum of 12 hours of graduate level course work taken under provisional status may be applied toward a degree.

A student granted provisional admission may be considered for an assistantship or other form of financial support for one regular semester or two summer sessions only under this status.

Post-baccalaureate admission

A student already holding a baccalaureate or graduate degree may be admitted to graduate study on post-baccalaureate status. On this status a student may take courses for the purpose of qualifying for a graduate degree program, professional development or personal enrichment. There are restrictions and limitations on the application of post-baccalaureate hours toward a graduate degree. Upon gaining admission to a degree program and with the approval of the graduate director, the department chair and the dean, the post-baccalaureate student may apply a maximum of 6 credit hours earned with grades of B or better to a thesis program or 12 credit hours earned with grades of B or better to a non-thesis program.

To be considered for admission to post-baccalaureate study, the applicant must present proof of holding at least a bachelor's degree from a regionally accredited institution. A GRE score is not required, but may be required if the student decides to later apply for regular admission.

Fresh Start

An applicant who has earned a baccalaureate degree under the "academic fresh start" statute, Texas Education Code, Section 51.931, and applies for admission to a postgraduate or professional program will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

How to Apply

Graduate applications for admission are available on the UTHSCT website (<http://www.uthct.edu/education/schools/>). Official transcripts from each college/university attended must be sent to the graduate program office at least 30 days prior to entering. UTHSCT will accept credit or recognize degrees only from institutions accredited by one of the regional accrediting bodies.

An applicant must present General Test scores on the general revised Graduate Record Examination (GRE) of at least 293 (combined verbal and quantitative), with no less than a 150 on the verbal section and no less than 143 on quantitative section. An applicant whose native language is not English must also present satisfactory scores on the Test of English as a Foreign Language (TOEFL) (See description of the TOEFL elsewhere in this bulletin.) Applicants need to score at least 550 on the paper-based TOEFL, 213 on the computer based TOEFL, and 80 on the internet-based TOEFL.

An applicant for admission to graduate study must either (1) be in the final year of undergraduate work, or (2) hold a baccalaureate degree from a regionally accredited institution. An applicant admitted to a graduate program at UTHSCT must enroll within one calendar year of admission. Thereafter, the applicant must reapply for admission.

The application process will be conducted in accordance with the requirements of the Admission and Scholarship Policies for Graduate and Professional Programs, which was adopted by the 77th Session of the Texas Legislature, and which amends Chapter 51 of the Texas Education Code.

Application Fees

A \$25 application fee is to be included with the application materials. A fee of \$50 must accompany the application of all foreign applicants, except those under university-sponsored exchange programs.

Criminal Background Checks

The university is committed to providing a safe environment for its students, employees and patients. UTHSCT obtains criminal background information regarding applicants for security sensitive positions as designated by the university president or designee. Increasingly, a criminal background check is being required by clinical facilities at which students enrolled in clinical programs receive education and training. Furthermore, some licensing boards in Texas require criminal background checks before issuing a license to practice. Individuals who are unable to meet the university's criminal history standards may be denied admission or continued enrollment in the program.

For the above reasons, the university has determined that all students at UTHSCT are in security sensitive positions and thus are subject to criminal background checks. A second background check may be required for clinical placement or other purposes at the discretion of the school or program and at the expense of the student.

As part of the application packet, each applicant to UTHSCT must disclose any misdemeanor or felony convictions and any deferrals of adjudication (other than minor traffic violations). Failure to do so is grounds for non-acceptance or subsequent dismissal. Students subsequently offered admission to UTHSCT must consent to a criminal background check. The criminal background check is not a component of the application, interview, or decision-making process for the school. It is a mandatory component of the post-acceptance matriculation process. Any offer of admission is contingent upon a satisfactory completion of the background check and satisfactory results.

Admission Examinations

Graduate degree programs at UTHSCT require the student to take the General Test of the Graduate Record Examination (GRE). Each applicant is individually responsible for making arrangements for taking the General Test of the GRE and

for having the scores sent to the appropriate program office as listed in this Bulletin.

Graduate Record Examination (GRE)

The General Test of the GRE is an objective and written essay examination requiring approximately three to four hours and yielding three scores-Verbal Factor (vocabulary and reading comprehension); Quantitative Factor (logical mathematical reasoning); and Analytical Writing. All of the Graduate Record Examinations, of which the General Test is merely one, are prepared and scored by the Educational Testing Service, P.O. Box 6000, Princeton, N.J., 08541-6000.

The General Test of the GRE is available through the Computer-Based Testing (CBT) Program of the Educational Testing Service. There are CBT test centers located throughout the United States, U.S. territories, Puerto Rico and Canada. The CBT Program is also offered outside the United States.

The applicant may register for the GRE by calling the GRE registration number, 1-800 473-4373 to schedule an examination date. Under the CBT Program, the examinee is able to view the scores of the verbal and quantitative sections immediately. Paper score reports are available to the examinee and the designated score recipients approximately 15 days after the test date.

Information about the GRE, as well as how to register, is available from the Educational Testing Service. For general inquiries, the Educational Testing Service can be contacted by phone (1-609-771-7670), by Fax (1-610-290-8975), by e-mail (gre@ets.org), or by Internet www.gre.org

Test of English as a Foreign Language (TOEFL)

Applicants whose native language is not English are required to submit evidence to demonstrate competency in the English language sufficient to function successfully in graduate work. They may do so by submitting results from the Test of English as a Foreign Language (TOEFL). The TOEFL is given in both a computer-based or internet-based test. Information concerning the TOEFL, including application forms and testing stations and dates may be secured from UTHSCT or from the Educational Testing Service, P.O. Box 6151, Princeton, N.J. 08541-6151 or at www.ets.org

Transfer of Credit

Under certain circumstances, a graduate student may transfer from 6 to 12 semester hours of graduate course work taken at other institutions. The student pursuing a master's degree with thesis may transfer a maximum of 6 semester hours; a student pursuing a master's Degree without thesis may transfer a maximum of 12 semester hours. To transfer any credit from other institutions, however, the student must submit an official transcript of the courses to be considered and have the approval of the appropriate academic department and academic dean. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at UTHSCT. Moreover, if the student fails to complete work on the graduate degree at UTHSCT before the expiration of the six years, the transfer credit will not be applicable toward a degree here. Any course accepted by transfer will carry credit but not grade point value. Moreover, to transfer credit, the student must have earned a grade of B or higher on the course.

Procedure after Admission

Following admission to a graduate degree program, a student must confer with a graduate adviser in the major department to obtain advice about the courses to take. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan made by the graduate advisor in the major department.

Other program requirements may differ between programs and are described individually later in this bulletin. *Please refer to the section describing your degree program of interest to obtain more-specific information.*

Student Affairs and Services

Graduate Student Handbook

The Graduate Student Handbook, available on the UTHSCT Web site and provided to students at orientation, provides a guide to graduate study at UTHSCT and addresses other topics not included in this bulletin. Topics include

but are not limited to: getting started in graduate school, relationship with faculty, academic integrity, research integrity, graduate representation in university affairs and resources available to the graduate student. The incoming student should become familiar with the information contained in the Student Handbook.

Housing

Housing is neither provided by nor available through UTHSCT. Housing costs, availability, and other information is available through the program office, Human Resources or the Tyler Area Chamber of Commerce.

Parking

There is no fee for parking in designated lots on campus. However, all vehicles used on campus by faculty, staff and students must comply with local Texas vehicle inspection laws, be registered with the UTHSCT Police Department and display official registration permits. Application forms for parking permits are available from the UTHSCT Police Department as are all regulations and policies governing violations and fines. Parking without a proper permit may result in fine, wheel lock or impoundment. Appeal application forms are available through the UTHSCT Police Department.

Library

The Watson W. Wise Medical Research Library was dedicated in 1984 as an expansion and enhancement of the existing clinical library that was begun several years before. With UTHSCT's initial emphasis in patient care, research, and education in chest diseases, the Library remains an excellent source of information on diseases of the lung. However, Mr. Wise's contribution and the continued expansion of the UTHSCT mission and programs has resulted in a collection that is also strong in cardiology, biochemistry, molecular biology, primary care, occupational medicine and biotechnology.

The Library serves not only students, but UTHSCT physicians, research faculty, nurses, administrators, and other staff as well. In addition, area professionals and the general public use the Library, which remains the only professionally staffed health science library in East Texas.

The Library maintains a collection of over 4,000 periodicals, mostly in electronic format, and 2,400 books. Public-access microcomputers are also available for database and web searching, word processing, presentations, and more. Library staff is available to provide assistance. Students, faculty and staff also have remote access to electronic information resources 24 hours a day, 7 days a week.

Bookstore

Bookstore services, including graduation products, are available and may be ordered through the bookstore at UT Tyler, accessible from a link on the UTHSCT Student Affairs website.

Campus Computing

Information Technology (IT) is responsible for maintaining the availability, functionality and security of the university's administrative computer systems, wired and wireless campus network infrastructures, wide-area network communications, private intranet portal, e-mail services, and telephone system. IT also provides computer repair services and help desks for students and faculty/staff.

Electronic access to informational resources is available in student laboratories as well as the library. UTHSCT provides all students with robust, personalized software tools, a high-performance network, and a secure UTHSCT e-mail account.

Health Services

UTHSCT provides health services to all enrolled students through a Student Health fee collected along with their tuition. Health services are provided through UTHSCT's Family Practice Clinics on campus and also at the Health Clinic on the UT Tyler campus. The UTHSCT clinics provide a wide variety of services to include Family Medicine, Adolescent Medicine, Travel Medicine, Aviation Medicine, Sports Medicine, and Geriatric Medicine. These clinics are open Monday-Friday, 8am -5pm. Physicians are on call 24 hours 7 days per week.

All students without proof of insurance must enroll in a student health plan contracted by and coordinated through the UT System. Prior to the start of the 2013-14 academic year, details of the plan and a brochure describing the service available through the UT System can be accessed at <https://www.academichealthplans.com/UTSystem>. The 2013-14 Academic Health Plans Brochure for current UT campus sites provides a full description of the Student Injury and Sickness Insurance Plan, including cost, benefits, exclusions, any reductions and limitations, and the terms under which the coverage may remain in force. Students may purchase the plan through a single payment or by monthly installments.

Food Services

Although UTHSCT does not offer a food service plan, The Blue Star Café, located on the first floor off the main hospital building (see campus map elsewhere in this bulletin) is available for students and offers a variety of foods at employee-discounted prices. Blue Star Café Hours are 6:30 am to 10:00 am for breakfast, 11:00 am to 3:00 pm for lunch, and 4:00 pm to 6:00 pm for dinner. There is also a Coffee Kiosk located in the Riter Center lobby that is open from 7:00 am to 1:30 pm Monday through Friday.

Campus Safety

The mission of the UTHSCT Police Department is to provide a safe and secure campus for members of the university community, emergency services and needed community services while maintaining a well-trained and efficient work force.

Under the authority of Article 51.203 of the Texas Education Code, UTHSCT police are commissioned peace officers with primary jurisdiction over all counties wherein property is owned, leased, rented or otherwise under the control of the University of Texas. UTHSCT police officers are armed and are most often in uniform establishing visibility in the campus community, and to act as a deterrent against crime. All reported criminal incidents occurring upon the UTHCT campus are investigated by UTHCT officers within a cooperative relationship maintained with local municipal police agencies, county sheriff's departments, FBI and the Texas Department of Public Safety.

Other services provided by the UTHSCT Police Department are: lost and found, daily crime log, vehicle assists, safe-walk escorts, id badges, parking permits, locks and unlocks (building access).

Student Wellness

UT Tyler administers a variety of Student Wellness Activities which are available to UTHSCT students. Core elements of the program include group and individual health and wellness education and recreation. UTHSCT students have complete access to the Herrington Patriot Center, which houses a heated recreation and therapy pool and a 6,340 square feet fitness center with pin-selector exercise machines, free-weights, plate-loaded machines, treadmills, racquetball courts, and an overhead walking track.

Student Center

UTHSCT students have access to multiple areas for lounging and congregation within the instructional areas that provide a place for students to meet, rest, and relax. Lounges in both the Biomedical Research Center and the future Academic Center are or will be equipped with comfortable seating, tables and other amenities. The Biomedical Research Center lounge area includes vending machines, refrigerators, and microwaves. The Academic Center offers easy access to the Blue Star Café, a full service cafeteria with vending services and student seating available at all times. Students also have access to Student Center and dining facilities at UT Tyler.

Academic Advising

UTHSCT believes in building relationships with students and supporting them in achieving their academic goals. To that end, UTHSCT faculty and staff are committed to creating a supportive and student-friendly atmosphere. The program office provides students with the tools and information required to encourage students to set academic and career goals, empower students to reach their goals, and provide individual academic support through quality advisement and confidentiality while maintaining and honoring the dignity and potential of each student.

Student Activities

Campus Activities

UTHSCT and its academic divisions host several events throughout the year, such as *Rock 'n' Research*, a Health Fair, Blood Drives, and much more. Information regarding these events is posted on the UTHSCT Student Webpage and Calendar.

Student Life

UTHSCT Students have free or discounted rates to multiple other events at UT Tyler, including theatre and performance groups, athletic events, dances and musical ensembles, career fairs and more.

On-Campus Solicitation

Pursuant to UT System Board of Regents Rules and Regulations (Rule 80101), campus facilities are not open for general public use. The policy of the University is that property, buildings, or facilities owned or controlled by the University are not open for public assembly, speech, or other activities unless properly authorized. The responsibility of the University to operate and maintain an effective and efficient health care facility and educational institution requires that the time, place, and manner of assembly, speech, and other activities on the grounds and in the buildings and facilities of the University be regulated. Any authorized use must be conducted in compliance with the provisions of The University of Texas System Board of Regents' Rules and Regulations, UTHSCT Policy 06.08.29 and applicable federal, State, and local laws and regulations

No solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility owned or controlled by UTHSCT or UT System unless permitted by the Regents' Rules and Regulations.

For the purpose of this policy, the following defines "solicitation":

- The sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery.

- An oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service.
- The receipt of or request for any gift or contribution.
- The request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law or local ordinances.

All permissible solicitation must be conducted in compliance with UTHSCT Policy 06.08.29 on Solicitation.

Career Planning

The Office of Career Services at the UT Tyler main campus provides guidance, support and resources to UTHSCT students and alumni in making career decisions, developing job search strategies, and pursuing experiential opportunities and employment.

Career Services promotes faculty involvement in the career development process through collaborative relationships and classroom presentations. This is accomplished by:

- Providing assistance in various initiatives such as self-awareness, career exploration, job search, resume writing and interview preparation.
- Developing collaborative partnerships with business, government, education, and community services.
- Promoting an understanding of the relationship of education and work.

For more information, please contact the UTHSCT program office, or the UT Tyler Office of Career services at (903)565-5862 or careersvc@uttyler.edu. Please also visit the website at <http://www.uttyler.edu/careerservices>.

Counseling

Students may consult program staff at their discretion about personal concerns. The Student Counseling Center, located on the main UT Tyler campus, also helps students resolve their personal concerns and acquire the skills, attitudes,

abilities, and insight that will enable them to meet the challenges of student life. The Student Counseling Center offers individual therapeutic counseling in a private, confidential setting to assist students in achieving personal and educational goals. The Student Counseling Center is staffed by Licensed Professional Counselors with in-depth training and experience, and a varied background in counseling, testing, and teaching. Some common issues that students may deal with in counseling are: test anxiety, decision-making, procrastination, communication difficulties, self-esteem, interpersonal conflicts, stress management, personal relationships, physical abuse, emotional abuse, sexual abuse, sexual assault, anxiety, depression, and many others. Students are encouraged to schedule an appointment by calling (903) 566-7254.

Student Accessibility Services

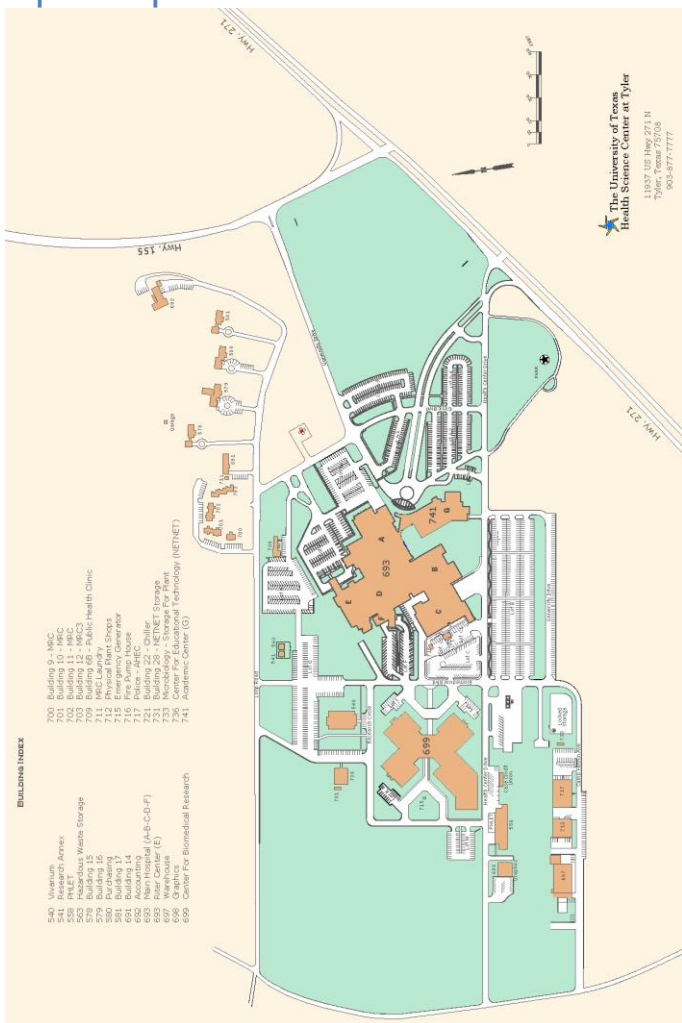
UTHSCT has partnered with UT Tyler's Student Accessibility and Resources (SAR) to provide equal access to all educational, social and recreational programs through coordination of services and reasonable accommodations, consultation and advocacy. SAR strives to provide services that will encourage students to become as independent and self-reliant as possible. Students requesting accessibility services should contact the Student Services Office at (903) 566-7079 at least thirty days prior to the beginning of each semester. The student seeking services is responsible for providing appropriate verification material to support requested accommodations. The student should provide diagnostic, prognostic, and prescriptive information from an approved professional in order to receive services. Appropriate accommodations may include program modifications, adjustments to testing situations and/or auxiliary aids and services. Accessibility services are provided in a private, confidential setting.

Academic Calendar

UTHSCT Academic Calendar 2013-2014

Fall Semester 2013	August 19	Registration & orientation week begins
	August 26	Fall semester begins First day of classes
	September 2	Holiday - Labor Day
	September 11	12 th class day
	September 22	20 th class day
	October 16	Mid-semester
	October 23	Last day to drop courses Last day to withdraw from the University without WP or WF
	November 21-22	Thanksgiving holiday
	November 25	Classes resume Last day to withdraw from University
	December 6	Last day of classes
	December 9-13	Final examinations
	December 13	Fall semester ends
	December 17	Fall semester grades due
Spring Semester 2014	January 15	Spring semester begins First day of classes
	January 20	Martin Luther King Holiday
	January 31	12 th class day
	February 12	20 th class day
	March 5	Mid-semester
	March 8-16	Spring break
	March 17	Classes resume Last day to apply for degrees to be completed in May 2014
	March 19	Last day to drop courses Last day to withdraw from the University without WP or WF
	April 17-20	Easter Holiday
	April 21	Classes resume
	April 22	Last day to withdraw from University
	May 2	Last day of classes
	May 5-9	Final examinations
	May 9	Spring semester ends
	May 13	Spring semester grades due
Summer Semester 2014	June 2	Summer semester begins First day of classes
	June 27	Mid-semester
	July 4	Independence Day holiday
	July 25	Last day of classes
	July 28 – August 1	Final examinations
	August 1	Summer semester ends
	August 5	Summer semester grades due

Campus Map



Financial Aid & Scholarships

Information about a variety of scholarships awarded on the basis of academic merit and achievement is available from the Office of Financial Aid. UTHSCT also offers a number of endowed scholarships that are administered by a school or program. These are program specific and details can be found under the program section in this bulletin or online at the university website.

Graduate scholarships are awarded on the basis of scholastic excellence and adequate preparation for graduate study in the student's chosen field, as shown by the student's academic record. Scholarship eligibility criteria include admission into a degree program, enrollment in course work leading to the degree, reasonable progress in the degree program, good academic standing, GPA, and in some cases test scores, references and personal statements. There are additional specific qualifications for scholarships in various areas of study. Students are encouraged to contact their school dean or program office to obtain information about eligibility criteria and scholarships awarded in the student's area of study.

University Policies

Excused Absences

Excused Absence for Religious Holy Days

In accordance with 19 Texas Administrative Code Rule §4.4 and Texas Education Code, Section 51.911, an institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose, as long as such an absence does not interfere with patient care. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Any student seeking to be excused for religious observance, must make a good-

faith effort to provide written notification to the instructors at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time with the student when any make-up assignment or equivalent work will be completed. Make-up work will be mutually arranged; however, availability of the instructor will be given priority in setting these arrangements.

Excused Absence for Active Military Service

Under certain circumstances, a student who is required to participate in active military services is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. Any student who has been called up for military service after a semester begins should immediately provide the program office and course instructors a copy of the military orders.

The excused absence is permitted only if the student will not miss more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service. Within 5 days of the student returning to UTHSCT from active service, he or she shall notify the program office and course instructors. The student will be allowed to complete all assignments and examinations within a reasonable time as agreed upon by the course instructors and under the same requirements in effect when the student enrolled in the course.

Should any dispute arise as to the student's inability to complete assignments or examinations within a reasonable time after the absence, the student should first seek informal resolution with the faculty member, the program director or department chair and then the dean of the college in which the course or courses are located. If an informal process is not successful, the student may institute a grade grievance process after the final course grade is recorded.

If the absence is for more than 25% of the class meetings, students must withdraw from the University claiming "Military Service" as the reason and provide a copy of the orders. Students withdrawing under these circumstances (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of

being released from active military services. Readmitted students under these circumstances may be eligible for the same financial assistance provided before the student's withdrawal.

Concurrent Enrollment

In unusual instances a student may be concurrently admitted to, and enrolled in, two master's degree programs. The student must satisfy all requirements for each degree and may not use more than 9 hours of course work from one degree to satisfy common requirements for the other degree. Course work that is used to satisfy common requirements for the two degrees must be approved by the advisor of each degree program, the college graduate coordinators, and the deans.

Grading System

At the end of each regular semester and summer session, grades are available to the student through the student information system by web access.

Graduate students are assigned the following letter grades for completion of formal courses listed in the UTHSCT course bulletin. Assignment of grades, levels of performance, and grade points for graduate-level coursework at UTHSCT follows the university Grading Policy 12.6.

A –Excellent (4 pts)	WP – Withdraw Pass
B –Average (3 pts)	WF – Withdraw Fail
C –Fair (2 pts)	WH – Withheld
F – Fail	I – Incomplete
P – Pass	

Grade Points & Calculation of GPA

A grade of A for a semester gives the student four grade points per semester hour; B, three grade points per semester hour; and C, two grade points per semester hour.

All courses, except those repeated, in the major and minor are computed in the grade point average (GPA). No course with a grade below C can be used to

satisfy graduate-level degree requirements. A student may repeat a maximum of six semester hours of work to raise the GPA. In the case of these repeated courses, the higher grades only will be used in the computation of GPAs, according to the university Grading Policy 12.6. Any grade of P will not be included in the computation of a student's GPA (see Pass/Fail section below).

Electives may be taken outside the major and minor, but only those selected to complete the degree will be counted in the GPA.

Grades received in approved graduate courses taken at other institutions will be recorded as submitted by the institution but will not be calculated in the UTHSCT GPA unless cross-listed as a UTHSCT course.

To graduate, a student may not discard any courses in the major or the minor in order to improve his or her GPA.

Incomplete (I) and Withheld (WH)

An incomplete will be reported when the student has not completed all the assignments in a course before its conclusion, and is valid for one semester. Before the end of the following semester, the student must turn in the required work for a regular grade or else the incomplete will be replaced with an F. Under unusual circumstances, the student may apply through the instructor for an extension of the "I" period until the next time the course is offered. Exceptions to this are thesis research and writing courses (BIOT 6331 and BIOT 6332) in which the work is permanently awarded a WH grade until the thesis is completed. A student may also receive a temporary grade of WH for administrative reasons, but a student may not receive a grade of WH for dropping a course.

Withdrawal (WP or WF)

A student who withdraws from a course after the date stipulated in the published academic calendar (elsewhere in this bulletin) will receive a grade of WP (Withdraw Pass) if passing, or WF (Withdraw Fail) if failing.

No student may drop/withdraw from a course after the terminal date stipulated in the calendar. A student who ceases to attend classes without officially withdrawing from the courses or the university is subject to being awarded a

grade of F in such courses.

Application for withdrawing from a course or from the university must be initiated with the program office. A student discontinuing courses without permission or persisting in continued absence from duties, either in study or research, may be withdrawn from the university at the discretion of the academic dean. In such an instance, the student is subject to being awarded grades of F in all courses.

Pass/Fail (P or F)

Thesis for Master of Science, Literature Surveys, Special Projects, Seminars, Laboratory Tutorials, Internships and Field Experiences listed in the UTHSCT Catalog are assigned grades of pass (P) or fail (F).

Limitation of Time to Degree

All work on a graduate degree must be completed within six years of the time the student first enrolls in graduate courses, whether the courses are taken here or elsewhere. In the case of the student who serves on active duty with the armed forces of the United States between the dates of matriculation and graduation, the six-year limitation will be extended one year for each year of active duty up to a maximum extension of four years.

Adding, Dropping & Auditing Courses

Deadlines for adding or dropping courses and for all other registration procedures are shown by semester or summer session in the published academic calendar shown elsewhere in this bulletin as well as on the university website. Students are strongly encouraged to meet with their advisor or program coordinator prior to adding and/or dropping courses.

Adding Courses

Courses can be added at any time before the final add/drop date shown in the academic calendar.

Dropping Courses

A student who withdraws from (drops) a course after the date stipulated in the published academic calendar (on the website and listed elsewhere in this

bulletin) will receive a grade of WP, if passing, or WF, if failing. No student may withdraw from a course after the terminal date stipulated in the calendar. A student who ceases to attend classes without officially withdrawing from the courses or the university is subject to being awarded a grade of F in such courses.

Application for withdrawal from a course must be initiated with the program office. A student discontinuing courses without permission or persisting in continued absence from duties, either in study or research, may be withdrawn from the university at the discretion of the academic dean. In such an instance, the student is subject to being awarded grades of F in all courses.

Auditing Courses

A student may audit regular academic courses offered on campus on a space-available basis and with permission of the instructor. A student may not audit a course offered on an individual instruction basis or a course requiring the use of laboratories. Only graduate-level students may audit graduate-level classes.

A student who audits a course will not receive credit for the course, nor be eligible for taking examinations. Audited courses are not shown on the transcript. Participation in class activities is at the discretion of the instructor. Students should refer to the section on other fees for the cost of auditing courses. A student may audit a course by taking the following steps:

- Obtain an audit application if you are not currently an active student.
- Obtain an audit form if you are a currently active student.
- Between the first day of classes and the Census Date, secure consent of the instructor and department chair or dean.
- Return the completed form to complete the registration process.
- Pay any required audit fee. Residents of the State of Texas who are 65 years of age or older are exempt from any charge.

Withdrawal from the University

Application for withdrawal from the university must be initiated with the program office. Deadlines for all registration procedures are shown by semester or summer session in the published academic calendar shown elsewhere in this

bulletin as well as on the university website.

Any student who withdraws from or otherwise leaves the university without clearing his/her financial record, *i.e.* without having returned borrowed books and equipment, paid any outstanding university traffic fines, and settled other financial matters with the university, will be subject to the following sanctions until such time that the record is cleared.

1. The student will not be permitted to re-enroll.
2. The student will not be eligible to receive a transcript of academic work completed.
3. The student will not be permitted to graduate.

Withdrawing from classes may affect financial aid eligibility, veteran's benefits, athletic eligibility or international student status. Students should consult with those departments prior to withdrawing.

Withdrawal from the University for Military Service

Students withdrawing from the University for Reason of Military Service (not including Texas National Guard training exercises) should indicate so when withdrawing and submit a copy of their orders. Under these circumstances, a student will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services. Readmitted students under these circumstances may be eligible for the same financial assistance provided before the student's withdrawal.

Student Course Loads

A full load for a graduate student during a semester is 9 semester hours, and the maximum load is 15 semester hours. A full load during a six-week summer session is three semester hours and the maximum is six hours. A student in a thesis program must register for Advanced Graduate Studies (BIOT 5331 or BIOT 5332), Thesis Research (BIOT 6331) or Thesis Writing (BIOT 6332) for each semester during which the resources of the university (faculty, library, labs, etc.) are utilized.

Credit for master's degree thesis research and writing courses, however, is

awarded only one time, and enrollment in these courses is not counted in determining the maximum course load for a semester or summer session. Credit for doctoral dissertation research and writing courses is variable.

A student on a graduate assistantship during a semester is required to enroll for a minimum of 6 semester hours of graduate work (to be considered a full-time enrolled student). Should a graduate assistant fall below the 6-hour minimum for a semester, he or she will not be eligible for an assistantship the following semester. Graduate assistantships are usually limited to four semesters.

Probation, Suspension and Readmission

To remain in good standing in graduate school and to graduate, a student at the graduate level must maintain a 3.0 on a 4.0 scale (B average). During any semester or summer session that the grade point average falls below a B, the student with clear admission to graduate study will be placed on academic probation; the student with probationary admission will be placed on academic suspension. A student placed on academic probation and failing to restore an overall 3.0 (B) average the following semester or summer sessions will be placed on academic suspension. A student placed on academic suspension is denied the continuation of an academic program as well as the privilege of registering for course work. This suspension period is for one semester or one summer session, whichever follows the period after which the suspension occurred.

Thereafter, the student will revert to post-baccalaureate admission status and will be permitted to take course work not applicable toward a degree program. To be reinstated to a degree program, the student must be recommended by the appropriate academic department and approved by the appropriate academic dean as well as the Deans Council.

Thesis Preparation

The initial step in establishing an advisory committee is to select a thesis director. With the advice and approval of this director, a thesis topic should be selected as soon as possible. Following completion of these steps, the balance of the committee can be formed; a thesis proposal completed, and registering for the thesis courses can be made. Following the initial enrollment in a thesis

course and until the thesis is defended; a student must continue to register each fall, spring, and summer semester during which the university's resources (faculty, library, laboratories, etc.) are being utilized.

Publishing and Copyrighting of Theses

All research papers and theses authored by students are available to interested members of the public. All theses and abstracts completed by graduate students at UTHSCT are sent to Proquest, of Ann Arbor, Mich., for publishing to be available worldwide. A required fee of \$55 is charged for master's thesis and \$65 for doctoral dissertation. Proquest publishes all master's thesis abstracts in Master's Abstracts that is distributed on a subscription basis. The abstract of a given thesis is restricted to 150 words. Mathematical formulas and other illustrated materials in the abstract are equated to the number of words that will occupy the space in determining its length. The author retains the right to publish all or any part of the thesis by any means at any time, except by reproduction from a negative microfilm.

The author wishing to register a copyright on a thesis must pay an additional fee of \$65. However, if the thesis contains extensive use of material copyrighted by another author, the author of the thesis must certify that the material is used with the written permission of the other copyrighted author.

Copy quality must be acceptable to the graduate program office. A limited number of copies can be typically secured through the graduate program office at no charge (typically no more than five). Additional copies can be obtained through various printing services in the local community (typically at 10 cents per page). The usual fee for binding is \$7.50 per volume. Shipping costs are calculated at \$2.50 per each copy to be shipped off campus after binding. The student initiates the process of microfilming, copyrighting and binding through the Watson W. Wise Library.

Degrees, Diplomas and Transcripts

Completion of all degree requirements listed in this Graduate Bulletin and within the time limitation specified qualifies a student for graduation. To graduate at a designated time, however, the student must apply for the degree at the program office and pay all graduation fees. Following that and the

commencement exercises, the degree and diploma will be conferred upon the student.

A student who has a reasonable possibility of completing degree requirements may apply for the degree and attend commencement exercises. The commencement program lists “candidates” for degrees. The appearance of a student’s name on the commencement program and the fact that the student attends the commencement exercises, however, is no guarantee that the degree and diploma will be conferred. To receive both degree and diploma, the student must satisfy all degree requirements within the specified time limits.

A student who applies for a degree and pays the graduation fee for a given commencement, but who fails to meet degree requirements, must reapply for graduation and pay graduation fees again.

Final official transcripts are issued only upon completion of all degree requirements. No transcript carrying graduate course credit will be issued to a student who has failed to be admitted to a UTHSCT graduate program. Students may obtain transcripts by contacting the Registrar through our website (www.uthct.edu).

Student Conduct

A student enrolling in the university assumes an obligation to conduct himself/herself in a manner compatible with the university’s function as an educational institution. All UTHSCT students are expected and required to adhere to federal, State, and local laws, to comply with the Regents’ Rules and Regulations, with UT System and institutional rules and regulations, with directives issued by an administrative official of the UT System or institution in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution. Refer to the UTHSCT Policy 12.9 Student Conduct, and the UT System Board of Regents’ Rule 50101 on Student Conduct and Discipline.

Academic Integrity

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including

providing instruction on the components of academic honesty and abiding by university policy on penalties for cheating and plagiarism. Academic dishonesty includes both cheating and plagiarism.

Cheating

Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations, and unpermitted submission of duplicate papers for multiple classes or unauthorized use of keys to examinations is considered cheating.

Cheating includes but is not limited to:

- Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class.
- Falsifying or inventing any information, including citations, on an assigned exercise.
- Helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism

Plagiarism is presenting the words or ideas of another person as if they were your own. Materials, even ideas, borrowed from others necessitate full and complete acknowledgment of the original authors. Offering the work of another as one's own is plagiarism and is unacceptable in the academic community. A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audio-visual materials, or even the writing of a fellow student. In addition, the presentation of material gathered, assembled or formatted by others as one's own is also plagiarism. Because the university takes such misconduct very seriously, the student is urged to carefully read university policies on Misconduct in Research and Other Scholarly Activity 05.00. Examples of plagiarism are:

- Submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another.
- Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.

- Incorporating the words or ideas of an author into one's paper without giving the author due credit.

Copyrighted Material – Unauthorized Distribution

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing (refer to section on Acceptable Use of Computers), may subject the student to civil and criminal liabilities. Details describing the penalties for such violations can be found in the US Copyright Code, available online at <http://www.copyright.gov/title17/> (Chapter 5, §506).

Disciplinary Procedure

A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student or students involved, and initiate the procedure outlined in the university policy on Misconduct in Research and Other Scholarly Activity 05.00.

After a determination of dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the Department Chair and the Dean's office for at least four years. The Dean shall refer second or subsequent offenses to the Research Integrity Officer established under policy 05.00. The faculty member also shall inform the student of the appeals process available to all UTHSCT students.

Students who are found to have cheated/plagiarized and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records. This finding will be considered by the Research Integrity Officer.

When a student is found guilty of two or more infractions, the case will be referred directly to the Research Integrity Officer. In addition, faculty members may request that the dean refer particularly serious initial cases (buying or selling papers, stealing an exam, significantly plagiarizing at the graduate level, etc.) directly to the Research Integrity Officer.

Hazing

Hazing in state educational institutions is prohibited by both state law (Sections 51.936 & 37.151 et seq., Texas Education Code) and by the Regents' Rules and Regulations (Rule 50101). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

Individuals

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Organizations

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Definition of Hazing

The term “hazing” is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- any type of physical brutality, such as whipping, beating, striking,

branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

The University of Texas System Board of Regents' Rules and Regulations, Rule 50101, Sec. 2.8 provides that, "Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (Texas Education Code, Section 51.936). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline."

Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline. Activities which under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of Rules include but are not limited to: calisthenics, such as sit-ups, push-ups, or any other form of physical exercise; total or partial nudity at any time; the eating or ingestion of any unwanted substance; the wearing or carrying of any obscene or physically burdensome article; paddle swats, including the trading of swats; pushing, shoving, tackling, or any other physical contact; throwing oil, syrup, flour, or any harmful substance on a person; rat court, kangaroo court, or other individual interrogation; forced consumption of alcoholic beverages either by threats or peer pressure; lineups intended to demean or intimidate; transportation and abandonment (road trips, kidnaps, walks, rides, drops); confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small); any type of personal servitude that is demeaning or of personal benefit to the individual members; wearing of embarrassing or uncomfortable clothing; assigning pranks such as stealing; painting objects; harassing other organizations; intentionally messing up the house or room for clean up; demeaning names; yelling and screaming; and requiring boxing matches or fights for entertainment.

Immunity

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both.

Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

Student Complaints and Appeals

Students are referred to the UTHSCT Student Complaint Policy 12.8 for details and procedures on filing both academic and non-academic complaints.

Academic Complaints

A student who wishes to file an academic-related complaint or appeal decisions related to academic integrity must follow the procedures outlined below:

1. A student must first appeal to the instructor within 30 calendar days after the first class day of the next semester. The student's grade may be withheld by the instructor pending resolution through the above procedures.
2. If the student wishes further appeal, he/she may appeal in writing to the instructor's academic unit chair/director.
3. If the dispute remains unresolved after appeal to the chair/director, the student may appeal in writing to the instructor's dean.
4. If the dispute remains unresolved after appeal to the dean, the dean will submit all related documentation to the Complaint Resolution Committee. The committee will submit a ruling within 10 days to the Executive Vice President and Chief of Staff.
5. Although the ruling of the Executive Vice President and Chief of Staff is final, students may file a complaint with the Texas Higher Education Coordinating Board at (512) 427-6205 or by email through their website at <https://www1.theccb.state.tx.us/www/comments>.

Discrimination and non-Academic Complaints

Non-academic complaints may include, but are not limited to, discrimination, harassment, or mistreatment. A student who wishes to file a non-academic-related complaint must follow the procedures outlined below:

1. The student must first submit his/her complaint in writing using the UTHSCT Student Complaint form (available online or through the program office) to the institution's Compliance Officer as soon as possible, but not later than thirty (30) days after the event occurs or the student becomes aware of the event. Complaints will be routed to the Complaint Resolution Committee.
2. The Complaint Resolution Committee will investigate the complaint and submit its ruling to the Executive Vice President and Chief of Staff within fourteen (14) business days after receiving the written complaint. The Complaint Resolution Committee may request input and/or documentation as it deems necessary in its sole discretion as it investigates.
3. The Executive Vice President and Chief of Staff (EVP and COS) will inform persons involved in the complaint process of his/her final ruling. The EVP and COS may accept or reject the ruling of the Complaint Resolution Committee. The ruling of the EVP and COS is final.
4. If the issue is not resolved internally to the student's satisfaction, a student may file a complaint with the Texas Higher Education Coordinating Board, (512) 427-6205. Email may be submitted to the Texas Higher Education Coordinating Board at the following website: <https://www1.theccb.state.tx.us/www/comments/>.

University Property

For most graduate students, their department and college will be an elemental focus of their life for several semesters, even years, as they complete their professional training. In a sense, the campus becomes a home away from home and understandably familiarity may breed carelessness regarding the use of state property, such as telephones, photocopiers, facsimile machines, mail services and university records or files. It is illegal to remove equipment from the campus for use at home or in the field without proper approval. Wrongful use of such materials can incur legal liabilities.

Sexual Harassment

Graduate students, male and female, need to know and be sensitive to issues of sexual misconduct. Complaints about sexual harassment can be brought to the student's immediate supervisor, the Department Chair, the Dean, or the Chief Human Resource Officer, as appropriate. Refer to the university's policy on Sexual Harassment and Sexual Misconduct 06.08.28 as well as the UT System Board of Regents' Rule 30105 on Sexual Harassment and Misconduct.

Acceptable Use of Computers

UTHSCT encourages the responsible use of its information resources. The use of information resources is for the university's academic activities, research and public service. Access to the university's information resources is, however, a privilege. All users of information resources should act responsibly to maintain the integrity of these resources. Furthermore, all users must abide by all existing university codes of conduct as well as by local, state and federal statutes. The university reserves the rights to limit, restrict or extend privileges and access to its resources. The university's information resources include, but are not limited to, computers, servers, networks, computer-attached devices, network-attached devices, voice systems, cable systems and computer applications.

Appropriate use should always be legal and ethical, reflect academic honesty, uphold community standards and show restraint in the consumption of shared resources. Unauthorized peer-to-peer file sharing is prohibited, and appropriate disciplinary action will be taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. Refer to Information Resources Acceptable Use Policy 02.04.

Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and every individual's right to privacy and to freedom from intimidation, harassment and unwarranted annoyance.

Illegal Drug Use

Students are required to comply with the UTHSCT policy on Drugs and Alcohol 06.08.07. Unauthorized purchase, manufacture, distribution, possession, sale,

storage, or use of any illegal drug or controlled substance on campus is strictly prohibited.

It is the policy of the state of Texas and of UTHSCT that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and university policy, any student who is determined, through the regular disciplinary procedures of the university, to have violated this policy will be suspended from UTHSCT no more than two years and no less than the remainder of the current semester. At the discretion of the Vice President of Clinical and Academic Affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the university on disciplinary probation for the remainder of the current or subsequent semester, pending in position of a suspension at a later date.

Student Right-to-Know Act

In compliance with the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, UTHSCT collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.

The UTHSCT Police Department (refer to Campus Safety elsewhere in this bulletin) makes timely reports to the campus community on crimes considered to be a threat to students and employees and those reported to the campus police or local police agencies. These alerts are distributed by a variety of means including campus bulletin boards, e-mail, and website.

UTHSCT publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees and provides copies of the report to applicants for enrollment or employment upon request. The annual campus crime statistics report references crimes that occur on property owned or controlled by UTHSCT. The report is made available online and hardcopies can be obtained from the UTHSCT Police Department upon request.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Chief Business Officer written requests that identify the record(s) they wish to inspect. The Chief Business Officer will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student who believes that his or her education records are inaccurate or misleading, or that the records violate his or her privacy rights, may informally discuss amendment of the record with the university office concerned with the particular record. If agreement is reached with respect to the student's request, the appropriate records will be amended. [Note: The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to seek amendment of education records.] If the record is not amended pursuant to the student's request, the university will inform the student of its decision and of the student's right to request a formal hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an

attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

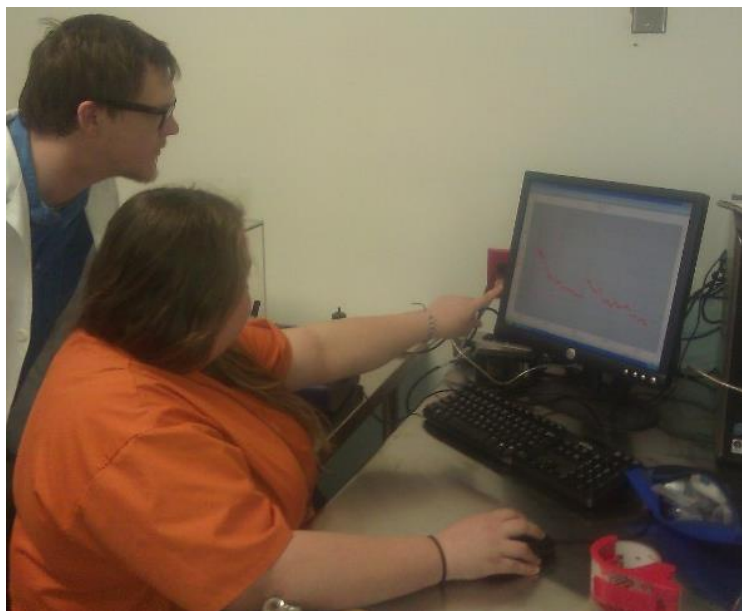
- The right to request that directory information not be disclosed to the public. "Directory Information" means information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. UTHSCT designates the following minimum information as directory information: student's name; local and permanent address; email address; telephone number; date and place of birth; field of study; dates of attendance; enrollment status; student classification; degrees, certificates and awards (including scholarships) received; photographs; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent previous educational agency or institution attended. Directory information may appear in public documents and may otherwise be disclosed without student consent unless a student submits a written request to the registrar during the first 12 days of class of a fall or spring semester, the first 4 class days of a summer semester, or the first three days of any quarter to withhold such information from disclosure. Requests to withhold directory information will be honored by the University for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Office of the Registrar.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Gang-Free Zones

Premises owned, rented or leased by UTHSCT, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.



School of Medical Biological Sciences

Dean

Steven Idell, MD, PhD
Biomedical Research, Lab C5-C7
903-877-7674
Steven.Idell@uthct.edu

Department of Cellular and Molecular Biology

Departmental Chair

Mitsuo Ikebe, PhD
Biomedical Research
903-877-7674
Mitsuo.Ikebe@uthct.edu

Departmental Objectives

To achieve excellence in science and education through creative use of both traditional and non-traditional instructional methods, use of state-of-the-art technology, and innovative research.

The School of Biological Sciences will provide high-quality instruction to students at the graduate level using a hands-on learning approach with emphasis on critical thinking and innovation. The school is also committed to improving scientific knowledge in a broad spectrum of biomedical sciences through our research and scholarly activities, and to disseminate that knowledge to our students, colleagues and the community at large.

Departmental Faculty List and Research Interests



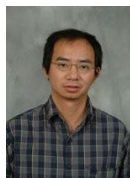
Vijay Boggaram
Ph.D.
Professor

Regulation of gene expression in the lung; mechanisms of acute and chronic lung injury.



Galina Florova
PhD
Assistant Professor

Lung Injury



Jian Fu
PhD
Assistant Professor

Vascular Biology; Lung Inflammation, Injury and Repair; Critical Care Medicine.



Steven Idell
MD, PhD
Professor; Dean of the School of Medical Biological Sciences; Vice President of Research

Coagulation; Fibrinolysis; Regulation of Gene Expression; Acute and Chronic Lung Injury; Pleural Injury; Lung and Pleural Neoplasia.



Hong-Long Ji
MD
Associate Professor

Regulation of lung epithelial sodium channel by cGMP.



Andrey Komissarov
PhD
Associate Professor

Molecular mechanisms of fibrinolysis; blood coagulation; serpin/proteinase interaction; novel anti-thrombotic drugs.



Anna Kurdowska
PhD
*Professor; Interim
Chair of Cellular and
Molecular Biology*

Innate immunity and inflammatory response; Acute phase proteins; cytokines and chemokines.



Murty Madiraju
PhD
Professor

Replication initiation and Cell cycle control in *Mycobacterium tuberculosis*.



Pierre
Neuenschwander
PhD
*Associate Professor;
Director of Biotechnology
Program; Director of
Academic Administration*

Blood coagulation; thrombosis; enzyme kinetics; protein structure/function.



Michael Pangburn
PhD
Professor - Retired

Complement system.



Usha Pendurthi
PhD
Professor

Blood coagulation; fibrinolysis;
regulation of gene expression.



Malini Rajagopalan
PhD
Professor

Cell cycle of *Mycobacterium*
tuberculosis.



Vijay Rao
PhD
Professor

Hemostasis and thrombosis, membrane
trafficking, cell signaling



Sreerama Shetty
PhD
Professor

Post-transcriptional regulatory
mechanisms of urokinase; mechanisms
of urokinase-mediated cellular
transformation and invasion.



Barry Starcher
PhD
Professor - Retired

Elastin, Extracellular Matrix, Growth
Factors, UVB & Skin Tumors.



Hua Tang
PhD
Associate Professor

Angiogenesis and endothelial inflammatory activation, including endothelial cytokine production and cell adhesion molecule expression.



Torry Tucker
PhD
Assistant Professor

Lung injury.



Amy Tvinnereim
PhD
Research Assistant Professor

Immunology; T-cells; BSL3 lab; FACS core; CT core.

CMB Adjunct Faculty

- Lalitha Krishnan, M.S. (UT Tyler, Biology)
- Beatrice Clack, PhD (SFASU, Biology)

UTHSCT Master's Degree in Biotechnology

Program Co-Directors

Mitsuo Ikebe, PhD
Biomedical Research
903-877-7674

Mitsuo.Ikebe@uthct.edu

Pierre Neuenschwander, PhD
Lab: Biomedical Research, Lab C8
Office: B628
903-877-7480
Pierre.Neuenschwander@uthct.edu

Program Objectives

Graduates of the UTHSCT Biotechnology program will:

- Have mastered the techniques of modern biotechnology.
- Have an in-depth knowledge of biological and biochemical systems to enable graduates to adapt to emerging technologies in the field of biotechnology.
- Be a valuable asset to industry and other organizations requiring biotechnology expertise.
- Attain a level of professional integrity and competency integral to biotechnology research, commerce, and ethics.
- Be prepared for careers in the biotechnology industry or for continuation of their education in a Ph.D. or M.D. program.
- Have developed critical thinking and problem-solving skills.
- Have honed their ability to communicate effectively, both orally and in writing.
- Be computer literate.

Program Admission Prerequisites

To be admitted to the Master's Degree Program in Biotechnology at UTHSCT, a student must hold a Bachelor's Degree in Biology or Chemistry (or a related field) and have completed the following courses:

- Microbiology - must have a B or better in the course
- Biochemistry I - must have a B or better in the course

Program Admission Requirements

- Students must complete the graduate program application for admission into the Biotechnology graduate program (available on the website).
- Applicants must submit official transcripts from all universities and colleges attended, including community colleges to the program office.
- Applicants should have an overall grade point average (GPA) of 3.0 on a 4.0 scale, and a 3.0 in their field of study.
(If you do not meet the minimum GPA requirements, it is possible to be admitted on a probationary status. You should contact the program advisor to see if your GRE scores and/or combination of other factors might meet the requirements for admission.)
- Applicants must have a minimum score of 900 on the GRE.
(You can sign up for the GRE online (<http://www.ets.org/gre/>) as well as find out about testing centers and dates. If you have already taken the GRE, this site will allow you to request an official copy of your scores.)
- All Applicants must submit 3 letters of recommendation. These letters should be written by former professors as a means to highlight why you would do well in the Biotechnology graduate program.

Research Assistantships

The Graduate Program in Biotechnology at UTHSCT has a limited number of graduate assistantships for students in the Master's Program in Biotechnology. Assistantship awards are in the amount of \$12,600 per year paid in 26 installments. Applications can be found on the UTHSCT website.

In order to be considered for a Research Assistantship, a student must:

1. Be pursuing a Master of Science degree in Biotechnology at UTHSCT.
2. Have completed all prerequisite requirements.
3. Be admitted to the UTHSCT graduate program.
4. Be enrolled as a full time graduate student (9 hours of graduate

course work in the fall or spring semesters or 6 semester hours in a summer session or be conducting thesis research as their primary activity).

5. Agree to be a teaching assistant for at least one course, each fall and spring semester.

For second year assistantships, the student also must:

1. Have satisfactorily completed a minimum of 18 hours the first year.
2. Have selected a major advisor at UTHSCT.
3. Have submitted thesis proposal.
4. Have submitted an approved degree plan.
5. Have applied for admission to candidacy.
6. Be enrolled in Thesis Research (BIOT 6331 [BTC 589]) and spend at least 20 hours a week doing research.

Cobb Scholarship

The Rupert & Phoebe Lou Cobb Memorial Scholarship is open to both part time and full time students who are enrolled in the Biotechnology graduate program. Scholarship awards are up to \$3,000 per semester and students must apply each semester for the scholarship. Applications can be found on the UTHSCT website or are available from the program office.

Biotechnology Course Offerings

All course information, including syllabi and faculty curriculum vitae, can be found online at <http://www.uthct.edu/biotech>.

Fall Semesters:

- Fundamentals of Biomedical Research; BIOT 5310
- Critical Reading II; BIOT 5132
- Molecular Biochemistry; BIOT 5312
- Advanced Biotechniques; BIOT 5211/5211L
- Student Seminar; BIOT 5101
- Advanced Techniques in Molecular Biology; BIOT 6311

Spring Semesters:

- Critical Reading I; BIOT 5131
- Advanced Immunology; BIOT 6334
- Advanced Metabolism; BIOT 5222 /5222L
- Proteins and Nucleic Acids; BIOT 5221/5221L
- Student Seminar; BIOT 5101
- Advanced Techniques in Protein Chemistry; BIOT 6321

Summer Semesters:

- Biophysical Chemistry; BIOT 6336
- Introduction to Biotechnology; BIOT 5300
- Biochemical Calculations; BIOT 5102

Courses offered every semester:

- Thesis Research; BIOT 6331
- Thesis Writing; BIOT 6332
- Advanced Graduate Studies; BIOT 5331/5332



Two-Year Master's Degree Program in Biotechnology

*Core Course; †Required Course (Prescribed Elective); ‡Free Elective

Typical Fall Semester Y1			Typical Spring Semester Y1			Typical Summer Semester Y1		
Course ID	Course Name	CH	Course ID	Course Name	CH	Course ID	Course Name	CH
BIOT 5301†	Fundamentals of Biomedical Research	3	BIOT 5221*	Proteins & Nucleic Acids	2	BIOT 6336/6336L‡	Biophysical Chemistry (with Lab)	3
BIOT 5211*	Advanced Biotechniques	2	BIOT 5221L*	Proteins & Nucleic Acids LAB	2	BIOT	** Elective **	1-3
BIOT 5211L*	Advanced Biotechniques LAB	2	BIOT 5222*	Advanced Metabolism	2			
BIOT 5312*	Molecular Biochemistry	3	BIOT 5222L*	Advanced Metabolism LAB	2			
			BIOT 5131‡	Critical Reading I	1			
Total Credit Hours:		10	Total Credit Hours:		9	Total Credit Hours:		4-6
Typical Fall Semester Y2			Typical Spring Semester Y2					
BIOT 6311*	Advanced Techniques in Molecular Biology	3	BIOT 6312*	Advanced Techniques in Protein Chemistry	3			
BIOT 6331†	Thesis Research	3	BIOT 6332†	Thesis Writing	3			
BIOT 5132†	Critical Reading II	1	BIOT	** Elective **	1-3			
BIOT	** Elective **	1-3						
Total Credit Hours:		7-9	Total Credit Hours:		6-9			
Fall Semester Electives			Spring Semester Electives			Summer Semester Electives		
BIOT 5140†	Emerging Techniques	1	BIOT 6340‡	DNA Forensics	3	BIOT 5102†	Biochemical Calculations	1
			BIOT 6334F	Advanced Immunology	3	BIOT 5300F	Intro to Biotechnology	3
			BIOT 6335F	Tissue Culture	3			
Perpetual Electives								
BIOT 5331†	Advanced Graduate Studies	1-3						
BIOT 5332†	Advanced Graduate Studies	1-3						
						36 credit hours required for graduation		

Courses in Biotechnology

Symbols: *Core course; ‡Required course, †Elective; §A student must register for BIOT 6331 and/or BIOT 6332 each semester or summer session until the thesis is completed. However, a student may not register the first time for BIOT 6332 until the thesis proposal has been approved. Moreover, a maximum of three semester hours each of BIOT 6331 and BIOT 6332 will be counted toward the M.S. in Biotechnology.

- BIOT 5301.** †**Introduction to Biotechnology.** Three semester hours. The focus is on learning practical techniques used in fundamental biotechnology. These techniques will be presented within the scheme of prokaryotic gene manipulation and expression of protein product. The techniques will include gene manipulation, gene cloning, DNA purification and analysis, gene expression, protein quantification & analysis, and PCR.
- BIOT 5310.** ‡**Fundamentals of Biomedical Research.** Three semester hours. Designed for students desiring research projects directed by UTHCT faculty, to provide an orientation into the research laboratory workplace, to master fundamental laboratory techniques, to develop skills in planning a laboratory project and to present their work in both an oral and written context.
- BIOT 6334.** †**Advanced Immunology.** Three semester hours. Advanced survey of the immune system with focus on the human and mouse models. Covers the origin and differentiation of the hematopoietic system, antibody structure and function, T cell subsets and the function of each subset, and the role of innate and adaptive immunity in the response to infection. Alternates years with tissue culture techniques and proper care, management, handling, propagation and freezing of various cell lines. *Alternates annually with BIOT 6335.*
- BIOT 6335.** †**Tissue Culture.** Three semester hours. Hands-on learning of techniques and proper care, management, handling, propagation and freezing of various cell lines. *Alternates annually with BIOT 6334.*

- BIOT 5131. #Critical Reading I.** One semester hour. This course exposes students to current research published in major scientific journals. Students will learn how to read and interpret methodologies and results published by other scientists. This course will provide the student with a thorough understanding of the strengths and limitations of scientific writing. This course is the first of a two-course sequence and introduces the student to basic organization of scientific papers and how to identify the questions being addressed based on the scientific method.
- BIOT 5132. #Critical Reading II.** One semester hour. This course exposes students to current research published in major scientific journals. Students will learn how to read and interpret methodologies and results published by other scientists. This course will provide the student with a thorough understanding of the strengths and limitations of scientific writing. This course is taught at a higher level than Critical Reading I and focuses on critiquing and developing opinions on scientific articles. Although this is the second of a two-course sequence, the first course (Critical Reading I) is not a prerequisite. This course is team taught with a different instructor facilitating the discussion each week on a topical paper of choice.
- BIOT 5221. *Proteins and Nucleic Acids.** Two semester hours. The goal of the course is to provide a critical understanding of the relationship between structure and function of biological macromolecules such as proteins and nucleic acids. The laboratory provides hands-on experience with state-of-the-art equipment used in the biotech industry. Methods presented will include PCR, Plasmid purification, Gel electrophoresis (Agarose, SDS, 2D), Restriction Digestion, Sequencing, Denaturing Gradient Gel Electrophoresis, Bradford, ELISA, Chromatography and etc. *Co-requisite BIOT 5221L.*

- BIOT 5221L.** ***Proteins and Nucleic Acids Laboratory.** Two semester hours. The laboratory experiments will allow students to gain experience in using computer applications related to the determination of the structures and properties of biological molecules and recent bioinformatics tools. *Co-requisite BIOT 5221.*
- BIOT 5101.** **#Biotech Research Seminar.** One semester hour. Students will present their thesis research progress to faculty and peers. Each student enrolled in BIOT 5331, BIOT 5332, BIOT 6331 or BIOT 6332 must present his/her research each semester enrolled as scheduling permits. The student should have a committee meeting following the seminar. Seminars are formal PowerPoint presentations in preparation for thesis defense.
- BIOT 5222.** ***Advanced Metabolism.** Two semester hours. The primary objective of this course is for the student to gain an understanding of the metabolic processes in bacteria, plants and animal cells and how metabolism is affected by enzymes, substrates, other metabolites and by bio-production of commercial products. *Co-requisite BIOT 5222L.*
- BIOT 5222L.** ***Advanced Metabolism Laboratory.** Two semester hours. The laboratory experiments will allow students to gain experience in metabolic assays and enzyme kinetic assays. Students will also carry out an independent project. *Co-requisite BIOT 5222.*
- BTC 6336.** **#Biophysical Chemistry.** Three semester hours. Instrumental analysis of proteins, nucleic acids, carbohydrates and lipids. Methods may include ultracentrifugation; gradient separation of proteins and nucleic acids; UV/Visible spectroscopy; mass spectrometry; X-ray diffraction of proteins and nucleic acids; HPLC of proteins. Course may span two summer sessions.

- BIOT 5211.** ***Advanced Biotechniques.** Two semester hours. An introduction to standard molecular biology techniques such as isolation and purification of proteins and nucleic acids, cloning and expression of recombinant proteins with laboratory component. *Co-requisite BIOT 5211L.*
- BIOT 5211L.** ***Advanced Biotechniques Laboratory.** Two semester hour. Hands-on training in fundamental laboratory procedures and instrumentation used in recombinant DNA and protein technology. Practical lab-bench experience, record keeping and data presentation is emphasized. *Co-requisite BIOT 5211.*
- BIOT 6311.** ***Advanced Techniques in Molecular Biology.** Three semester hours (one hour credit for lecture, two hours credit for included labs). A comprehensive study of molecular biology applications and techniques as they relate to biotechnology. The topics covered in this course include mRNA isolation and Northern blotting, gene cloning, mutation of DNA, real-time quantitative PCR, bioinformatics, expression of recombinant proteins, large-scale production of proteins through fermentation and generation of transgenic animals.
- BIOT 6321.** ***Advanced Techniques in Protein Chemistry.** Three semester hours (one hour credit for lecture, two hours credit for included labs). A comprehensive study of protein chemistry applications and techniques as they relate to biotechnology. The topics covered in this course include protein purification, protein characterization, binding studies and proteomics.
- BIOT 5312.** ***Molecular Biochemistry.** Three semester hours. Application of molecular genetics, transcription control mechanisms, gene expression, molecular cloning, and applications to biotechnology.

- BIOT 5331.** **Advanced Graduate Studies.** One to three semester hours. Research hours spent under the supervision of a research advisor. The student begins an in-depth study of a particular scientific focus with a literature review of the area, a justification study of a project and mastery of fundamental laboratory techniques necessary for the research study. Students work with their research advisor to plan a thesis project and write a thesis proposal. Each hour of course credit translates into a minimum of three hours of lab work per week.
- BIOT 5332.** **Advanced Graduate Studies 2 (continuation of BIOT 5331).** One to three semester hours. Continuation of research hours spent under the supervision of a research advisor.
- BIOT 6331.** **Thesis Research.** Three semester hours. May be repeated. Must be taken in three hour blocks. Research hours spent under the supervision of a research advisor. Students focus on their thesis research project. Each hour of course credit translates into three hours of lab work per week.
- BIOT 6332.** **Thesis Writing.** Three semester hours. May be repeated in three-hour blocks. A grade is not assigned until student graduates. Only last three hours count toward degree. Research hours spent completing the thesis research project and writing the thesis manuscript. The culmination of the course will be the thesis presentation and final defense. The thesis is designed to lead to a Master's Degree in Biotechnology. *Prerequisite: approved thesis proposal.*

Department of Microbiology

Departmental Chair

Richard Wallace, MD
Biomedical Research, Lab D507
903-877-7680

Richard.Wallace@uthct.edu

Departmental Objectives

The Department of Microbiology supports the mission of UTHSCT by providing excellence in research, education and patient care. Projects include grants, contracts and agreements - both from public and private sectors - which support research, education and patient care.

Departmental Faculty List and Research Interests



Richard Wallace
MD
Professor and Chair

Mycobacteria; Nocardia.



Susan Howard
PhD
Associate Professor

Investigating the regulation of gene expression in mycobacteria.



Barbara Elliott
MS
Research Associate Professor

Mycobacteria, Nocardia, other aerobic actinomycetes

Department of Immunology (CPIDC)

Departmental Chair

Peter Barnes, MD
Biomedical Research, D602
903-877-5956
Peter.Barnes@uthct.edu

Departmental Objectives

To provide high-quality immunology instruction to students in UTHSCT graduate programs and carry out Nationally-competitive research in immunology and infectious diseases as it relates to faculty interests and the overall institutional mission.

Departmental Faculty List and Research Interests



Peter Barnes
MD
Professor and Chair

Tuberculosis; Influenza.



Buka Samten
MD
Associate Professor

Tuberculosis; Immunology; T-cells



Homayoun (Amir)
Shams
DVM, PhD
Associate Professor

Immunobiology and molecular pathogenesis of infectious diseases; innate and adaptive immunity in tuberculosis and influenza.



Krishna
Vankayalapati
PhD
Associate Professor

Tuberculosis; NK cells; immunity.





THE U
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and
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