

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON

2012-2014 CATALOG GENERAL INFORMATION SECTION



The University of Texas Health Science Center at Houston (UTHealth) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas Health Science Center at Houston.

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Message from the President



Giuseppe N. Colasurdo, M.D.

Welcome to The University of Texas Health Science Center at Houston (UTHealth). As the most comprehensive academic health center in The University of Texas System, we educate the largest number of healthcare professionals – more than 5,000 a year.

Our six institutions educate all members of today's healthcare team: our School of Dentistry is 100 years old and rich in tradition; our Graduate School of Biomedical Sciences offers a unique curriculum of postgraduate training in partnership with The University of Texas M.D. Anderson Cancer Center; our Medical School is the seventh largest medical school in the nation; our School of Biomedical Informatics offers an exceptional curriculum critical to improving healthcare and healthcare delivery; our School of Public Health has a statewide presence with regional campuses; and our School of Nursing is ranked among the top 5 percent in the nation.

Located in the renowned Texas Medical Center, our students have access to an incredibly broad patient population and opportunities to collaborate with students and faculty of all six of our UT schools in addition to our affiliated partners and neighboring institutions.

As you move forward in your professional education, look to your faculty, staff, and peers for support and guidance. With your drive and determination within this UTHealth environment and infrastructure, you cannot fail.

Sincerely,

Giuseppe N. Colasurdo, M.D.

President

The University of Texas Health Science Center at Houston

Welcome!



George M. Stancel, Ph.D.
Executive Vice President
Academic Affairs & Research

I welcome you to UTHealth. As a current or potential student, interested parent, or member of the public it is important to know that our university provides a rich and stimulating environment that promotes learning, nurtures creativity, and fosters discovery. The combination of our six schools, multiple research institutes and centers, and hospital partners and clinics provides a wealth of opportunities for personal and professional growth.

Our vision of “Excellence Above All” guides all that we do in our mission of education, research, patient care and community service throughout the university. As a result of our commitment to this vision and mission, you will find that:

- We are rigorous in our recruitment of faculty and students who share our goals and commitment to excellence and we *invest in leadership*, both current and future.
- We highly value *diversity* and the contributions of every individual in our university community, including students, faculty and staff. We respect the individuals in each of these groups as well as our patients.
- We believe that *scholarship* is the foundation of all our activities, - in learning, in discovering new knowledge, and in teaching, integrating and applying that knowledge.
- We believe that *service* is an obligatory extension of our scholarship as members of our university community translate and apply their knowledge and skills to care for patients, to prevent disease, and promote health, and to improve public policies related to education, research, and health care. Our services are provided at the local, state, national and international levels.
- Our *location and research activities* benefit every one of our educational programs. Our presence in the Texas Medical Center, in five regional campuses across Texas, in community hospitals, in clinics, and in local schools supports scholarly activity and helps apply new knowledge for the public good. Our physical plant includes more than 4 million gross square feet of space for education, basic science and clinical research, inpatient and ambulatory health care, and student housing, services, and recreation.
- The *quality* of our faculty and the number and breadth of our educational, research and patient care programs provide opportunities second to none for students to achieve their full potential. Our 19 academic degree and certificate programs employ cutting-edge technology and innovative educational approaches to student learning.
- We value both the *individual and teamwork*. Students learn to work with each other as well as faculty, learning from the knowledge, skills and experiences of both. We value one another, recognizing and celebrating the talents, creativity, potential, and character of each member of the team.

As a proud, longtime UTHealth employee I have seen first-hand that our university provides an outstanding environment for all individuals to grow through learning, discovery, and service. I am confident that those who join us will have positive experiences that will enrich their lives, contribute to the mission and reputation of our university, and benefit our community and society.

George M. Stancel, Ph.D.

Executive Vice President for Academic Affairs and Research

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School of Nursing

MISSION AND VISION STATEMENTS

Teaching, Searching, Serving

Mission Statement

As a comprehensive health science university, the mission of The University of Texas Health Science Center at Houston is to educate health science professionals, discover and translate advances in the biomedical and social sciences, and model the best practices in clinical care and public health.

We pursue this mission in order to advance the quality of human life by enhancing the diagnosis, treatment, and prevention of disease and injury, as well as promoting individual health and community well-being.

To fulfill our mission, UTHealth:

1. Educates health professionals and scientists in a diverse interdisciplinary academic community.
2. Creates and evaluates new knowledge – through basic science and applied research – as it relates to disease prevention, treatment and cure.
3. Provides leadership and advances scholarship in biomedical sciences, health professions, health promotion, public health policy and health care delivery.
4. Models appropriate and compassionate clinical care.
5. Addresses the health needs of the community at large through public health expertise, information, outreach and service.
6. Develops the expanding field of health information science.

Vision Statement

“Excellence above all” in the quest to be an acknowledged leader in the collaboration to treat, cure, and prevent the most common diseases of our time through education, research, and clinical practice.

The University of Texas Health Science Center at Houston aspires to be a leader in the collaboration to treat, prevent, and cure the most common diseases of our time by:

1. Utilizing the distinctive capabilities of its schools, clinics, institutes and centers;
2. Collaborating with colleagues in The University of Texas System, the Texas Medical Center and throughout the world;
3. Being an academic health science center that is nationally and internationally recognized in teaching, research and service;

4. Serving as a home for the visionaries and scholars who will lead the way in defining and creating the future of the health sciences; and
5. Providing a diverse work environment that is ethically-based, service-oriented and community-sensitive.

GENERAL INFORMATION

History of The University of Texas System

The idea of a University of Texas is as old as the State. The Texas Declaration of Independence lists as one of its main indictments against the government of Mexico the fact that “it has failed to establish any public system of education...” Several early attempts were made to establish a state university, but they were not successful because of the Civil War and subsequent Era of Reconstruction. Establishment of a state university for Texas was provided first by act of the State Legislature in 1881. It provided for the location of the institution by popular vote and for appointment of a Board of Regents to be entrusted with its organization and governance. By results of an election in September 1881, the site of the main university was designated as Austin and Galveston was chosen as the location for the Medical Branch. An undergraduate college and law school was established and The University of Texas formally opened on September 15, 1883.

Since then numerous campuses, schools, colleges, divisions and branches have been added to The University of Texas System at several locations throughout the state. The System now includes academic campuses in Arlington, Austin, Brownsville, Dallas, El Paso, Midland/Odessa (UT Permian Basin), San Antonio, Tyler and Edinburg. The health science centers are located at Dallas, Galveston, Houston, and San Antonio. A health center (hospital) is located in Tyler. The University of Texas M. D. Anderson Cancer Center is located in Houston.

Other components of the System include the Institute of Texas Cultures (at San Antonio), the Institute of Humanities in Medicine (UT Medical Branch, Galveston), the Environmental Science Park near Smithville (UT M.D. Anderson Cancer Center), the Marine Science Institute in Port Aransas (UT Austin), the McDonald Observatory at Fort Davis (UT Austin), and the Shriners Burn Institute (in conjunction with UT Medical Branch, Galveston).

The University of Texas Health Science Center at Houston

The University of Texas Health Science Center at Houston (UTHealth) was established in late 1972 to administer and provide for the operation of the several biomedical and health-related units located in the city through the integration and coordination of functions and activities. The Health Science Center presently includes, in order of establishment:

- 1905 School of Dentistry (originally as the Texas Dental College)
- 1963 Graduate School of Biomedical Sciences
- 1967 School of Public Health
- 1970 Medical School
- 1972 School of Nursing
- 1973 School of Biomedical Informatics (originally as the School of Allied Health Sciences)
- 1990 Harris County Psychiatric Center
- 1995 Brown Foundation Institute of Molecular Medicine for the Prevention of Human Diseases

As a component of The University of Texas System, UTHealth is subject to The University of Texas System Board of Regents – Rules and Regulations for the governance of The University of Texas System.

The official name of the institution is The University of Texas Health Science Center at Houston. It is informally termed UTHealth or the Health Science Center.

Today, UTHealth employs more than 1,538 faculty, 3,926 staff and has 4,600 students enrolled in various health and biomedical disciplines at its component schools and regional campuses.

UTHealth Addresses*

School of Dentistry

7500 Cambridge St.
Houston, TX 77054

Medical School

Medical School Building
6431 Fannin
Houston, TX 77030-1503

Graduate School of Biomedical Sciences

6767 Bertner Ave., Rm 3.8344
Houston, TX 77030

School of Biomedical Informatics

(University Center Tower)
7000 Fannin, Suite 600
Houston, TX 77030

School of Nursing

6901 Bertner
Houston, TX 77030

School of Public Health

(Reuel A. Stallones Building)
1200 Herman Pressler
Houston, TX 77030-3900

Child Development Center

7900 Cambridge
Houston, TX 77054-5500

Jesse Jones HAM-TMC Library

1133 John Freeman Blvd.
Houston, TX 77030

Harris County Psychiatric Center

2800 S. MacGregor Way
Houston, TX 77021

Brown Foundation Institute of Molecular Medicine for the Prevention of Human Diseases

1825 Hermann Pressler St.
Houston, TX 77030

Recreation Center

7779 Knight Road
Houston, TX 77054

Registrar Office

(University Center Tower)
7000 Fannin, Suite 2250
Houston, TX 77030

Student Financial Services

(University Center Tower)
7000 Fannin, Suite 2220
Houston, TX 77030

Student Health Services

6410 Fannin, Suite 1010
Houston, TX 77030

UT Counseling/Worklife Services

(University Center Tower)
7000 Fannin, Suite 1670
Houston, TX 77030

UTHealth Administrative Offices

(University Center Tower)
7000 Fannin
Houston, TX 77030

UT Police Department

7777 Knight Road
Houston, TX 77054

UTHealth Professional Building

6410 Fannin
Houston, TX 77030

*Unless otherwise clearly posted or expressed by an authorized official of The University of Texas Health Science Center at Houston (UTHealth), the various UTHealth facilities and locations are open only to persons with legitimate business purposes requiring presence at such facilities and locations. UTHealth allows only agents of UTHealth, employees acting within the scope of their employment with UTHealth, the Student InterCouncil, and other registered student, faculty, and staff organizations to solicit on the grounds, sidewalks, or streets of the UTHealth campus or in any building, structure, or facility owned, controlled, or operated by UTHealth.

Institutional Governance

Institutional governance at The University of Texas Health Science Center at Houston is supported by a system of councils and standing committees. As a whole, these councils enhance communication both vertically and horizontally within the university; enable leaders and constituent representatives from each of the major mission areas to participate in exchange of information and decision making; and incorporate ideas and points of view from a variety of students, faculty and staff in the decision-making process. Deliberations and recommendations from councils provide assistance to executive leadership of the university as they make decisions about the university's future and well-being. The University Executive Council is responsible for advising the President on key issues related to institutional governance and operations.

Standing Committees

Animal Welfare Committee	Radiation Safety Committee
Audit Committee	Research Conflicts of Interest Committee
Biological Safety Committee	Safety Council
Chemical Safety Committee	Student InterCouncil
Committee for the Protection of Human Subjects	Student Services Council
Committee on the Status of Women	University Appointment, Promotion and Tenure Committee
Faculty Development Leave Committee	University Classified Staff Council
Institutional Biosafety Committee	University Leadership Council
Intellectual Property Committee	Work/Life Council
Interfaculty Council	

Development Board

The University of Texas Health Science Center at Houston Development Board consists of approximately 180 community leaders who have committed to advance the mission and vision of the health science center by increasing public awareness and philanthropic support through advocacy, service and investment.

CENTERS, PROGRAMS AND INSTITUTES

A variety of interdisciplinary centers, institutes and programs have been created to enrich the primary programs of the schools of UTHealth. In general, the centers focus on specific service and research efforts while the institutes provide opportunities for special multidisciplinary educational projects. These efforts reinforce UTHealth's commitment to providing a means through which the health professions may join with each other and with society to consider health-related issues.

Listed below are a few of UTHealth's centers. A more comprehensive listing can be found at www.uthouston.edu/index/institutes-centers.htm. Inquiries for more detailed information should be directed to the appropriate school.

The Brown Foundation Institute of Molecular Medicine for the Prevention of Human Diseases

Advances in molecular and cell biology have enormous potential for innovative medical research and the future practice of medicine with more novel therapies. These approaches have been most successfully used to determine the causes of infectious disorders and genetic diseases. However, it is clear that molecular and cell biology will play a major role in clarifying the causes of many unsolved problems of modern medicine: heart disease, hypertension, vascular disorders, major mental illnesses, and inflammatory and immunologic diseases. The Brown Foundation Institute of Molecular Medicine for the Prevention of Human Diseases (IMM) houses nine research centers and several support laboratories, each exploring the genetic and molecular aspects of biological processes significant to explain the basis of human diseases.

The long-term goals of the IMM are to set the example for research excellence and collaborations locally, nationally, and internationally. Scientifically, the IMM is on the verge of a new

frontier of expansion and collaborations. The IMM has two major objectives: discovery through medical advancements driven by breakthrough discoveries which give new insight into disease that lead to new solutions; and patient benefit from such solutions. New diagnostics and therapies are a derivative of discovery. The IMM focuses on these medical solutions. The IMM has organized Texas talent in the Texas Therapeutics Institute to achieve this goal of patient benefit from discovery.

Website <http://www.uthouston.edu/imm>

Center for Laboratory Animal Medicine & Care (CLAMC)

The Center for Laboratory Animal Medicine and Care (CLAMC) is a program accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC-International) and meets all standards mandated by the Animal Welfare Act, Center for Disease Control, National Research Council Guide for the Care and Use of Laboratory Animals and the Public Health Service Policy on Humane Care and Use of Laboratory Animals. CLAMC is responsible for the management and operations of all animal care and use programs for UTHealth. CLAMC includes six physically separate animal facilities and numerous satellites on the Texas Medical Center campus. The program provides professional veterinary, surgical, and animal care services in support of principal investigators' animal use studies. The CLAMC is an integral part of UTHealth's research and teaching mission and provides the highest standards possible for ensuring the health and well-being of laboratory animals used in biomedical research. CLAMC staff includes five veterinarians, one veterinary resident, seven veterinary technicians, and approximately 30 animal care and support personnel.

Website: <http://www.uthouston.edu/animal-research/clamc.htm>

John P. McGovern, M.D., Center for Humanities and Ethics

Established in 2004, The John P. McGovern, M.D. Center for Humanities and Ethics promotes excellence in scholarship and teaching in the medical humanities and ethics. It provides an interdisciplinary forum where scholars, students, physicians, and other health care professionals examine questions of value and meaning in search of ethically sound and spiritually informed patient care. Appropriately, the Center bears the name of John P. McGovern, M.D. (1921-2007), who founded the American Osler Society and throughout his lifetime championed the importance of the compassionate art of medicine.

The McGovern Center is housed in the Medical School but serves all six UTHealth schools. Drawing from bioethics, medical history, health law, spirituality, literature and the arts, the Center offers courses, lectures, research seminars, faculty workshops and consultation. It provides opportunities for collaborative research and professional development for students, residents and faculty. The Center collaborates closely with other academic institutions in Houston, including Rice University, UT M. D. Anderson Cancer Center and the University of Houston, as well as the Museum of Fine Arts and the Jung Center.

The Center established a Medical Humanities Certificate Program in 2006. This four-year program enriches medical students' education through additional study and involvement in the humanities, including participation in elective courses, seminars and ethics grand rounds, community outreach opportunities, writing workshops and directed research, leading to a Certificate in the Medical Humanities.

In 2009, the Center launched a Campus-Wide Ethics Program to enhance the ethics and professionalism curricula at each of the six UTHealth schools. Beginning in 2011, all UTHealth students are required to take an introductory ethics and professionalism curriculum called, "The Brewsters." The Brewsters is a choose your own adventure, on-line, three-part module where students immerse themselves as characters caught up in ethical dilemmas.

Website: <http://www.uth.tmc.edu/hhhs/>

Center for Clinical and Translational Sciences Clinical Research Units

The goal of the Center for Clinical and Translational Sciences (CCTS) is to facilitate clinical and translational research at The University of Texas Health Science Center at Houston, The University of Texas M. D. Anderson Cancer Center, and the Memorial Hermann Hospital System. The CCTS is one of the original 12 such centers funded by the National Institutes of Health Clinical and Translational Science Awards (CTSAs) and is also a member of the Texas CTSA Consortium.

According to the NIH, "(t)ranslational research includes two areas of translation. One is the process of applying discoveries generated during research in the laboratory, and in preclinical studies, to the development of trials and studies in humans (T1 translation). The second area of translation (T2 translation) concerns research aimed at enhancing the adoption of best practices in the community."

The CCTS is comprised of a series of component programs and services designed to assist investigators and their teams in the development and performance of translational research projects. These components include: Biobank, Bioinformatics, Biostatistics and Design, Clinical Research Units, Community Engagement, Core Labs, Ethics and Advocacy, and Regulatory. In addition, the CCTS T32 program provides stipends for PhD students whose dissertation research is clearly translational or addresses a problem that has direct clinical implications and provides didactic courses, seminars, and other training activities. The program also supports the training and career development of postdoctoral fellows within UTHealth and M. D. Anderson Cancer Center. The goal of the program is to train truly interdisciplinary researchers by a meaningful blending of programs and disciplines that have been traditionally operated as stand-alone entities within schools of the UTHealth or units within M. D. Anderson.

Website: <http://ccts.uth.tmc.edu/>

The Center for Translational Injury Research (CeTIR)

The Center was established by funds from the Texas Emerging Technology Fund, UTHealth, and the Memorial Hermann Hospital Fund. The principle mission of the center is to lead in the research and development of next-generation medical technologies related to hemostasis, resuscitation, and computerized decision support of trauma patients. The need for translating trauma research from the bench to the bedside is as great a priority and CeTIR is in a unique position to link basic science research and clinical practice.

Website: <http://www.uth.tmc.edu/cetir/>

Consortium on Aging

The Consortium on Aging is a university-wide collaborative that allows UTHealth to leverage the existing strengths of its many schools and centers and focus on addressing the health care needs of older adults. The Consortium's mission includes comprehensive care for older adults and their caregivers; education of future health care providers, the current workforce and the community at large; and, research to expand our understanding of aging.

Website: <http://www.uthouston.edu/aging/>

The University of Texas Harris County Psychiatric Center

The University of Texas Harris County Psychiatric Center (UTHCPC) opened in 1986 and is the only acute care, public psychiatric facility in Harris County serving persons with debilitating chronic mental illness.

UTHCPC is dedicated to excellence and leadership in the treatment of persons with mental illness. It shares the additional unique missions of UTHealth of conducting research into the causes and cures of mental illness, providing education of professionals in the care of mental illness and acting as a community resource providing outreach to the community.

- UTHCPC and The University of Texas Medical School Department of Psychiatry offers a comprehensive program of in-patient (UTHCPC) and outpatient (Department of Psychiatry) diagnostic and treatment services for: Children and adolescents, ages 3 through 17 with depression, bipolar disease, schizophrenia, personality disorders, attention deficit disorders and hyperactivity disorder; and
- Adults ages 18 and up with bipolar disorders, depression, schizophrenia, dementia, psychosocial or personality disorders.

UTHCPC's treatment programs offer individualized treatment plans; individual and group counseling and therapy; family participation; discharge planning and community follow-up referrals. UTHCPC utilizes a multidisciplinary team approach, including, as needed, psychiatrists, nurses, residents, psychologists, social workers, clinical programming therapists, dietitians and clergy.

UTHCPC serves more than 7,000 in-patients annually. Additionally, more than 700 students receive practical experience in the fields of medicine, psychiatry, psychology, nursing, social work, pharmacy, and activity therapy.

UTHCPC, in cooperation with the Harris County Mental Health and Mental Retardation Authority, also operates an active forensic competency restoration unit, providing care for those incarcerated by the Harris County Sheriff's Office in the Harris County Jail as well as other jail facilities throughout the area.

Website: <http://hcpc.uth.tmc.edu/>

TEXAS MEDICAL CENTER

Texas Medical Center

Texas Medical Center (TMC) is a comprehensive medical complex that was organized in the mid-1940s as a means for coordinating medical and health education, patient care, and related research in a not-for-profit setting. Today it stands as the leading health care destination for people all over the world. More than 160 permanent buildings, not including Rice University, occupy nearly 1,000 acres that include 15 patient care facilities and 21 academic and research institutions, housing 20,000 advanced-degreed professionals in the life sciences. There are approximately 12,000 volunteers who assist with a wide variety of tasks benefiting the TMC.

More than 93,000 full and part-time employees work in the Texas Medical Center in member institutions with a combined annual operating budget in excess of \$6 billion. TMC hospitals contain more than 6,800 licensed beds. More than 6 million patient visits were recorded in 2010, the most recent year of record, which included about 18,000 international patients.

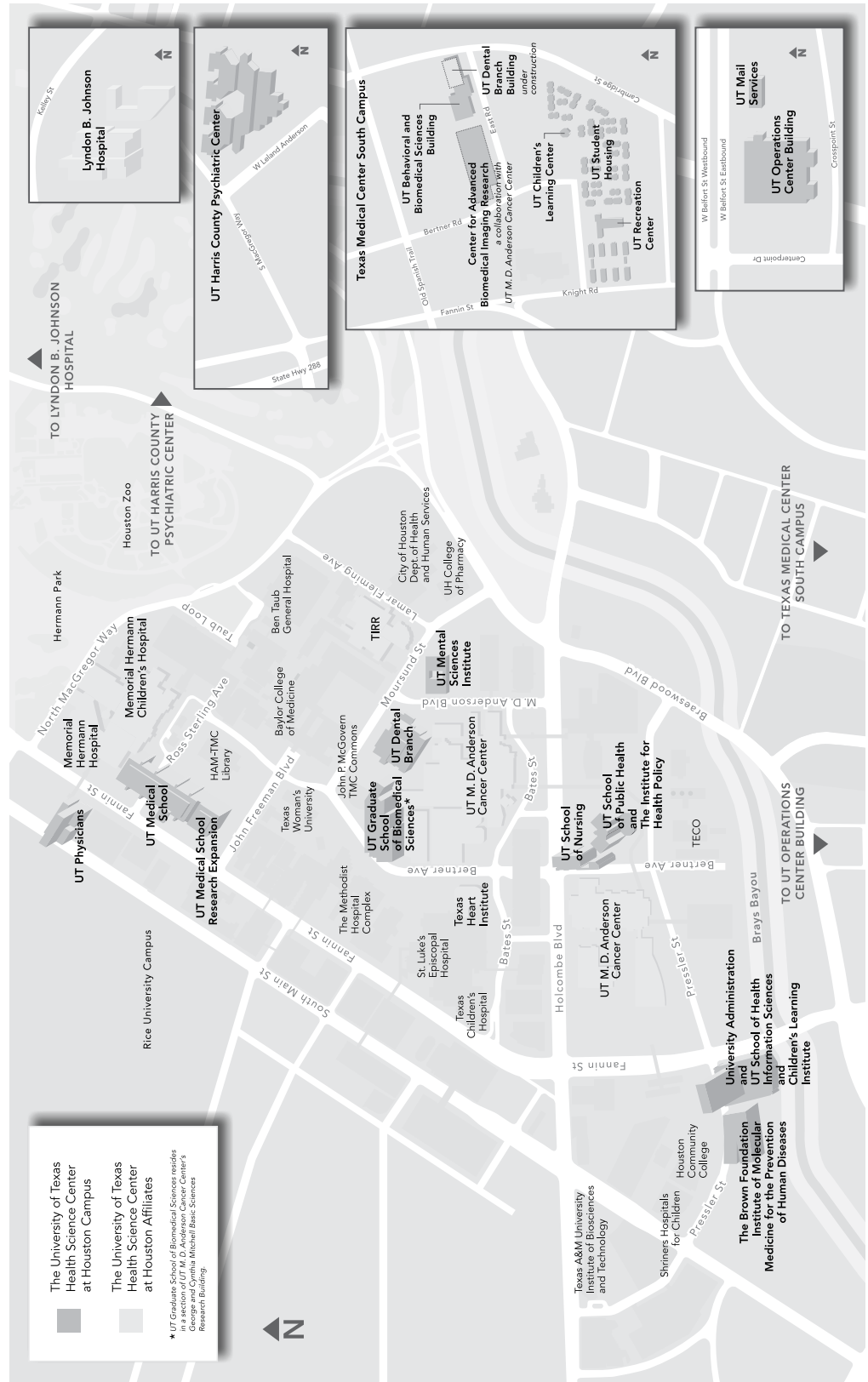
With nearly 72,000 students, the Texas Medical Center includes three medical schools, six nursing schools, a dental school, two colleges of pharmacy, a school of public health, a high school for the health professions (with an annual rate of greater than 95 percent of its graduates going on to college), a community college specializing in health careers training, plus other graduate and post-graduate schools and programs to provide training in the allied health professions.

The Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library, which serves as the accredited library for most of the TMC institutions, is recognized as one of the largest academic health sciences libraries in the United States. In addition, research expenditures of the Texas Medical Center member institutions total about \$1.8 billion annually.

One of the most distinctive and visited locations in the Texas Medical Center is The John P. McGovern Texas Medical Center Commons amenities building, which is the central meeting and gathering place for thousands of staff, patients and visitors who frequent the campus daily. It features an exterior 64-foot waterwall; Waterside Court, which provides eight diverse food concepts; Trevisio Restaurant for fine dining, meetings and special events; and a 500-space parking garage.

A major part of this "biomedical city" called the Texas Medical Center is UTHealth, the most diverse of the academic health institutions in the Texas Medical Center.

UNIVERSITY CAMPUS MAP IN THE TEXAS MEDICAL CENTER



MEMORIAL HERMANN HOSPITAL-TEXAS MEDICAL CENTER, CHILDREN'S MEMORIAL HERMANN HOSPITAL AND TIRR MH

The Memorial Hermann-Texas Medical Center Campus is home to three hospitals: Memorial Hermann–Texas Medical Center, Children’s Memorial Hermann Hospital and TIRR Memorial Hermann.

Part of the 12-hospital Memorial Hermann System, these hospitals serve as primary teaching hospitals for The University of Texas Medical School at Houston, ensuring that patient care is based on new knowledge at the frontiers of medicine.

Memorial Hermann-Texas Medical Center

For generations, Houston and its surrounding communities have trusted Memorial Hermann-TMC for outstanding care. Memorial Hermann-TMC built a reputation for excellence in heart and vascular, cancer, neuroscience, sports medicine and orthopedics, specialty surgery and organ transplantation.

As the first hospital to open its doors in the renowned Texas Medical Center, Memorial Hermann-TMC has a long history of innovation. These are just a few of the firsts: In 1946, Memorial Hermann-TMC was the first in Texas to perform a cardiac catheterization. In 1976, the hospital was the first in Texas and the second in the nation to launch an air ambulance program, Memorial Hermann Life Flight®, which remains Houston’s only hospital-based air ambulance service. In 1985, Memorial Hermann-TMC broke new ground in the treatment of end-stage liver disease as the site of Houston’s first liver transplant. In 1988, the hospital opened the first stroke center in Houston and one of the first dedicated stroke programs in the world. In 2005, Memorial Hermann-TMC was the first in the world to perform robotic reconstructive aortic surgery. In 2006, Memorial Hermann-TMC performed the first four-organ transplant in Houston and only the fourth in the nation. In 2011, Memorial Hermann-TMC gained world wide recognition for the treatment of Congresswoman Gabrielle Giffords where UTHealth faculty led the treatment team.

Through revolutionary advances in medicine and surgery, Memorial Hermann-TMC set new standards of care for the nation and has been recognized as an industry leader by prestigious national organizations, including Thomson Healthcare, VHA, U.S. News & World Report, University Health System Consortium and the American Heart Association.

Children’s Memorial Hermann Hospital

When families come to Children’s Memorial Hermann Hospital, they expect to find the technological advances and healing expertise of a university-affiliated academic hospital. What continues to surprise them is the special compassion and focus on families that distinguishes Children’s Memorial Hermann Hospital as one of the finest in the nation.

Founded in 1986, Children’s Memorial Hermann Hospital is the primary teaching institution for the pediatrics and obstetrics/gynecology programs at The University of Texas Medical School at Houston. Our healthcare professionals are focused on the specialized needs of women and children, with an emphasis on quality, customer service and leading-edge research.

The hospital offers the latest advances in maternal-fetal medicine and neonatal critical care services, as well as renowned programs in pediatric trauma, neuroscience, pulmonology and

cardiac services. Interdisciplinary teams include experienced nurses, child life specialists, pediatric respiratory therapists, pediatric clinical pharmacists, social workers and more. In 2012, Children's Memorial Hermann Hospital became the first in Texas to perform in-utero surgery in the treatment of Spina Bifida.

As part of Memorial Hermann's network of hospitals, patients can now access children's health-care or high-risk pregnancy services at our affiliated hospitals in the community or, for more acute healthcare needs, at Children's Memorial Hermann's main facility in the Texas Medical Center.

TIRR Memorial Hermann

TIRR Memorial Hermann changes lives by improving outcomes, offering hope and maximizing independence for people affected by disabling injury or illness. Recognized among the leading rehabilitation hospitals in the country, TIRR serves as a model for interdisciplinary rehabilitation services, patient care, education and research.

TIRR is one of only six rehabilitation hospitals in the nation designated as model systems by the National Institute on Disability and Rehabilitation Research (NIDRR) for both our spinal cord injury and traumatic brain injury programs. For 21 consecutive years, U.S. News & World Report has named TIRR to the list of "America's Best Hospitals."

TIRR's reputation is based on more than 50 years of experience in rehabilitation and research, the high caliber of physician partners and clinical staff and comprehensive programs and services. TIRR is also recognized for its long-standing commitment to educating patients, families, healthcare professionals, caregivers and the general public about rehabilitation. Extending TIRR knowledge and resources into the community remains a top priority and part of its pledge to make a difference in the lives of those recovering from disabling injury and illness.

Website of Memorial Hermann locations:

<http://www.memorialhermann.org/locations/default.html>

THE UNIVERSITY OF TEXAS M. D. ANDERSON CANCER CENTER

Celebrating seven decades of Making Cancer History®, The University of Texas M.D. Anderson Cancer Center ranks as one of the world's most respected and productive centers devoted exclusively to cancer patient care, research, education and prevention. It is one of the nation's original three comprehensive cancer centers designated by the National Cancer Act of 1971.

Since 1944, patients have turned to M.D. Anderson for cancer care in the form of surgery, chemotherapy, radiation therapy, immunotherapy, or combinations of these and other treatments. This multidisciplinary approach to treating cancer was pioneered at M.D. Anderson. Because they focus only on cancer, the center's experts are renowned for their ability to treat all types of cancer, including rare or uncommon diseases.

In 2011, more than 108,000 patients, about one-third of them new patients, sought care at M.D. Anderson. About one-third of these patients come to Houston from outside Texas seeking the research-based care that has made M.D. Anderson so widely respected. MD Anderson's clinical trials exploring novel therapies and diagnostic tests continues to be one of the largest such programs in the nation.

At M.D. Anderson, important scientific knowledge gained in the laboratory is rapidly translated into clinical care. In FY11, the institution spent more than \$623 million in research. M.D. Anderson ranks first in the number of research grants awarded and total amount of grants given by the National Cancer Institute. The institution holds 11 NCI Specialized Programs of Research Excellence grants.

In FY11, almost 7,000 students, including physicians, scientists, nurses and allied health professionals, took part in M.D. Anderson educational programs. The School of Health Professions offers bachelor's degrees in eight allied health disciplines.

More than 1,000 clinical residents and fellows come to M.D. Anderson each year to receive specialized training in the investigation and treatment of cancer. More than 500 graduate students are working on advanced degrees at the Graduate School of Biomedical Sciences in which M.D. Anderson cooperates with UTHealth, and more than 1,500 research fellows are being trained in M.D. Anderson laboratories.

M.D. Anderson employs more than 18,000 people, including more than 1,500 faculty members. A volunteer corps of about 1,100 people supplements its workforce; these volunteers provide more than 200,000 hours of service each year, the equivalent of 96 full-time employees. Faculty, staff and volunteers are dedicated to M.D. Anderson's mission of eliminating cancer as a major health threat.

Website: <http://www.mdanderson.org/>

Houston Academy of Medicine-Texas Medical Center Library



The Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library serves as the accredited library for most Texas Medical Center institutions and is the primary library for The University of Texas Medical School at Houston. The Library is also home to the John P. McGovern Historical Research Collection, as well as the Menninger Collection on Psychiatry and Psychoanalysis, one of the world's most comprehensive collections of books, journals and archival materials in psychiatry, psychoanalysis and psychology.

Currently, the HAM-TMC Library contains 76,500 square feet of space and holds over 357,023 volumes, including books and journal volumes. Additionally, the Library has subscriptions to over 200 electronic databases and over 8,000 electronic journals. Over 50 public access computers are available to library users for Internet access and research, as well as word processing, database development and preparation of spreadsheets and public presentations through Microsoft® software applications. WiFi is available throughout the Library. The Library also offers such classes as Navigating, in addition to instruction in RefWorks, Tracking Your Publications and Creating Your Own eBooks.

Since 1991, the Library has served as the Regional Medical Library for the National Network of Libraries of Medicine, South Central Region, with responsibility for the library needs of health professionals in the five-state region of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. Chosen by the National Library of Medicine, there are only eight Regional Medical Libraries in the nation.

Website: <http://www.library.tmc.edu/>

ACADEMIC GENERAL INFORMATION

Degrees offered at The University of Texas Health Science Center at Houston

School/Program	Degree	Cert.	Bach.	Mast.	Doc.
School of Dentistry	D.D.S.				X
	Oral and Maxillofacial Surgery Certificate (4 years post-DDS)	X			
	Oral and Maxillofacial Surgery Certificate/MD* (6 years post-D.D.S.) *MD degree conveyed by UT Medical School	X			X
	Advanced Education Programs General Practice Residency (GPR) Advanced Education in General Dentistry (AEGD) (certificate only):	X			
	M.S.D* . Endodontics, Periodontics, Prosthodontics (*M.S.D. is required in these programs in addition to the certificate); Orthodontics, Pediatric Dentistry (certificate program, M.S.D. is optional)	X			X
	B.S. in Dental Hygiene			X	
	Dental Hygiene Certificate Program	X			
Graduate School of Biomedical Sciences	M.S. in Biomedical Sciences (with concentrations in Biochemistry and Molecular Biology, Biomathematics and Biostatistics, Biomedical Sciences, Cancer Biology, Cell and Regulatory Biology, Experimental Therapeutics, Genes and Development, Genetic Counseling, Human and Molecular Genetics, Immunology, Medical Physics, Microbiology and Molecular Genetics, Molecular Carcinogenesis, Molecular Pathology, Neuroscience, Virology and Gene Therapy).			X	

School/Program	Degree	Cert.	Bach.	Mast.	Doc.
Graduate School of Biomedical Sciences	Ph.D. in Biomedical Sciences (with concentrations in Biochemistry and Molecular Biology, Biomathematics and Biostatistics, Cancer Biology, Cell and Regulatory Biology, Experimental Therapeutics, Genes and Development, Human and Molecular Genetics, Immunology, Medical Physics, Microbiology and Molecular Genetics, Molecular Carcinogenesis, Molecular Pathology, Neuroscience, Virology and Gene Therapy).				X
School of Biomedical Informatics	Certificate (in Health Informatics)	X			
	M.S. (in Health Informatics) (Focus areas in Biomedical Engineering, Clinical Informatics, Computational Biomedicine, Learning and Technology and Public Health Informatics)			X	
	Ph.D. (in Health Informatics) (Focus areas in Biomedical Engineering, Clinical Informatics, Computational Biomedicine, Learning and Technology and Public Health Informatics)				X
Medical School	M.D.				X
	M.S. in Clinical Research			X	
School of Nursing	B.S.N.		X		
	M.S.N.			X	
	Ph.D. (in Nursing)				X
	D.N.P.				X
School of Public Health	M.P.H. (in Public Health)			X	
	M.S. (in Public Health)			X	
	Dr.P.H. (in Public Health)				X
	Ph.D. (in Public Health)				X
	Certificate in Public Health	X			
	Certificate in Public Health Informatics	X			

Accreditation

The University of Texas Health Science Center at Houston is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas Health Science Center at Houston.

While SACS accredits the total institution, many of the academic degree programs offered at UTHHealth also undergo accreditation by specialized accrediting bodies*. They are as follows:

School	Degree or Certificate	Accrediting agency
School of Dentistry	D.D.S.	American Dental Association Commission on Dental Accreditation
	M.S.	American Dental Association Commission on Dental Accreditation
	Advanced Education Certificate Program	American Dental Association Commission on Dental Accreditation
	B.S. (Dental Hygiene)	American Dental Association Commission on Dental Accreditation
	Dental Hygiene Certificate Program	American Dental Association Commission on Dental Accreditation
	Oral and Maxillofacial Surgery Certificate Program	American Dental Association Commission on Dental Accreditation
Graduate School of Biomedical Sciences	M.S. with specialization in Genetic Counseling	American Board of Genetic Counseling
	M.S. with specialization in Medical Physics	Commission on Accreditation of Medi- cal Physics Education Programs
	M.S.	
	Ph.D.	
Medical School	M.D.	American Medical Association/ Association of American Medical Colleges Liaison Committee on Medical Education (LCME)
		Accreditation Council for Graduate Medical Education (ACGME)
		Accreditation Council for Continuing Medical Education (ACCME)
	M.S. in Clinical Research	
School of Biomedical Informatics	M.S.	
	Ph.D.	

School	Degree or Certificate	Accrediting agency
School of Nursing	B.S.N.	Commission on Collegiate Nursing Education
	M.S.N.	Commission on Collegiate Nursing Education
	Nurse Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs
	D.N.P.	Commission on Collegiate Nursing Education
	Ph.D. (Nursing)	
School of Public Health	M.P.H.†	Council on Education for Public Health
	M.S.†	Council on Education for Public Health
	Dr.P.H.	Council on Education for Public Health
	Ph.D.	Council on Education for Public Health
	M.P.H. (Industrial Hygiene)	The Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology

*The University of Texas Health Science Center at Houston is also accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians.

† The Industrial Hygiene curriculum in the MPH and MS degree programs is accredited by the Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700.

Academic Qualifications

In accordance with Department of Education guidelines, in order to receive Title IV financial aid funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she:

- Has a high school diploma;
- Has the recognized equivalent of a high school diploma, typically a general education development or GED certificate;
- Has completed home schooling at the secondary level; or
- Has an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

In addition to these qualifications, please refer to the school catalog section for specific admissions criteria for academic degree program in each of the UTHealth schools.

Academic Fresh Start

If a student who enrolls under the Texas Fresh Start program, completes a prescribed course of study, earns a baccalaureate degree, and applies for admission to a postgraduate or professional program, the institution, in considering the applicant for admission into the postgraduate or professional program, shall consider only the grade point average of the applicant established by the course work completed after enrollment under the Texas Fresh Start program, along with any other criteria the institution uses in evaluation applications for admission.

Academic Common Market

The Academic Common Market (ACM) is an interstate agreement among southern states for sharing academic uncommon programs. Participating states arrange for their residents who qualify for admission to enroll in specific programs in other states on the in-state tuition basis. The ACM is available only to states that are members of the Southern Regional Educational Boards.

Tuition and Fees

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. The 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.

Please refer to the Office of Registrar website at http://registrar.uth.tmc.edu/SOC/tuition_index.html for the current Tuition and Fee Schedules.

For additional tuition and fee information go to the Office of the Registrar's website under Current Students/Student Information for a list of general information helpful to all students. This website discloses current information regarding tuition and fee exceptions and/or waivers, Veterans education benefits, and the Policy for Texas Resident Tuition. Please refer to the Office of Registrar website at http://registrar.uth.tmc.edu/Registration/gen_reg_info.html to view this information.

Tuition and Fees Payment Policy

Payment of tuition and fees are due no later than the last day of regular registration for the term.

Students whose registration is cancelled because of non-payment or issuing an insufficient funds check will not be reinstated for the term.

An insufficient check fee of \$25 will be assessed for each returned check.

Students who have fees billed to a sponsor are financially responsible for any charges determined to be uncollectible by the Accounting Office. Furthermore, extended delays in collection of receivables from sponsors will require the student to make the uncollected payment. Student payments will be refunded upon receipt of payment from the sponsor.

Payment of tuition and fees may be paid in full or in installments for the fall, spring and summer 12 week semester. An Installment Use Fee of \$20 will be assessed for the use of the installment plan. A \$20 Late Installment Use Fee will be assessed if the initial payment is late; a \$15 charge

will be assessed for each subsequent delinquent installment payment. Certain fees, such as health insurance, liability insurance and the installment use fee must be paid in full at the initial payment and may not be paid in installments. Check with the Bursar's Office for a complete list of fees.

A student who fails to provide full payment of tuition and fees, including late fees assessed by the university, when such payments are due, is subject to one or more of the following actions:

- Prohibited from registration in future terms until full payment is made,
- Withholding of degree and/or official transcript,
- Denial of credit for the work done during the academic year, and
- Subject to all penalties and action authorized by law.

For more information regarding tuition and fee payment, installment plans and payment methods please contact:

Bursar's Office
The University of Texas Health Science Center at Houston
University Center Tower
7000 Fannin, Suite 2240
713-500-3380

Bursar Website: <https://inside.uthouston.edu/finance/bursars/tuition-payment.htm>

Adding, Dropping and Withdrawing Courses

For all programs other than Medical School (MD) and Dentistry (DDS) programs, students may add and drop classes after the initial enrollment period during the first 12 days of the fall and spring semesters and during the first four days of the summer term. Students withdrawing from classes after the initial drop/add period must process a drop form that may be obtained from the Student Affairs Office in each school or from the Office of the Registrar.

Classes dropped on or before the 12th class day of a semester or 4th class day of a summer term will not appear on a student's transcript. Classes dropped after the 12th class day of a semester or the 4th class day of a summer term will appear on the student's permanent record with a "W," "WP" or "WF" grade, depending upon the school's grading policy.

Refunds for classes dropped will be credited in strict accordance to the schedule specified by state law and will depend on the number of days that have elapsed since the beginning of the semester or term.

Students should check with their school advisor or instructor to make sure the appropriate specific program approvals, guidelines and deadlines for add, drop or withdrawals from courses are followed.

Class Schedule Contents with add/drop and information can be found on the Registrar's website at <http://registrar.uth.tmc.edu/>

Refund Policy

All programs at UTHealth follow a standard Refund Policy based on the first day of the semester term and not on the first day class convenes. Refunds shall be made of applicable tuition and fees collected for courses from which a student drops within the first 12 days of the fall and spring semesters, provided the student remains enrolled at the institution. Refunds of applicable tuition and fees collected for courses which a student drops, shall be made as soon as practicable during the two summer semesters, provided the student remains enrolled at the institution, 1) within the first four days of the six week summer session; and 2) within the first 12 days of the 12 week summer session.

All refunds will be based on the day the student drops the course(s) electronically through MyUTH (<http://www.uthouston.edu/index/myuth.htm>) or the date the official withdrawal form is received in the Registrar’s Office.

Refunds of tuition and mandatory fees shall be made to the students withdrawing completely from UTHealth during a semester according to the following schedules. The percent refunded is based upon the full payment of all tuition and fees. If full payment has not been made, it is possible that a balance may be due. Not all fees are refundable beyond the first day of the term. Tuition reassessment refunds will be made after the 20th class day.

(fall, spring, 12 week summer semesters)

Prior to the first day of the session (a \$15 matriculation fee shall be assessed)	100%
During the first five class days of the term	80%
During the second five class days of the term	70%
During the third five class days of the term	50%
During the fourth five class days of the term	25%
After the fourth five class days of the term	None

(6 week summer semester)

Prior to the first day of the session (a \$15 matriculation fee shall be assessed)	100%
During the first, second, or third class days of the session	80%
During the fourth, fifth, or sixth class days of the session	50%
After the seventh day of class and thereafter	None

All policies regarding the payment or refund of tuition, fees and charges are approved by The University of Texas System Board of Regents and comply with all applicable state statutes. Students should contact the Bursar’s Office on any clarification of matters relating to payment or refunds of all tuition, fees and other charges associated with their enrollment at UTHealth.

Bursar Office
 The University of Texas Health Science Center at Houston
 University Center Tower
 7000 Fannin, Suite 2240
 Houston, Texas 77030
 713-500-3380

Teaching Affiliations

UTHealth continually strives to increase the number of formal educational affiliation agreements with other institutions and agencies in the greater Houston area and the state, including a dozen major hospitals, city and neighborhood clinics, public schools, and other sites that provide settings for clinical services. These agreements allow students a multiple array of opportunities for educational growth in health-related fields..

Memorial Hermann Hospital is the primary teaching affiliate of the Medical School and School of Dentistry. Memorial Hermann Hospital and UTHealth work toward the goals of exemplary patient care, innovative teaching, community service, and productive research. The School of Dentistry operates general practice, pediatric dentistry, and oral and maxillofacial surgery clinics in conjunction with Memorial Hermann Hospital as part of the advanced dental education programs.

Lyndon B. Johnson General Hospital is a 332-bed full service general hospital staffed by faculty and residents of the Medical School and School of Dentistry (oral surgery only). The hospital, owned and operated by the Harris County Hospital District, is medically staffed by Affiliated Medical Services, an organization formed through an agreement between the Medical School and Baylor College of Medicine.

The University of Texas M. D. Anderson Cancer Center and UTHealth, together with the Texas A&M Institute of Biosciences and Technology, collaborate extensively in research and education. Many of M. D. Anderson Cancer Center faculty have joint appointments in most UTHealth units, and UTHealth students and residents gain clinical experience at M. D. Anderson Cancer Center in a variety of medical, dental and nursing specialties.

The UT Medical School has affiliations with institutions where residents are assigned, including St. Joseph Medical Center for orthopedic surgery, psychiatry, radiology, and urology; Harris County Psychiatric Center; St. Luke's Episcopal Hospital for anesthesiology, internal medicine, pathology, renal transplant and surgery; The Methodist Hospital for anesthesiology, colon and rectal surgery; Shriners Hospitals for Children—Houston or orthopedics; Texas Children's Hospital for radiology, anesthesiology, physical medicine and rehabilitation; and, Woman's Hospital of Texas for obstetrics.

The UT School of Dentistry has affiliations with institutions for dental student, dental hygiene student, and resident rotations and training. Hospital affiliations include: Ben Taub General, LBJ General, Memorial Hermann, The Methodist Hospital, Shriners Hospital, St. Luke's Hospital, Texas Children's Hospital, The Institute for Rehabilitation and Research, U.T. M. D. Anderson Cancer Center, and the Veterans Affairs Medical Center. Community clinics and organizations include: Bering-Omega Clinic, , City of Houston, Communities in Schools Houston, Denver Harbor Dental Clinic, East Texas Health Area Network (ETHAN), Fort Bend Family Health Center, , Harris County, Harris County Hospital District, Houston ISD, San Jose Clinic, and St. Luke's Episcopal Health Charities.

The University of Texas Harris County Psychiatric Center has affiliations or program agreements with the UT School of Nursing; College of the Mainland (nursing); DeBakey High School for Health Professions (preceptorship program); Houston Baptist University (psychology and nursing); Houston Community College (Emergency Medical Technician (EMT) and nursing); Lee College (EMT and nursing); Prairie View A&M (nursing); San Jacinto College South (nursing); Stephen F. Austin State University (nursing and psychology); Texas Southern University (psy-

chology, social work, and health information management); Texas Woman's University (nursing); Galveston College (nursing); Alvin Community College (nursing); San Jacinto College Central (nursing); University of Houston (nursing, psychology, and social work); University of Houston-Clear Lake (psychology and counseling/educational psychology); University of Houston Sugar Land (nursing); UT Austin (social work); UT-El Paso (occupational therapy); and UT Medical Branch (nursing). Psychology residents from a variety of institutions are also trained.

UTHealth has academic affiliations with numerous universities in Latin America, Europe, and Asia that permit interested students to arrange, on an individual basis, periods of study or research abroad. We recognize that health and biomedical sciences are global in scope and encourage academic exchange with other countries and cultures.

Concurrent/Inter-Institutional Enrollment

The University of Houston, Texas Woman's University, UT Brownsville, UT El Paso, UTMB Galveston, UTHSC at San Antonio, UT Austin, and UTHealth have concurrent enrollment agreements that allow students enrolled in one institution to enroll for support courses in another institution. Additionally, UTHealth has inter-institutional agreements with Rice University, Baylor College of Medicine, Texas A&M HSC-IBT, and the Gulf Coast Consortia.

The mechanism for payment of tuition and fees vary according to the individual institution. Consult with the Registrar's Office for specific details at the following website: <http://registrar.uth.tmc.edu/Registration/ConcurEnrollment.html> or call 713-500-3361.

STUDENT GOVERNMENT

Student Government

UTHealth authorizes the existence of a student government body that has the jurisdictions and powers delegated by the Board of Regents of The University of Texas System. The student association is the Student InterCouncil (SIC), which is recognized as a forum of student opinion and is comprised of representatives from each of the six schools and includes representatives from the traditionally underrepresented minority and international student constituencies.

The SIC contributes to the quality of student life at the university by participating in the development and implementation of policies and procedures affecting students, providing funds to support special projects of other student groups, representing student interests on external and internal committees, providing feedback to university administration on tuition and fee proposals, improving communication among the schools through the publication of an online student newsletter, Student Pulse, and planning and implementing activities that address the special needs of students.

Learn more about the Student InterCouncil at their website.

Website: <http://www.uthouston.edu/sic>

Student Organizations

UTHealth encourages its students, faculty, and staff to develop collegial relationships, and has established specific policies, based on UT System Board of Regents' Rules and Regulations that govern any organizations formed by those affiliated with the university.

A student organization that is registered with UTHealth may have a membership composed of students, faculty, and staff of all or particular UTHealth schools or operating units, but the organization may not suggest or imply that it is acting with the authority or as an agency of the institution.

Accordingly, a registered organization will not use the name of the UTHealth or the name of The University of Texas System as part of the name of the organization. An organization cannot display the UTHealth logo or the seal of either UTHealth or The University of Texas System in connection with any activity of the organization or use such marks as part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization. A registered organization may not have any person as a member who is not either a registered student or a member of the faculty or staff of UTHealth. The full UTHealth employee or student organizations policy can be found online in the Handbook of Operating Procedures (HOOP) Policy 110, Employee or Student Organizations (<http://www.uthouston.edu/hoop/policy.htm?id=1448068>)

Students should contact their respective school's Office of Student Affairs for application instructions for school-based student organizations.

Student Fee Advisory Committee

The Student Fee Advisory Committee established under Texas Education Code Sec. 54.5031 is charged with the responsibility of reviewing proposed tuition, student services, incidental, laboratory and other fee changes, and making recommendations to the university President before submission of new fee proposals to UT System for approval by the Board of Regents..

Student Guide

The Office of Academic and Research Affairs provides an informational resource website for students and prospective students that describes UTHealth and community services, and provides an overview of student policies and accompanying procedures, and information about the Texas Medical Center area.

The Student Educational and Program Services website is at <http://www.uthouston.edu/academics/applicants/index.htm> For more information, contact the Office of the Executive Vice President for Academic and Research Affairs at (713) 500-3082.

STUDENT SERVICES

Registrar

The UTHealth Registrar's Office provides a central computer-based student record system and web registration activities and other services for schools on this campus. The goals of the office are to provide an effective and efficient application process; to direct an accurate, facile registration process; and to maintain a computerized applicant, student and alumni record system.

General Information

The Registrar's Office provides additional services which includes the issuance of transcripts, certification of student status, Veteran's Administration counseling and verification, residence determination and enrollment verification. The office, in conjunction with the Office of International Affairs, assists foreign students in maintaining their student status.

For further information, contact:

Office of the Registrar

The University of Texas Health Science Center at Houston

P.O. Box 20036

7000 Fannin, Suite 2250

Houston, Texas 77225

(713) 500- 3388

email: registrar@uth.tmc.edu

Website: <http://registrar.uth.tmc.edu/>

Student Financial Services

UTHealth has available grants, scholarships, and loans based on the most current regulations or guidelines in effect at the time of award. Financial aid counselors are available Monday-Friday from 8:00 a.m. to 5:00 p.m. to provide counseling on the financial assistance programs available to students. The Office of Student Financial Services is located on the 22nd floor of the University Center Tower, 7000 Fannin, Houston, Texas 77030.

A student subject to selective service registration will be required to file a statement that the student has registered or is exempt from selective service registration to be eligible to receive financial assistance funded by state revenue.

Students can visit the Student Financial Services website at <http://www.uthouston.edu/SFS/financial-aid/attendance.htm> to find the latest information regarding Costs of Attendance and an example of Student Living Expense Budgets for current aid years.

The Texas Education Coordinating Board administers various tuition assistance programs including programs for teachers and vocational nursing students. Further information about these programs may be obtained by contacting the Office of Student Financial Services.

Please visit the Office of Student Financial Services website for instructions on how to apply for financial aid or contact:

Office of Student Financial Services

The University of Texas Health Science Center at Houston

P.O. Box 20036

7000 Fannin, Suite 2220

Houston, Texas 77225

(713) 500-3860

Website <http://www.uthouston.edu/sfs/>

Bursar Office

The Bursar's Office (also known as the Cashier's Office) has the responsibility for the assessment and collection of tuition and fees, processing institutional deposits, remission of tuition, fees and sales tax to the State, financial reporting, reconciliation of various revenue accounts and providing quality customer service to students, faculty and staff. The primary purpose of this office is to assess and collect tuition and fees from students and third party sponsors, including providing and maintaining multiple installment payment plans, issuing student identification badges, distributing financial aid, emergency loans and refunds. This office works closely with the Registrar and Student Financial Service offices to support the needs of the students.

The Bursar Office is also responsible for distributing special compliance notifications to students, such as set aside funds from designated tuition to be used for local institutional aid assistance programs and how the student can apply for those funds.

The office is located in the UHealth University Center Tower (UCT) room 2240 at 7000 Fannin, Houston, Texas 77030. Office hours are Monday-Friday, 8:00am-5:00pm. For questions regarding student accounts, tuition and fee payments, refunds, or installment plans students may call 713-500-3088.

Bursar Website: <https://inside.uthouston.edu/finance/bursars/>

Office of International Affairs

The Mission of the Office of International Affairs (OIA) is to serve as the internal institutional resource that facilitates and oversees institutional compliance with state, local, and federal laws and regulations regarding the immigration status of non- U.S. citizens permanent residents and international visitors who join the academic, research, and clinical endeavors of The University of Texas Health Science Center at Houston.

Services and programs offered include:

- Advice on immigration issues to university units wishing to host or employ international visitors;
- Institutional compliance with immigration regulations assessment and training;
- Processing of immigrant and non-immigrant visa applications sponsored by the institution;
- Acting as a liaison among institutional departments, government agencies, and private organizations; and
- Coordinating educational and cultural programs and activities that promote the well-being of international visitors, students, trainees, faculty, and staff.

To ensure compliance with federal, state, and local regulations as well as institutional policies, all foreign nationals who are not U.S. citizens or Permanent U.S. Residents must check-in with the Office of International Affairs prior to beginning their appointment and/or registering for classes in order to obtain the appropriate clearance to begin appointment and/or studies.

General Information

The Office of International Affairs is located in the University Center Tower, Suite 130. Office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m., with the exception of Thursdays, when the office is closed from 8:00 a.m. - 11:00 a.m.

For further information, contact:

Office of International Affairs

The University of Texas Health Science Center at Houston

P.O. Box 20036

Houston, Texas 77225

7000 Fannin St., Suite 130

Houston, Texas 77030

(713) 500-3176 FAX (713) 500-3189

email: utoiahouston@uth.tmc.edu

Website: <http://www.uthouston.edu/international-affairs/>

Office of Equal Opportunity

The Equal Opportunity Office within Human Resources provides leadership, resources, and advice to the university community by:

- Assisting the schools' 504 Coordinators with the evaluation of requests for disability accommodations, including the need for academic accommodations within the classroom, special adaptive computer equipment, and interpretation services;
- Educating hiring managers on best practices for attracting, hiring, and retaining a culturally diverse workforce;
- Ensuring that the proper demographic data is collected during the recruitment process;
- Preparing the university's affirmative action plans and benchmarking the university's diversity against other higher education institutions;
- Promoting an inclusive environment by delivering training on equal opportunity, harassment, affirmative action and diversity topics for students, supervisors and employees; and
- Investigating claims of unlawful discrimination and harassment.

For additional information, contact:

The University of Texas Health Science Center at Houston

Human Resources

7000 Fannin, Suite 150

Houston, Texas 77030

(713) 500-3079

Website <http://hr.uth.tmc.edu/EEOnew/eo.html>

Student Health Services (SHS)

Student Health Services (SHS) provides health services to all UTHHealth students. The mission of SHS is to offer quality healthcare for students and their families. A portion of the student services fee funds the programs. The health services are available for all UTHHealth students and their dependents. Services available include immunizations required for matriculation into and through UTHHealth, tuberculosis screening, physical examinations, well woman examinations, flu shots, travel medicine, treatment of acute and chronic medical problems, and referrals to specialists as necessary. The clinic manages a 24-hour a day hotline for needlesticks and other exposures to hazardous body fluids. An on-site Class D pharmacy offers many prescription medications for common illnesses and oral contraceptives. The clinic is staffed by physicians who are board certified in Internal Medicine and Pediatrics.

Low complexity office visits are covered by the student fees. Higher complexity visits can be charged to the student's insurance carrier. Immunizations may be covered by the student's insurance and are otherwise offered at near cost. Testing following blood or body fluid exposure while performing educational assignments is covered by the Needlestick Program as long as student reports incident to our Occupational Exposure Hotline at 713-500-OUCH. Any charges not covered by the student's insurance carrier are the responsibility of the student. These may include laboratory tests, radiological services, hospitalization and referred consultation, and pharmaceuticals.

Student Health Services is located in the UT Professional Building, Suite 1010 Office hours are 8:30 a.m. to 5:00 p.m. Appointments are preferred but not required for acute illness and emergencies.

For more information, contact:
UT Student Health Services
The University of Texas Professional Building
6410 Fannin, Suite 1010
Houston, Texas 77030
(713) 500-5171 FAX (713) 500-0605
Website: www.uthouston.edu/studenthealth

Student Health Insurance

The University of Texas System Board of Regents approved mandating health insurance for students enrolled in the UT System health components, including students previously enrolled. The Board of Regents has authorized the assessment of a health insurance fee for each semester to each student who cannot provide evidence of continuing coverage under another approved plan.

In addition, the Board of Regents requires all international students holding non-immigrant visas and living in the United States to have coverage for repatriation and medical evacuation while enrolled at University of Texas System component institutions. The required health insurance fee assessed by the university includes coverage for repatriation and medical evacuation. International students with coverage outside of the plan can contact UTHHealth Auxiliary Enterprises at 713/500-8400, or email: student-insurance@uth.tmc.edu to provide the information needed to waive the insurance fee and, if needed, purchase coverage for repatriation and medical evacuation.

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A student health insurance program is offered to registered students through a private company selected by The University of Texas System. This plan is designed to supplement student health services. In addition, it also assists with expenses not covered by the student services fee such as prescriptions, hospitalization, etc. Students have the option of enrolling their families in this plan at an additional cost.

For further information, contact: Auxiliary Enterprises
The University of Texas Health Science Center at Houston
7779 Knight Road
Houston, Texas 77054
(713) 500-8400 FAX (713) 500-8409
email: student-insurance@uth.tmc.edu
Website: www.uthouston.edu/auxiliary-enterprises/insurance

UT Counseling & WorkLife Services

The university understands that balancing personal life with the demands of academia can be difficult. Therefore any concern that troubles a student or reduces his or her ability to concentrate can be brought to UT Counseling & WorkLife Services at no cost. Available services include individual or couples therapy sessions for a wide variety of concerns: depression, anxiety, loneliness, concerns about academic performance, alcohol or drug problems, eating disorders, relationship concerns, suicidal feelings, psychotic behavior, etc. In addition, to help students balance the competing demands of school and personal life, UT Counseling & WorkLife Services also offers resources and referrals for such legal issues as a simple will, financial concerns, child/elder care, adoption, and daily living

Records are kept strictly confidential to the extent allowed by law, and there is no fee for service. Students who desire or who are in need of long-term therapy or of complicated medication management will be assisted with referrals. UT Counseling & Worklife also sponsor outreach and prevention programs, such as for managing stress or coping with test anxiety.

Referrals are not necessary and students are encouraged to call this office to make their own appointments.

For further information or to make an appointment, contact:
UT Counseling & WorkLife Services
The University of Texas Health Science Center at Houston
University Center Tower, Suite 1670
7000 Fannin
Houston, Texas 77030
(713) 500-3327
email: uteapgmt@uth.tmc.edu
Website: <http://www.uthouston.edu/utcounseling>

Child Development Center

UTHealth operates a Child Development Center (UTCDC) for children ages six weeks through kindergarten, located within the University Housing complex at 7900 Cambridge. The Center is designed to create a safe, wholesome environment where children enjoy living and learning. The educational environment for infants is designed to provide visual and auditory stimulation in an atmosphere of warmth and nurturance. The program for toddlers and older children features

open learning centers that provide for individual instructional activities with large and small group interaction. All children are encouraged to develop according to their own unique abilities, interests and growth rates.

In addition to being licensed by the State of Texas, the UTCDC is nationally accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. The UTCDC program was the first nationally accredited center in the Texas Medical Center. Each classroom has its own four-year degreed teacher and follows a developmentally appropriate curriculum. The UTCDC is open from 6:00 a.m. to 6:00 p.m. Monday through Friday and is closed on all holidays observed by UTHealth.

Parents are encouraged to participate in various projects involving their children and to serve as liaisons between their home and the UTCDC. Regularly scheduled parent/teacher conferences apprise parents of their child's growth and development. All parents are invited to participate in the activities of the Building Blocks Committee, which acts as a support group for the UTCDC.

For a tour or further information, contact:
Child Development Center
The University of Texas Health Science Center at Houston
7900 Cambridge
Houston, Texas 77054
(713) 500-8454
Website: www.uthouston.edu/child-development-center

University Housing

University Housing consists of two unique apartment communities. The 7900 Cambridge complex was built in 1982 and offers first and second floor units in one, two, and three bedroom floor plans. The 1885 El Paseo property, built in 2005, is a contemporary style living environment with four floors of one and two bedroom apartments with a four-story parking garage located in the middle of the complex. Each apartment is carpeted and comes equipped with an all-electric kitchen. The 1885 El Paseo property offers washers and dryers in each apartment. The 7900 Cambridge property offers coin-operated washers and dryers housed in three laundry rooms.

The entrance to both properties is controlled by a 24-hour guard. A shuttle to the Texas Medical Center is available to eligible residents.

Leasing office hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday.

Affiliated students, faculty, and staff are encouraged to apply for a place on the waiting list for available vacancies.

Send inquiries to:
University Housing
The Leasing Office
1885 El Paseo
Houston, Texas 77054
(713) 500-8444 FAX 500-8448
Website www.uthouston.edu/housing

Transportation

UTHealth provides a commuter/circulator shuttle operation for all UTHealth students, faculty and staff. UTHealth identification badges are required for access onto the shuttle. The shuttle service is contracted through Groome Transportation and operates from 6:00 a.m. to 8:30 p.m. Monday through Friday excluding official university holidays. During peak operating hours (6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m.) the shuttle runs every 10-15 minutes from University Housing. Key shuttle stop locations are: University Housing, Recreation Center, University Center Tower, School of Nursing, Graduate School of Biomedical Sciences, Medical School Building, School of Public Health and the Research Park Complex. For information regarding shuttle services or route information, please contact the Auxiliary Enterprises Parking/Shuttles at shuttle@uth.tmc.edu or visit website at www.uthouston.edu/shuttle.

In addition to the UTHealth Shuttle, the Texas Medical Center (TMC) operates a free METRO shuttle from its various locations. For more information about TMC shuttle service, call the TMC Parking Office at (713) 791-6161.

Vehicles parking or driving on UTHealth property controlled by UTHealth are subject to enforcement of state vehicle inspection laws. .

General Parking Information for UTHealth Students

Due to traffic congestion and on-going construction in the Texas Medical Center (TMC), much of contract parking is limited to remote parking locations. A shuttle bus makes frequent stops at key locations throughout TMC from remote locations. Free parking areas for bicycles are located throughout the TMC. Motorcycles park at a reduced rate.

Student contract parking is available from Texas Medical Center. Visit www.tmc.edu and click on "Parking Information" then click Contract Parking to download instructions and a contract form. Reduced rate parking is available remotely in South Extension Lot, Smith Lands and South Main Lot. Some remote parking lots offer free shuttle service to the main campus and "after hours" privileges to park in the main campus garages after 6:00p.m. week days, although you must exit by 8:00a.m. After hours privileges are also extended 24/7 on Saturday and Sunday. For further information, please call TMC's Customer Service Helpline at 713/791-6161.

University Center Tower (UCT) Garage: Parking at the UCT garage located at 7000 Fannin (corner of Fannin & Pressler) is restricted to employees and students occupying the building. However, students are granted complimentary parking for one and a half hours with the student I.D. badge. The complimentary parking is for student-related business only (i.e., registrar, financial aid, bursar's office, and counseling). Before exiting the parking facility, a valid student ID badge must be shown with the parking ticket to the attendant in the Parking Office on the first floor of the UCT building for validation. Parking in excess of the 1-1/2 hour complimentary parking is at the student's expense. This privilege is extended to enrolled/current students only. The UCT garage is open Monday through Saturday but collection of parking fees is Monday-Friday only. The garage security gates are usually open for parking access Monday through Friday 6:00 a.m. to 7:00 p.m. Monthly 24/7 contract parking is available for School of Biomedical Informatics (SBMI) students.

After hours (5pm – 8am) and weekend parking is available for students at a rate of \$30 for the six-month period (Jan. – June and July – Dec.). UCT garage and SON/SPH lot for SON and SPH students only.

Contract parking is available for ALL students at the South Campus lot across from the UTHealth Recreation Center. Students can catch the UTHealth shuttle in front of the Recreation Center.

University Professional Building (UPB) Garage: Monthly 24/7 contract parking is available. After hours (5:00p.m. to 8:00a.m.) and weekend parking is available at the University Professional Building Garage, 6414 Fannin for students at a rate of \$30 for the six-month period (Jan. – June and July – Dec.). Parking contracts can be attained by visiting the UTPB Parking Office (G.25) and presenting a student ID. There is a one-time non-refundable parking card activation fee of \$10 upon contract completion. The UTPB Parking Office is open from 7:00 a.m. to 6:00 p.m. Monday through Thursday and 7:00 a.m. to 5:00 p.m. on Friday.

For further information contact: Parking Services
The University of Texas Health Science Center at Houston
7000 Fannin (UCT) or 6414 Fannin (UPB)
Houston, Texas 77030
(713) 500-3405 (UCT) or (832) 325-7655 (UPB)
email: Parking@uth.tmc.edu
Website: www.uthouston.edu/parking

Alternative Transportation Options

Van Pool Info: METRO Star offers a monthly subsidy per van pool riders who ride at least twelve times per month round trip. The subsidy is provided direct to the vanpool driver's account and the savings passed on to the rider. To form or join a vanpool, please register on METRO's online website at www.ridemetro.org or call METRO at (713) 224-RIDE.

METRO: METRO offers a 50% discount off the full fare for all local Park and Ride or METRO-Rail rides. Student must obtain a letter showing you are a registered student of the university. The letter can be obtained by presenting a current UTHealth ID Badge at one of the UTHealth Parking Offices: UCT-7000 Fannin or UPB-6414 Fannin. The letter and student ID must then be taken to the METRO Ridestore, 1900 Main Street, 1st floor, to obtain a pictured METRO QCard. METRO is open Monday – Friday, 8am – 5pm, and can be reached by riding the METRO Rail Line to Downtown Transit Center stop. Contact METRO at (713) 739-6968 for more information.

For additional information please contact UTHealth Parking/ Shuttle Services at
Email: Parking@uth.tmc.edu
Website: www.uthouston.edu/parking

BOOKSTORES

Matthews Medical Book Company operates three locations at UTHealth – Medical School, School of Dentistry and School of Nursing.

A student at this university is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Medical School Bookstore

The Medical School Bookstore carries required and recommended textbooks for the Medical School as well as an extensive reference and review section. Medical equipment is discount-

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ed in varying amounts. In addition to textbooks and medical equipment, the bookstore stocks UTHealth gift and clothing items. Books that are not in stock may be special ordered at the service desk or online. The hours of operation are 8:30 a.m. – 5:00 p.m. Monday – Friday.

Included among its services, the bookstore offers daily book buybacks, monogramming services, and discounted software. In addition, the bookstore orders graduation invitations and diploma frames.

For further information, contact:

Matthews UTHealth Medical School Bookstore
The University of Texas Health Science Center at Houston
6431 Fannin, Suite B600
Houston, TX 77030
(713) 500-5860 FAX (713) 500-0540
Website: www.uthoustonbooks.com

School of Dentistry Bookstore

The School of Dentistry Bookstore carries required and recommended textbooks for the Dental School, reference and review books, 1st and 2nd year, Dental Equipment Kits, Dental Hygienist Kits, as well as kits and equipment for the WREB. The bookstore also carries a variety of products for the patients of the student clinic. Books and equipment that are not in stock may be special ordered at the service counter or online. The hours of operation are 8:00 a.m. – 4:00 p.m., Monday – Friday.

For further information, contact

Matthews UTHealth School of Dentistry Bookstore
The University of Texas Health Science Center at Houston
7500 Cambridge
Houston, Texas 77054
(713) 486-4450
Website: www.uthoustondental.com

School of Nursing Bookstore

The School of Nursing Bookstore carries required and recommended textbooks for the School of Nursing and the School of Public Health. In addition to textbooks, the bookstore stocks a large number of reference and review books, medical equipment, software, and School of Nursing gift and clothing items. Books that are not in stock may be special ordered at the service counter or online. The hours of operation are 8:30 a.m. – 5:00 p.m. Monday – Friday.

Included among its services, the bookstore also orders graduation invitations and academic regalia, as well as buys used books from 9:00 a.m. to 4:00 p.m. daily.

Matthews UTHealth School of Nursing Bookstore
The University of Texas Health Science Center at Houston
6901 Bertner, Room 280
Houston Texas 77030
(713) 500-9561 FAX (713) 500-0982
Website: www.uthoustonnursing.com

University Dining and Catering Services

Food Service is provided at the School of Nursing, School of Dentistry and Medical School buildings through a contracted provider. Catering is available through the School of Nursing location. Vending is also contracted with machines located throughout the UTHealth campus.

Phone: 713-500-8405

Catering: 713-500-9103

Website: www.uthouston.edu/dining-catering

School of Nursing The cafeteria is located on the first floor of the School of Nursing Building at 6901 Bertner Avenue. A variety of dining choices are available for your convenience.

Call for catering needs throughout the university. Phone: 713-500-9103

School of Dentistry The grab-n-go is located on the ground floor of the School of Dentistry at 7500 Cambridge. A limited variety of dining choices are available along with a selection of specialty coffee drinks.

Medical School The grab-n-go is located on the ground floor of the Medical School Building at 6431 Fannin. A limited variety of dining choices are available along with a selection of specialty coffee drinks.

Hours of Operation (excluding university holidays): Monday - Friday 7:00 a.m. – 3:00 p.m.

Recreation Center Facilities and Programs

The Recreation Center is located at 7779 Knight Road, adjacent to the University Housing Complex. Operating hours of the facility are 5:30 a.m. to 10:00 p.m., Monday through Friday, 8:00 a.m. to 8:00 p.m., Saturday, and 10:00 a.m. to 8:00 p.m., Sunday. The facility will close during major university holidays, however, it will usually operate on holiday hours for some of the one-day holidays. These days and hours of operation are posted in advance.

The Recreation Center offers a variety of quality facilities, programs and equipment designed for health and fitness as well as fun and relaxation. Features include: a heated outdoor olympic-size pool, strength training equipment, cardiovascular equipment, and outdoor basketball and tennis courts. The Rec Center also offers outdoor sand volleyball courts, athletic fields and jogging trail. In addition to the amenities, programs consist of group fitness, personal/group training, recreational sports and more.

Recreation Center membership is open to all UTHealth faculty, staff, students, families and affiliates, including Texas Medical Center employees and UT System Alumni. The recreation student service fee entitles a current UTHealth student to use the Center. A valid UT ID is required for admittance and at time of purchase of any services offered. UTHealth employees and students have the option of having their spouse and or child(ren) join the facility and registration and payment for this is handled directly at the front desk of the facility. At that time Rec Center ID cards will be made for spouse or children who join.

There is no charge for children under six years of age, and the "Family" fee covers spouse and unlimited children between ages 6-20. UTHealth students do have the privilege of having "extended family" members (brother, sister, mother, father) join at the "UT Affiliate" rate and this must be handled directly at the facility. To get the best value, the Center encourages students

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with children under the age of 16 to handle their family membership fees directly at the facility. Children under the age of 16 must be accompanied and supervised by a parent or guardian at all times while in the facility. No one under 16 is allowed in the swimming pool or pool deck during the winter months, or at any time when the pool blankets are on the pool.

For further information, please contact:

UTHealth Recreation Center

The University of Texas Health Science Center at Houston

7779 Knight Road

Houston, Texas 77054

(713) 500-8420

Website: www.uthouston.edu/recreation-center

STUDENT POLICIES

UTHealth Policy Information for Students

The following excerpts and policy descriptions from The University of Texas Health Science Center at Houston Handbook of Operating Procedures (HOOP) are from selected policies that relate to student life at UTHealth. Additional student policies can be found in the HOOP located at <http://www.uthouston.edu/hoop/disposition-table.htm>

In an educational community as large as The University of Texas System, formal policies and procedures must exist to facilitate the orderly conduct of affairs. The Regents' Rules and Regulations (<http://www.utsystem.edu/board-of-regents/rules.htm>) reflect the general policies and rules set forth by The University of Texas System Board of Regents and apply to all institutions within the UT System. All UTHealth policies must reflect the policies outlined in the Regents' Rules and Regulations. The HOOP implements the rules of governance and administrative procedures for UTHealth within the guidelines of the policies set forth by the Board of Regents.

STUDENTS ARE CHARGED WITH THE RESPONSIBILITY FOR KNOWLEDGE OF AND COMPLIANCE WITH ALL UTHealth POLICIES, REGULATIONS, AND PROCEDURES, INCLUDING, AS APPROPRIATE, POLICIES, REGULATIONS, AND PROCEDURES UNIQUE TO THE INDIVIDUAL SCHOOL IN WHICH THE STUDENT IS ENROLLED.

For additional information on policies specific to individual schools, contact the Student Affairs Office in your school or access the individual school website from the links provided on the UTHealth homepage at <http://www.uthouston.edu/>

Educational Records and Family Educational Rights and Privacy Act (FERPA)

The University of Texas Health Science Center at Houston complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects the privacy of educational records and establishes the rights of students to access their educational records. The Registrar will annually notify students of their rights and the procedures for exercising these rights.

The full policy can be found in HOOP Policy Number 129, Educational Records. (<http://www.uthouston.edu/hoop/policy.htm?id=1448106>)

All research papers, thesis, and dissertations authored by degree candidates are available to interested members of the general public upon request.

The link to the full text of FERPA can be found on the Registrar's website at <http://registrar.uth.tmc.edu/Registration/FERPA.html>

AIDS, HIV, HBV, and HCV Infection

UTHealth works to help safeguard the health and safety of students, employees, patients, and the general public against the contact and spread of infectious diseases. UTHealth is also sensitive to the needs and rights of any of its employees or students who have contracted diseases that might be infectious. In recognition of Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) as serious public health threats, UTHealth has adopted policy and procedural steps to both prevent the spread of HIV, HBV, and HCV infections and to protect the rights and well-being of those employees or students who may be infected with HIV and HBV. The full HOOP policy, which defines terms and addresses general principles, voluntary counseling and testing, work-related exposure, and educational efforts, can be found in HOOP Policy Number 158, Bloodborne Pathogen Infection Control. (<http://www.uthouston.edu/hoop/policy.htm?id=1448164>)

Campus Security

UTHealth is committed to a safe and secure learning and working environment. To that end, the university strives to assure that its buildings and contents are secure and that members of the university community are properly identified and are given appropriate access to university facilities and amenities. Campus security policies can be found online in HOOP Policy Number 2, Campus Security (<http://www.uthouston.edu/hoop/disposition-table.htm>)

In compliance with the Student Right-to-Know and Crime Awareness and Campus Security Act, UTHealth collects specified information on campus crime statistics and makes timely reports to the campus community on crimes considered to be a threat to students and employees. The University of Texas at Houston Police Department provides a link to crime statistics on its website at <http://www.mdanderson.org/utpd/>.

Guidance on reporting criminal activity on campus can be found online in HOOP Policy Number 87, Reporting Criminal Activity on Campus (<http://www.uthouston.edu/hoop/policy.htm?id=1448022>)

Conduct and Discipline

All UTHealth students are expected and required to obey federal, state, and local laws, to comply with the Regents' Rules and Regulations, the rules and regulations of UTHealth, and The University of Texas System, and directives issued by administrative officials of the university or UT System in the course of their authorized duties, and to obey standards of conduct appropriate for an academic institution. Any student who engages in conduct that violates the Regents' Rules and Regulations, UTHealth or UT System rules, or federal, state, or local laws is subject to discipline whether the conduct takes place on or off campus and whether or not civil or criminal penalties are imposed for such conduct.

The full student conduct and discipline policy, can be found online in HOOP Policy Number 186, Student Conduct and Discipline (<http://www.uthouston.edu/hoop/policy.htm?id=1448220>)

Copyrighted Material and Software

All employees and students of The University of Texas Health Science Center at Houston must comply with United States Copyright Law of 1976, as amended, (Title 17, United States Code) (“Copyright Act”) including UTHealth policies and guidelines governing the use of copyrighted materials. All students are responsible for knowing the laws that govern copyrighted materials which are outlined in HOOP Policy Number 47, Classroom and Research Use of Copyrighted Material at (<http://www.uthouston.edu/hoop/policy.htm?id=1447942>).

Both uploading and downloading of files can pose a violation of copyright laws. Students should be cautious and research whether the source provides material licensed by the copyright owner.

Links regarding Peer-to-Peer file sharing and potential copyright infringement can be found on the UTHealth Information Technology website at <http://it.uth.tmc.edu/cio/index.htm>, under the heading of Cyber-Security Tips (US-CERT).

UTHealth must also comply with current copyright laws pertaining to computer software stated in Title 17 of the United States Code and with software license agreements. Any use of university computers and/or computer peripherals by students or employees for unauthorized duplication of copyrighted or licensed works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal and state laws. Detailed information on Software Copyright Compliance can be found in HOOP Policy 198 at (<http://www.uthouston.edu/hoop/policy.htm?id=1699026>)

In addition to potential civil and criminal penalties established by federal law, each UTHealth school may impose student disciplinary actions where appropriate in accordance with university policies governing student conduct and discipline.

Criminal Background Checks - Students

UTHealth is committed to providing a safe environment for its students and employees. The university obtains criminal background information regarding applicants for security sensitive positions. The university has determined all positions (whether employee or student) within the university are security sensitive. Increasingly, a criminal background check is being required by clinical facilities in 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.

Enrolled students may be required to consent to additional criminal background checks for clinical placement or other purposes at the discretion of the Dean of each school.

The full policy can be found online in HOOP Policy Number 160, Criminal Background Checks (<http://www.uthouston.edu/hoop/policy.htm?id=1448168>)

Disability Accommodation

UTHealth is committed to providing equal opportunities for qualified employees, job applicants, and students with disabilities in accordance with state and federal laws and regulations. Student applicants and enrolled students can obtain information concerning program-related accommodations in each school from the school's Section 504 Coordinator (usually found in the Student Affairs office of each school). The Disability Coordinator (in Human Resources) and the Section 504 Coordinators can provide information and referrals regarding campus accessibility, disabled parking permits, transportation services, and other resources.

The full policy can be found online in HOOP Policy Number 101, Disability Accommodation (<http://www.uthouston.edu/hoop/policy.htm?id=1448050>)

Equal Educational Opportunity

UTHealth endeavors to foster an educational environment and working environment that provides equal opportunity to all members of the university community. 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 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.

Any student or potential student who has a complaint under this policy should contact the associate dean for student affairs in his or her school, the executive vice president for academic and research affairs, or the Office of Human Resources.

The full policy can be found online in HOOP Policy Number 183, Equal Opportunity, Discrimination and Harassment (<http://www.uthouston.edu/hoop/policy.htm?id=1448214>)

Hazing

Hazing is prohibited by both state law 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.

The term "hazing" is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the UTHealth property, by one person alone or acting with others, which 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 any organization whose members are or include students at the university. Hazing with or without the consent of the student is prohibited and violations may render both the person inflicting the hazing and the person submitting to the hazing subject to criminal prosecution and student disciplinary action by UTHealth

Student Immunizations and Health Records

All students registering at The University of Texas Health Science Center at Houston (UTHealth) are required to furnish an immunization record signed by a health care provider. Certain exemptions are allowed from all immunization requirements. A hold is automatically placed on an applicant's record at the time an application for admission is submitted. If admitted to the University, this hold will block registration. The UT Student Health Clinic will release all immunization

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holds after proof of immunizations is satisfied. The UT Student Health Clinic may place a hold on a student's record at any time if a student fails to comply with the requirements of this policy.

The following immunizations and screening tests are required for all students at The University of Texas Health Science Center at Houston:

- Tuberculin Skin Test must be done within the past 12 months, even for those who have received BCG vaccine as a child. If current or former PPD skin test is positive a chest x-ray, taken within the past 12 months, documenting no active tuberculosis must be submitted with immunization form;
- Measles – proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity;
- Mumps – proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity;
- Rubella – proof of one dose administered on or after the first birthday or proof of immunity;
- Tetanus/Diphtheria or Tetanus/Diphtheria and Pertussis – proof of one “booster” dose of either within the past 10 years;
- Hepatitis B virus (HBV) – proof of serologic immunity to HBV or certification of immunization with a complete series of hepatitis B vaccine. Student must be vaccinated to most current status possible prior to registering for classes;
- Varicella (chickenpox) – Physician validated history of the disease or proof of two dose vaccine series or lab report of positive varicella titer. If varicella titer is negative, varicella vaccine series is required; and,
- Meningococcal (Meningitis) – Required of all incoming and transfer students 30 years old and younger. Students must have been immunized within the past five years and submit proof of immunization at least ten days prior to the first day of class.

****Important information regarding the Meningococcal Vaccine****

Beginning with the Spring 2012 semester, Texas law (Texas Education Code 51.9192) mandates that Texas universities and health science centers require all new and transfer students show proof of vaccination against bacterial meningitis. The law does not apply to new and transfer students who are over the age of 30 at the time of enrollment or who are enrolled only in distance learning classes.

The only exceptions permitted by law are for:

1. Students who can provide proof that a health care provider has determined that it would be a health risk for the student to have the vaccine; or,
2. Students who use the Exemption Form issued by the Texas Department of State Health.

Obtaining the required form from the Texas Department of Health Services to establish an exemption for reasons of conscience is a time-intensive process that takes approximately a month. If you are anticipating using this exemption then you will need to start this process early.

An online exemption request form can be found on the Texas Department of State Health Services website at <http://www.vaccineinfo.net/exemptions/index.shtml>

Please note if you are a student who previously attended a UTHealth school or another institution of higher education before January 1, 2012 and are re-enrolling following a break in enrollment of at least one fall or spring semester you must fulfill the meningitis vaccine requirement.

For more information on immunizations or how to obtain certain required immunization exemptions students are requested to contact the UT Student Health Clinic at (713) 500-5171 or by visiting their website at <http://www.uthouston.edu/studenthealth>

The full policy, which lists required immunizations and procedures for requesting exemptions from required immunizations, can be found in HOOP Policy Number 55, Student Immunizations and Health Records (<http://www.uthouston.edu/hoop/policy.htm?id=1447958>)

Determination of Resident Status

Before an individual may register at UTHealth and pay tuition at the rate provided for residents of the State of Texas, the individual must provide required information regarding residency status. The Registrar is the Residency Determination Official for the university. The full policy can be found online in HOOP Policy Number 58, Determination of Resident and Non-Resident Tuition Status (<http://www.uthouston.edu/hoop/policy.htm?id=1447964>)

Information about the Petition for Resident Tuition and a link to the Core Residency Questionnaire can be found on the Registrar's Website at: http://registrar.uth.tmc.edu/Services/Student_Forms.html (Scroll down and click on "Residency Policy and Form.")

Absences

Observance of a Religious Holy Day: Students who wish to observe a religious holy day that interferes with classes, examinations or completion of assignments, must inform the instructor of each class to be missed and/or of the planned absences(s) not later than the fifteenth day of the semester. The notification must be in writing and may either be delivered by the student personally to each instructor, with receipt of the notification acknowledged and dated by each instructor, or mailed by certified mail, return receipt requested, to each instructor. Pursuant to Texas law, a request to observe a religious holy day may be denied if the student's absence will interfere with clinical care.

As noted, a student who follows these procedures and is excused from class for a religious holy day may not be penalized, but the instructor may respond appropriately if the student fails to satisfactorily complete a missed assignment or examination within a reasonable time after the absence. The full policy can be found in HOOP Policy Number 112, Observing Religious Holy Days (<http://www.uthouston.edu/hoop/policy.htm?id=1448072>)

Military Obligations: For any academic term that begins after the date a student is released from active military service but not later than the first anniversary of that date, a school shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes. On readmission of the student under these circumstances, the School shall provide to the student any financial assistance previously provided by the institution to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the

student's service, such as continuous enrollment or another similar timing requirement; and allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the institution. The university may require reasonable proof from a student of the fact and duration of the student's active military service.

Similarly, if a student enrolled in a school fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration and the student chooses not to withdraw from school, the school shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination with a reasonable time after the absence.

Military Service Withdrawal: A student who withdraws as a result of being called to active military service may choose: (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete "I" in each course; or (3) at the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of course work and has demonstrated sufficient mastery of the course material.

Sexual Assault

UTHealth seeks to provide a campus environment free from inappropriate conduct of a sexual nature including sexual assault. Sexual assault is defined according to the definition stated in Section 22.011 of the Texas Penal Code.

In accordance with this commitment, and in accordance with the requirements of the Higher Education Reauthorization Act of 1992, UTHealth has created a policy specifically to address this important issue. The full policy on student sexual assault and how to proceed if you are a victim of sexual assault can be found online in HOOP Policy Number 59, Sexual Assault-Students (<http://www.uthouston.edu/hoop/policy.htm?id=1447966>)

Sexual Harassment

UTHealth has different procedures for dealing with allegations of sex discrimination and sexual harassment. Any student who feels that he or she has been discriminated against on the basis of his or her sex should use the appropriate grievance process outlined in HOOP Policy Number 183. This policy applies to the conduct of all members of the UTHealth community, including, but not limited to administrators, faculty, staff, students, residents, fellows and other trainees, volunteers, vendors, consultants, observers, and visitors. The full policy can be found online in HOOP Policy Number 183, Equal Opportunity, Discrimination and Harassment (<http://www.uthouston.edu/hoop/policy.htm?id=1448214>)

Substance Abuse - Students

UTHealth is committed to maintaining an environment that is free from substance abuse. The university expects impaired students to seek help voluntarily and to assume responsibility for their professional and personal conduct. UTHealth recognizes that substance abuse is a treatable condition and, as an institution dedicated to health, facilitates the treatment and rehabilitation of this condition. Such assistance may be provided through UT Counseling and Worklife Services, the Medical School Department of Psychiatry and Behavioral Sciences, private physicians or community agencies with expertise in treating chemical dependence.

Any employee, fellow or student who causes harm to or appears to endanger the safety of himself or herself or others, will be subject to disciplinary action in accordance with university policy.

The full policy on Substance Abuse can be found online in HOOP Policy 173 at (<http://www.uthouston.edu/hoop/policy.htm?id=1448194>)

Student Travel

UTHealth supports the educational, research and service activities of its students by sponsoring and reimbursing certain approved travel activities and expenditures. The university, however, has special concerns as to how students are asked or permitted to travel on official university business. The Student Travel policy includes special rules outlined by the The University of Texas System Board of Regents to ensure that students who are asked or authorized to travel are aware of university rules on travel, how to seek and obtain approval for travel, how to be reimbursed for travel expenditures, and safety rules that apply to student travel.

The full policy on Student Travel can be found online in HOOP Policy 61 at (<http://www.uthouston.edu/hoop/policy.htm?id=1447970>)

Solicitation on Campus

No solicitation shall be conducted on the campus of UTHealth unless permitted under HOOP Policy 165. Auxiliary Enterprises is the responsible office at UTHealth for coordinating the review and approval for solicitation on campus. All other inquiries or questions regarding the definitions outlined in the university policy should be directed to the Office of Legal Affairs.

The full policy on Solicitation on Campus can be found online at (<http://www.uthouston.edu/hoop/policy.htm?id=1448178>)

Other Important Policies Affecting Students

The Handbook of Operating Procedures (HOOP) lists other important policies affecting students and is divided into a Table of Contents found in the HOOP Disposition Table. Policies may fall under several different chapters including, but not limited to Chapter 2 University Citizenship, Chapter 6 Students, Chapter 17 Information Technology, or Chapter 18 Safety and Health and Chapter 23 Research. Students are expected to read and familiarize themselves with university policies and procedures.

Some additional HOOP Policies not outlined in detail above that students should familiarize themselves with are:

General Information

109 General Standards of Conduct, Chapter 2 University Citizenship

<http://www.uthouston.edu/hoop/policy.htm?id=1448066>

9 Alcoholic Beverages, Chapter 2 University Citizenship

<http://www.uthouston.edu/hoop/policy.htm?id=1447866>

8 Use of University Name or Logo On Merchandise, Chapter 1 University Administration

<http://www.uthouston.edu/hoop/policy.htm?id=1447864>

11 Use of University Facilities, Chapter 2 University Citizenship

<http://www.uthouston.edu/hoop/policy.htm?id=1447870>

174 Speech and Assembly, Chapter 2 University Citizenship

<http://www.uthouston.edu/hoop/policy.htm?id=1448196>

167 Student Employment Appointments, Chapter 6 Students

<http://www.uthouston.edu/hoop/policy.htm?id=1448182>

56 Student Financial Aid, Chapter 6 Students

<http://www.uthouston.edu/hoop/policy.htm?id=1447960>

121 Student Loan Collections, Chapter 6 Students

<http://www.uthouston.edu/hoop/policy.htm?id=1448090>

57 Tuition, and Fees Payment, Refunds and Student Debt, Chapter 6 Students

<http://www.uthouston.edu/hoop/policy.htm?id=1447962>

58 Determination of Resident and Non-Resident Tuition Status, Chapter 6 Students

<http://www.uthouston.edu/hoop/policy.htm?id=1447964>

60 Student Services, Chapter 6 Students

<http://www.uthouston.edu/hoop/policy.htm?id=1447968>

85 University Closure for Emergency, Disaster or Severe Weather, Chapter 18 Safety & Health

<http://www.uthouston.edu/hoop/policy.htm?id=1448018>

86 Medical Emergencies, Minor Injuries/Illnesses, Chapter 18 Safety & Health

<http://www.uthouston.edu/hoop/policy.htm?id=1448020>

87 Reporting Criminal Activity on Campus, Chapter 18 Safety & Health

<http://www.uthouston.edu/hoop/policy.htm?id=1448022>

168 Conduct of Research, Chapter 23 Research

<http://www.uthouston.edu/hoop/policy.htm?id=1448184>

202 Honesty in Research, Chapter 23 Research

<http://www.uthouston.edu/hoop/policy.htm?id=1702018>