



**The University of Texas**  
**Health Science Center at Houston**

**General Information Catalog**  
**for all Students**

**2023-2024 Addendum**

**ADDENDUM TO**  
**2023-2024**  
**General Information Catalog for Students**

**Academic General Information**

Add New Master's Degree Program at McGovern Medical School

**CURRENT: (page 12)**

**McGovern Medical School**

M.D.

M.S. in Clinical Research

**CHANGE TO:**

**McGovern Medical School**

M.D.

M.S. in Anesthesia

M.S. in Clinical Research

**Tuition, Fees and Payment Policies**

Add general Transfer of Credit Language to page 17 after the section on 'Adding, Dropping and Withdrawing Courses'

**Transfer of Credit**

Each of the six schools at UTHealth Houston have established policies on transfer of credit. Applicants and students can find information on transfer credit in the school catalog or on the website of the school to which they are applying or attending. The undergraduate programs in Nursing and Dental Hygiene require 60 hours of prerequisite coursework completed at other institutions. Information regarding the specific courses required to meet these prerequisites can be found on the school's website and in the school catalog. Refer to the Office of the Registrar's Admission Procedures and Transfer of Credit webpage for links to school websites:  
<https://www.uth.edu/registrar/applicants/admissions.htm>.

**Student Policies**

Update to Disability Accommodation Language

**CURRENT: (page 31)**

**Disability Accommodation**

UTHealth Houston is committed to providing equal opportunities for qualified disabled employees, applicants, students, trainees and other members of the university community and individuals who access

services or programs of the university. Student applicants and enrolled students can obtain information concerning program-related accommodations from the school's Section 504 Coordinator (<https://www.uth.edu/hoop/section-504-coordinators.htm>).

For the full university policy please see HOOP Policy 101, Disability Accommodation, online at <https://www.uth.edu/hoop/policy.htm?id=1448050>.

Contact Information:

Office of Diversity & Equal Opportunity  
7000 Fannin, Suite 150  
Houston, Texas 77030  
Phone: 713-500-2255  
Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)  
Website: <https://go.uth.edu/equalopportunity>

### **CHANGE TO:**

#### **Students with Disabilities and Attendance Requirements**

UTHealth Houston students are expected to be present for all classes (whether in-person or online) or other forms of required class time to include labs, clinical rotations, or other school required meetings. Students are also responsible for taking quizzes and examinations in a timely manner according to the schedule for the courses and programs in which they are enrolled. It is the responsibility of each student to learn and comply with the standards set in each course's attendance policy, as explained in the course syllabus. Students should be aware that, when a course policy allows for a specific number of absences with no penalty, that number typically includes absences for any reason (including those with documented justification). In courses with such limits, absences beyond the allowed number create a presumption that the student has not fulfilled the essential educational requirements of the course, and therefore, will receive a grade reflecting the deficiency.

Attendance is important to the academic success of a student; however, UTHealth Houston understands that there may be disability-related reasons for missed classes. A student can request an exception to a faculty member's attendance policy through the process outlined in HOOP Policy #101 – Disability and Pregnancy Accommodation <https://www.uth.edu/hoop/policy.htm?id=1448050>. Determinations related to disability-related requests will be made on an individual basis based on a review of related medical documentation and in collaboration with the School's 504 Coordinator, the Office of University Relations and Equal Opportunity, the student, and the faculty member responsible for teaching each impacted course.

The school is not required to grant accommodations that constitute a fundamental alteration of the program or course. Specifically, the school does not have to modify a requirement, including attendance, that is essential to the educational purpose or objective of a program or class. Decisions regarding essential requirements of a course or program will be made by a group of people who are trained, knowledgeable, and experienced in the area through a careful, thoughtful, and rational review of the academic program and its requirements. Decision-makers will consider a series of alternatives for the essential requirements, as well as whether the essential requirement(s) in question can be modified for a specific student with a disability.

It is important for the student to discuss contingency plans with their faculty before absences occur to ensure the repercussion of absences are clear and/or to develop a contingency plan. This process is not intended to allow for unlimited absences and does not alleviate the student of their responsibility to complete all assignments, quizzes, and examinations, or participate in class or related activities (if applicable).

For additional information on the disability accommodation process please see HOOP Policy 101 – Disability and Pregnancy Accommodation <https://www.uth.edu/hoop/policy.htm?id=1448050>.

A list of UTHHealth Houston 504 Coordinator's by school are found at <https://www.uth.edu/hoop/section-504-coordinators.htm>.

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Website: <https://go.uth.edu/equalopportunity>

## Student Services

Update departmental name effective October 16, 2023.

Current (Page 22)

### Office of Diversity & Equal Opportunity

The Diversity & Equal Opportunity Office (EO) aids the institution in upholding the university's commitment to equal educational opportunity. Key functions of this office include:

Facilitating the reasonable accommodation process for:

- Qualified disabled students and other members of the university community and individuals who access services or programs of the university; and
- Students seeking accommodations based on sincerely held religious beliefs that conflict with a university policy, procedure, or other academic requirement.

Responding to claims of discrimination and harassment based on race, color, religion, national origin, sex (including pregnancy), age, sexual orientation, gender, gender identity and expression, mental or physical disability, genetic information, veteran's status or any other basis prohibited by law or university policy.

Supporting the Title IX Coordinator and Deputy Title IX Coordinator in their efforts to provide a positive learning and teaching environment free from sex discrimination.

Contact Information:

Office of Diversity & Equal Opportunity

7000 Fannin, Suite 150

Houston, Texas 77030

Phone: 713-500-2255

Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)

Website: <https://www.uth.edu/hr/department/equal-opportunity/index.htm>

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**Office of University Relations and Equal Opportunity**

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**The University of Texas  
Health Science Center at Houston**

## **General Information Catalog for all Students 2023-2024**



The University of Texas Health Science Center at Houston is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, doctoral, and professional degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of The University of Texas Health Science Center at Houston may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. Applicants, students, and faculty are referred to the respective UTHealth Houston school catalogs. The provisions of the General Information section or the school-specific information in each school catalog, student handbooks, or school policy or regulations do not constitute a contract, expressed or implied, between any applicant, student, or faculty member at UTHealth Houston or The University of Texas System. UTHealth Houston reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

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 UTHealth Houston on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law.

The General Information Catalog is updated annually and contains information about The University of Texas Health Science Center at Houston (UTHealth Houston). Information included in this publication regarding academic policies and procedures, and student services applies to all students at UTHealth Houston in addition to the respective rules from schools and programs. Students attending any of the six schools of UTHealth Houston are responsible for knowing the rules of UTHealth Houston and the rules of the school and degree plan in which they are enrolled.

## INTRODUCTION

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### Message from the President, Giuseppe N. Colasurdo, M.D.



Welcome to UTHealth Houston and to this pivotal next step in your academic career. Now, more than ever, it is critical to have talented, dedicated individuals committed to the science and service of health care—and I thank you for joining this field. You have chosen an educational institution that places its value on your success and your fulfillment; that invests in you as a person. These next years will be both challenging and enriching and will prepare you to make significant contributions in your chosen professional field.

UTHealth Houston is the most comprehensive academic health center in The University of Texas System and educates more than 5,000 health professionals every year. Our School of Dentistry is more than 100 years old and rich in tradition; our Graduate School of Biomedical Sciences offers an innovative curriculum of postgraduate training in partnership with The University of Texas MD Anderson Cancer Center; our McGovern Medical School is one of the largest in the nation and is home to Houston’s renowned faculty practice, UT Physicians; our McWilliams School of Biomedical Informatics offers a first-of-its-kind curriculum critical to improving health delivery, quality and safety; our School of Public Health has a statewide presence with six campuses; and programs at our Cizik School of Nursing consistently rank among the best in the nation.

Training at UTHealth Houston will also provide you access to a broad patient population as well as opportunities to collaborate with students and faculty from all six of our schools, our affiliated partners, and our neighboring institutions. Upon completion of your training, you will find that your classmates have become your lifelong friends and colleagues; your advisors and professors will have become your mentors.

As you join the UTHealth Houston family, know that you have tremendous resources at your service. The faculty and staff are here to provide you with more than education – we are also here to support and guide you on your professional journey. In return, I ask that you give us your very best – for your benefit and for the benefit of your classmates. We need bright minds like yours to provide innovative solutions to the most pressing health problems of our time. I know that you will make us proud.

Thanks to each of you for trusting us with your education and, again, welcome to UTHealth Houston.

**Welcome from the Senior Vice President, Academic & Faculty Affairs, Kevin A. Morano, Ph.D.**



Thank you for your interest in UTHealth Houston. Whether you are a potential or existing student, faculty member, staff, or community friend, we invite you to learn more about our institution and why we pride ourselves on being Houston's Health University. Our vision is "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 deans of our six schools have assembled dedicated teams of faculty and staff to provide the best education possible in medicine, nursing, dentistry, public health, biomedical informatics, and the biomedical sciences. This is the most comprehensive collection of health education opportunities in Texas and we pride ourselves in training tomorrow's leaders in health care, research, and education.

The research programs within the schools of UTHealth Houston utilize state-of-the-art technologies to create new knowledge through basic, translational, and clinical research. These efforts are aided by our location in the Texas Medical Center where we engage in collaborative activities with major research institutions.

Moreover, we are committed to providing a diverse educational and work environment that is ethically based and contributes to the needs of the community through quality health care delivery, public health expertise, outreach, and service.

In closing, I invite you to explore UTHealth Houston further and to take advantage of the opportunities our institution provides to help you make an impact on our society.



**Welcome from the Executive Vice President, Student Affairs and Diversity, LaTanya Love, M.D.**



Thank you for your interest in UTHealth Houston. Whether you are a current or prospective student, we are delighted to welcome you. There are endless opportunities at UTHealth Houston and we invite you to take the time to learn more about our programs. We are so fortunate to be a part of a Health Science Center where we have six amazing schools. There are numerous opportunities for interprofessional collaboration and innovation in healthcare.

Our educational programs are second to none and offer many options for students to maximize their educational experience. We take pride in making sure our students are receiving a first class education at UTHealth Houston. We have faculty who are leaders in their fields and many are nationally recognized. UTHealth Houston also has additional programs and extracurricular activities that will enhance your educational experience. We are extremely supportive of our students and we have a number of support systems in place at each of our schools. We also recognize the importance of your personal wellbeing and encourage you to take advantage of our state of the art recreation center and nearby parks.

We are pleased that our main campus is located in the heart of the Texas Medical Center, which is the world's largest medical center. With over 10 million patient visits a year there is no shortage of learning and research opportunities for our trainees. We are also fortunate to be situated in the heart of Houston, Texas. Houston is the fourth largest city in the country and the largest in Texas. Houston is one of the most diverse cities in the country. Here at UTHealth Houston we embrace diversity and we believe that our diversity enriches the educational environment. We also foster an inclusive environment where every staff member, student, and faculty member is valued. Diversity is essential to institutional excellence.

## UTHealth Administrative Officers

**Giuseppe N. Colasurdo, M.D.**  
President

**Jagat Narula, M.D.**  
Executive Vice President and  
Chief Academic Officer

**Kevin A. Morano, Ph.D.**  
Senior Vice President  
Academic & Faculty Affairs

**LaTanya Love, M.D.**  
Executive Vice President  
Student Affairs and Diversity

**Kevin Dillon, M.B.A., C.P.A.**  
Senior Executive Vice President  
Chief Operating Officer

**John Hancock, M.A., M.B., BChir, Ph.D., Sc.D.**  
Executive Dean  
McGovern Medical School

**Sharon Y.R. Dent, Ph.D.**  
Dean *ad interim*  
MD Anderson UTHealth Graduate  
School of Biomedical Sciences

## The University of Texas System Administration

**James B. Milliken**  
Chancellor

**John M. Zerwas, M.D.**  
Executive Vice Chancellor  
Health Affairs

**Archie L. Holmes, Jr., Ph.D.**  
Executive Vice Chancellor  
Academic Affairs

**Jonathan Pruitt, MPA**  
Executive Vice Chancellor  
Business Affairs

**Eric Boerwinkle, Ph.D.**  
Dean  
School of Public Health

**Diane M. Santa Maria, Dr.PH., M.S.N., R.N.**  
Dean  
Cizik School of Nursing

**John A. Valenza, D.D.S.**  
Dean  
School of Dentistry

**Jiajie Zhang, Ph.D.**  
Dean  
McWilliams School of Biomedical Informatics

**Amy Shaw Thomas, J.D.**  
Senior Vice Chancellor for Health Affairs

**David L. Lakey, M.D.**  
Vice Chancellor for Health Affairs and Chief  
Medical Officer

**Stacey Napier, J.D.**  
Vice Chancellor for Governmental Relations

**Randa S. Safady, Ph.D.**  
Vice Chancellor for External Relations,  
Communications & Advancement Services

**Daniel H. Sharphorn, J.D.**  
Vice Chancellor and General Counsel

**The University of Texas System**  
**Board of Regents**

**OFFICERS**

**Kevin P. Eltife**

Chairman

**Janiece Longoria**

Vice Chairman

**James C. “Rad” Weaver**

Vice Chairman

**Francie A. Frederick**

General Counsel to the  
Board of Regents

**MEMBERS**

*Terms Expire May 31, 2023*

*Student Regent-serves one-year term*

**Neelesh C. “Neel” Mutyala**

UTHealth Houston  
McGovern Medical School

*Terms Expire February 2025*

**Christina Melton Crain**

Dallas

**Jodie Lee Jiles**

Houston

*Terms Expire February 2023*

**R. Steven Hicks**

Austin

**Kelcy L. Warren**

Harlingen

**Janiece Longoria**

Houston

*Terms Expire February 2027*

**Kevin P. Eltife**

Tyler

**James C. “Rad” Weaver**

San Antonio

**Nolan Perez, M.D.**

Harlingen

**Stuart W. Stedman**

Houston

## **UTHealth Houston 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 Houston:

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.

## **UTHealth Houston 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.

UTHealth 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.

## **University Campus Maps**

The UTHealth Houston campus is located in the heart of the Texas Medical Center (TMC). The most comprehensive academic health center in the U.S. Gulf Coast Region, it comprises six schools, medical and dental clinical practices offering multispecialty care, the UTHealth Houston Behavioral Sciences Campus. Interactive maps of the UTHealth Houston/TMC campus area can be found online at <https://www.uth.edu/index/maps/>.

## Texas Medical Center

The Texas Medical Center (TMC) is the largest comprehensive medical district in the world. It was organized in 1945 to coordinate medical and health education, patient care and related research in a not-for-profit setting. Today it stands as the leading healthcare destination globally with an average of 10 million patient visits per year.

TMC comprises 21 renowned hospitals containing a total of more than 9,200 licensed beds, 14 support organizations, ten (10) academic institutions, eight (8) academic and research institutions, seven (7) nursing programs, three (3) public health organizations, five (5) medical schools, two (2) pharmacy schools, and a dental school. A high school for the health professions and a community college specializing in health career training plus other graduate and post-graduate schools and programs provide training in the allied health professions. Nearly 72,000 students work and study within the TMC.

Over 60 million square feet of developed land and 5 million square feet under development make up the Texas Medical Center and its member institutions. The 1,345 acre campus includes 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 benefitting the TMC. In addition, research expenditures of the Texas Medical Center member institutions total approximately \$1.8 billion annually.

TMC Innovation, a unique environment focused on the collaboration of medicine and cutting-edge technology, has over 160,000 square feet of space dedicated to housing startup companies from around the world. Only at TMC Innovation can pioneering healthcare entrepreneurs be embedded into a community that fosters growth, provides access rich resources, and builds demand for their products. TMC Innovation has curated programs and co-working spaces to accelerate startup company maturation and collaborate with the best minds in medicine and research. Partnerships with world-leading brands such as Johnson & Johnson, ABB Robotics and AT&T expand companies' reach into the life science sector and help all companies bring their products to market.

As the TMC campus continues to expand, TMC will bring a groundbreaking life science initiative with global impact to our community - TMC<sup>3</sup>. Totaling 3.7 million square feet of developed property, TMC<sup>3</sup> will bring innovators from healthcare, science, academia, finance, manufacturing, and the not-for-profit sector to collaborate on new medicines, devices, and technologies. Uniting the best minds in medicine and translational sciences, TMC<sup>3</sup> will focus on collaborative initiatives, including shared research centers and institutes, multidisciplinary laboratories, healthcare institutions and a hotel and conference center delivering life science solutions that advance patient care around the world.

A major part of this "biomedical city" is UTHealth Houston, the most comprehensive and diverse of the academic health institutions in the TMC with six schools, three (3) faculty practice plans, multiple institutes, myriad centers of excellence and a psychiatric hospital.

For more information about TMC go to their website at <https://www.tmc.edu/about-tmc/>.

## Texas Medical Center Library

The Texas Medical Center Library (TMC Library) serves as the accredited library for several Texas Medical Center institutions and is the primary library for UTHealth Houston faculty and students. The Library is also home to the John P. McGovern Historical Collections and Research Center, consisting of rare books ranging from the 1500s to the early 20<sup>th</sup> century, and digital and manuscript collections related to healthcare and biomedical sciences. The mission of the library is to bring together resources, information, and expertise to provide innovative support for the acquisition, management, and delivery of biomedical knowledge to the institutions of the Texas Medical Center.

Currently, the library subscribes to 164 electronic databases, over 70,000 electronic journals, and over 347,000 e-books, which are available through the library's website after registration through the library. Major subscription databases include: Web of Science, Journal Citation Reports, Clinical Key, Psychiatry Online, Access Medicine, CINAHL, Nursing Reference Center Plus and Visual DX. The library also provides a curated index of more than 50 Open Access health and medical databases in its research guides. Library resources are available to all UTHealth students, other trainees, faculty and staff through their UTHealth electronic credentials.

The library occupies nearly 40,000 square feet of newly renovated space in the Jesse Jones Library Building, adjacent to McGovern Medical School and within close proximity to the other UTHealth schools. The library is open seven days, 89 hours per week. The library contains group study spaces, an open computer lab, and quiet study spaces. Library computers are equipped with Microsoft Office applications, and Wi-Fi access is available throughout the library. Liaison librarians are available to answer library-related questions, provide instruction regarding access to library resources, assist with literature search strategies, and teach classes on database and literature searching, citation management, evidence-based practice, and systematic reviews.

The TMC Library offers Librarian Consultations by appointment, one-on-one or in a small group, to help students with their research topics and to learn how to use the TMC Library resources. To request a consultation with a Librarian, visit the link: [https://library.tmc.edu/services/research\\_consultation/](https://library.tmc.edu/services/research_consultation/).

Students needing assistance with systematic review assignments can request a consultation at this link: <https://tmc.libwizard.com/f/srstudent>.

Research Guides are online webpages created by the TMC Library to help students choose the best library resources to do their research. The library has 37 Research Guides on different subjects like library resources for McGovern Medical School and the McWilliams School of Biomedical Informatics, Medical Ethics, RefWorks or eBooks at the TMC Library.

For a complete list of topics, visit: <http://libguides.library.tmc.edu>.

Liaison Librarians host office hours at each UTHealth school every week, and have also developed a series of tutorials on basic and advanced PubMed, how to remove duplicates from RefWorks, and Embase Navigation. To see all tutorials available, visit the library's YouTube channel at [https://www.youtube.com/channel/UCd\\_eppMUojJDBWK0b2iMs2Q?reload=9](https://www.youtube.com/channel/UCd_eppMUojJDBWK0b2iMs2Q?reload=9).

Additional Student Services are listed on the TMC Library website at <https://library.tmc.edu/student-services/>.

## Primary Teaching Hospital Affiliates

UTHealth Houston 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 education growth in health-related fields.

UTHealth Houston has academic affiliations with numerous universities in Latin America, South 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.

### *The UTHealth Houston Behavioral Sciences Campus*

The UTHealth Houston Behavioral Sciences Campus consists of the 274-bed UTHealth Harris County Psychiatric Center (HCPC) and the 264-bed John S. Dunn Behavioral Sciences Center. Together the 538-bed campus is the largest academic psychiatric hospital campus in the United States. The Dunn Center serves a 29-county area surrounding the Texas Medical Center and is the primary safety net psychiatric hospital for the region with HCPC primarily serving Harris County. As the teaching campus of the Louis A. Faillace, MD, Department of Psychiatry and Behavioral Sciences at McGovern Medical School, it provides much of the most advanced, evidence-based treatment in Houston and the surrounding region.

### *The University of Texas MD Anderson Cancer Center*

<https://www.mdanderson.org/education-training.html>

The University of Texas MD 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. Because MD Anderson's focus is only on cancer, the center's experts are renowned for their ability to treat all types of cancer, including rare or uncommon diseases. MD Anderson's clinical trials exploring novel therapies and diagnostic tests continues to be one of the largest such programs in the nation.

The University of Texas Health Science Center at Houston and MD Anderson Cancer Center partner as parent institutions of the MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences (GSBS). Graduate students are working on advanced degrees at GSBS in which MD Anderson cooperates with UTHealth, and students have the opportunity to select a faculty mentor from either institution. More information regarding the educational offerings of GSBS can be found online at <https://gsbs.uth.edu/about/>

### *Memorial Hermann Hospital – Texas Medical Center (TMC)*

<http://www.memorialhermann.org/locations/texas-medical-center/about-memorial-hermann-texas-medical-center/>

Memorial Hermann Hospital-TMC is the primary teaching affiliate of McGovern Medical School and the School of Dentistry. Memorial Hermann Hospital and UTHealth Houston 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.

Memorial Hermann-TMC has built a reputation for excellence in the areas of heart and vascular, cancer, neuroscience, sports medicine and orthopedics, specialty surgery and organ transplantation. The Memorial Hermann-TMC Campus is a verified Level I trauma center and is also Magnet® recognized for excellence in nursing services by the American Nurses Credentialing Center.

*Children's Memorial Hermann Hospital*

<http://childrens.memorialhermann.org/>

Children's Memorial Hermann Hospital is the primary teaching institution for the pediatrics and obstetrics/gynecology programs at McGovern Medical School. The hospital's 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.

*Memorial Hermann Orthopedic & Spine Hospital*

<http://www.memorialhermann.org/locations/orthopedic-and-spine-hospital/>

Memorial Hermann Orthopedic & Spine Hospital brings Memorial Hermann's exemplary standards for patient safety, quality and excellence to a facility that is focused solely on orthopedic and spine care. The hospital is dedicated to the highest quality service, easy access and optimum outcomes for patients undergoing orthopedic and spine surgery. Patients have access to the very latest surgical technology, including minimally invasive, arthroscopic and endoscopic procedures, as well as computer-assisted guidance for joint surgery and spine surgery. The hospital offers a wide variety of inpatient and outpatient orthopedic and neuro-spine services.

*Harris Health System – Lyndon B. Johnson Hospital*

<https://www.harrishealth.org/locations-hh/Pages/lbj.aspx>

Lyndon B. Johnson Hospital is a 207-bed full service general hospital staffed by faculty and residents of McGovern Medical School and the School of Dentistry (oral surgery only). The hospital, owned and operated by the Harris Health System, is medically staffed by the physician faculty and residents of UTHealth Houston.

Lyndon B. Johnson Hospital is known for its neonatal intensive care services for high-risk deliveries and very low birth weight infants. LBJ Hospital is a verified Level III trauma center and was the first such center designated in Texas. It also is the state's busiest Level III trauma center, with more than 80,000 emergency patient visits each year. It serves as one of the few full-service hospitals in the northeast area of Houston.



## ACADEMIC GENERAL INFORMATION

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### UTHealth Houston Degrees Offered

*For degree requirements and available areas of concentration (tracks) check the school catalog and websites. Certificates listed below are 16+ semester credit hour (SCH) requirements. Additional certificates (below 16 SCH) offered by McWilliams School of Biomedical Informatics and School of Public Health are found on the school websites.*

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#### **McWilliams School of Biomedical Informatics**

Certificate in Public Health Informatics (Joint Certificate with School of Public Health)

M.S. (Biomedical Informatics)

Ph.D. (Biomedical Informatics)

D.H.I. (Health Informatics)

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#### **School of Dentistry**

D.D.S.

B.S. (Dental Hygiene)

M.S. (Dental Hygiene)

M.S.D. (Advanced Education Programs)

Certificate in Advanced Education Programs

Certificate in Dental Hygiene

Certificate in Oral & Maxillofacial Surgery

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#### **MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences**

Certificate in Medical Physics

M.S. in Medical Physics

M.S. in Genetic Counseling

M.S. in Biomedical Sciences

Ph.D. in Biomedical Sciences

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#### **McGovern Medical School**

M.D.

M.S. in Clinical Research

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#### **Cizik School of Nursing**

B.S.N.

M.S.N.

D.N.P.

Ph.D. (in Nursing)

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#### **School of Public Health**

Certificate in Public Health

Certificate in Public Health Informatics (Joint certificate with McWilliams School of Biomedical Informatics)

M.P.H. (in Public Health)

M.S. (in Public Health)

Dr.PH. (in Public Health)

Ph.D. (in Public Health)

## Accreditation



The University of Texas Health Science Center at Houston is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, doctoral, and professional degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of The University of Texas Health Science Center at Houston may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

While SACSCOC accredits the total institution, UTHealth Houston is also accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians. Many of the academic degree programs offered at UTHealth Houston also undergo accreditation by specialized accrediting bodies, including:

	Agency	Last	Next
<b>The University of Texas Health Science Center at Houston</b>	SACSCOC	2021	2031
<b>McWilliams School of Biomedical Informatics</b>			
M.S.	CAHIIM	2019	2026
Ph.D.			
D.H.I.			
<b>School of Dentistry</b>			
D.D.S.	CODA	2019	2027
B.S. (Dental Hygiene)	CODA	2019	2027
M.S. (Dental Hygiene)			
M.S.D. (Advanced Education Programs)	CODA	2019	2027
Certificate in Advanced Education Programs	CODA	2019	2027
Certificate in Dental Hygiene	CODA	2019	2027
Certificate in Oral & Maxillofacial Surgery	CODA	2015	2026
<b>MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences</b>			
Certificate in Medical Physics	CAMPEP	2017	2023
M.S. in Medical Physics	CAMPEP	2017	2023
M.S. in Genetic Counseling	ACGC	2014	2030
M.S. in Biomedical Sciences			
Ph.D. in Biomedical Sciences			
<b>McGovern Medical School</b>			
M.D.	LCME	2019	2027
M.S. in Clinical Research			
<b>Cizik School of Nursing</b>			
B.S.N., M.S.N., D.N.P.	CCNE	2021	2031
Nurse Anesthesia	CANAEP	2022	2032
Ph.D.			
<b>School of Public Health</b>			
M.P.H., M.S., Dr.PH., Ph.D.	CEPH	2019	2027
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).			

### Legend

SACSCOC: Southern Association of Colleges & Schools Commission on Colleges

CAHIIM: Commission on Accreditation for Health Informatics and Information Management Education

CODA: Commission on Dental Accreditation (*federally-recognized*)

CAMPEP: Commission on Accreditation of Medical Physics Education Programs

ACGC: Accreditation Council for Genetic Counseling

LCME: Liaison Committee on Medical Education (*federally-recognized*)

CCNE: Commission on Collegiate Nursing Education (*federally-recognized*)

CANAEP: Council on Accreditation of Nurse Anesthesia Educational Programs (*federally-recognized*)

## **Academic Qualifications**

In accordance with federal 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 programs in each of these UTHealth Houston 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 evaluating applications for admission.

## **Academic Common Market**

The Academic Common Market (ACM) is an interstate agreement among southern states participating in the Southern Regional Education Board (SREB). The ACM is a tuition-savings program for college students in participating states who want to pursue degrees that are not offered by their in-state institutions. Participating states arrange for their residents who qualify for admission to enroll in specific programs in other states on the in-state tuition basis. More information on the ACM can be found on the ACM website at <http://www.sreb.org/academic-common-market>.

## **Concurrent/Inter-Institutional Enrollment**

UTHealth Houston, along with, Texas Woman's University, UT Rio Grande Valley, UT El Paso, UT Health-San Antonio and UT Southwestern Medical Center in Dallas have concurrent enrollment agreements that allow students enrolled in one institution to enroll for support courses in another institution. Additionally, UTHealth Houston has inter-institutional agreements with Rice University, Baylor College of Medicine, The University of Texas Medical Branch, University of Houston and Texas A&M HSC-IBT through participation with 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 or by calling 713-500-3388. <https://www.uth.edu/registrar/current-students/student-information/concurr-inter-inst-enr.htm>

## Tuition, Fees and Payment Policies

### Tuition and Fees

Tuition and fees are subject to change and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. Student fees are authorized by state statute; 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 <https://www.uth.edu/registrar/current-students/registration/tuition-fee-schedule.htm> for the current Tuition and Fee Schedules for all UTHealth schools. Information regarding the mandatory fees (charged to all UTHealth students) listed below are also found on this website.

- Audit Fee: \$25 per course (when applicable)
- Credit Card Use Fee: currently at 2.5%
- Graduation Fee: \$100.00 billed in the last academic year of degree program.
- Information Technology Access Fee: \$120/year or \$40/semester
- Installment Use Fee: \$20
- Late Registration Fee: \$25
- Return Check Fee: \$25/per check
- Reinstatement Fee: \$200 (*Fee assessed to students who have not paid 50% of current term's tuition and fees by midnight on the 12<sup>th</sup> day of class. Unpaid students will be dropped from access to their class schedules and the Learning Management System/Canvas until such time that the assessed reinstatement fee and tuition and fees due are paid for reinstatement. Students will not be reinstated if fees and tuition have not been paid by the 20<sup>th</sup> class day of the term (fall/spring) or 15<sup>th</sup> class day of summer term.*)
- Student ID Replacement Fee: \$10/per ID card
- Student Records Fee: \$5/semester or \$15/year for DDS and MD Program
- Student Services Fee: \$591.75/per 12 month (full time student rate)

For additional tuition and fee information, Veteran's education benefits, tuition and fee exceptions/waivers go to the Office of the Registrar's website under Current Students/Student Information for a list of general information helpful to all students. The website is located at <https://www.uth.edu/registrar/current-students/student-information/general-information.htm>

### Tuition and Fees Payment Policy

Payment of tuition and fees is due no later than the payment due date. Due dates are listed on the charges tab of the student "myUTH" account or are available on the Bursar's website at <https://inside.uth.edu/finance/bursars/student/tuition-payments.htm>

Students must pay 50% of tuition and fees before the 12<sup>th</sup> day of the term for fall and spring and before the 4<sup>th</sup> day of the term for summer or their enrollment will be cancelled for that term. Students whose registration is cancelled because of non-payment or issuing an insufficient funds check will be charged a \$200 Reinstatement Fee if they are reinstated by the School's Dean. Students who are dropped and reinstated must bring their accounts current by the 20<sup>th</sup> day of the term for fall/spring and by the 15<sup>th</sup> day of the term for summer. No students will be reinstated after the 20<sup>th</sup> day of the term for fall/spring or after the 15<sup>th</sup> day of the term for summer.

A return check fee of \$25 will be assessed for each returned check (including "e-checks").

Students who have fees billed to a sponsor are financially responsible for any charges determined to be uncollectable by the Bursar 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. A nonrefundable Installment Use Fee of \$20 will be assessed for the use of the installment plan. A \$50 Late Payment Fee will be assessed if the initial payment is late; a \$50 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 more information on fees and payments at <https://inside.uth.edu/finance/bursars/index.htm>.

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 relevant semester or pay period; and
- Subject to all penalties and action authorized by the law.

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

Bursar's Office  
UTHealth Houston  
University Center Tower  
7000 Fannin, Suite 2240  
Houston, TX 77030  
Phone: 713-500-3088  
Email: [bursar@uth.tmc.edu](mailto:bursar@uth.tmc.edu)

### **UTHealth Houston Refund Policy**

All programs at UTHealth Houston follow a standard Refund Policy based on the first day of the semester/term. Provided the student remains enrolled at the institution, refunds of applicable tuition and fees collected for courses from which a student drops will be made after the add/drop period closes. Add/drop ends after the 12<sup>th</sup> day of the term for the fall and spring semesters and after the 4<sup>th</sup> day of the summer term for each session.

All refunds will be based on the day the student drops the course(s) electronically through MyUTH (<https://uthidp.uth.edu/nidp/saml2/sso?id=Campus-Affiliate-LOA2-DUO&sid=1&option=credential&sid=1>) or the date of the official withdrawal from 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 20<sup>th</sup> class day.

(fall, spring, 12-week summer semester)

Prior to the first day of the session	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 day 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 term	100%
During the first, second, or third class days of the term	80%
During the fourth, fifth, or sixth class days of the term	50%
During 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. Student 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  
UTHealth Houston  
University Center Tower  
7000 Fannin, Suite 2240  
Houston, TX 77030  
Phone: 713-500-3088  
Email: [bursar@uth.tmc.edu](mailto:bursar@uth.tmc.edu)

### **Adding, Dropping and Withdrawing Courses**

For all programs other than McGovern Medical School (M.D.) and School of Dentistry (D.D.S.) 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 submit 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 12<sup>th</sup> class day of a semester or 4<sup>th</sup> class day of a summer term will not appear on a student's transcript. Classes dropped after the 12<sup>th</sup> class day of a semester or the 4<sup>th</sup> class day of a summer term will appear on the student's transcript with a "W," "WP" or "WF" grade, depending upon the school's grading policy.

Students should check with their school advisor(s) to ensure the appropriate specific program approvals, guidelines and deadlines for add, drop or withdrawals from courses are followed.

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. Please refer to the Refund Policy for additional information.

Class schedule contents with add/drop and information can be found in the MyUTH class search.

## Student Government at UTHealth Houston

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### Student Government

UTHealth Houston authorizes the existence of a student government body that has the jurisdictions and powers delegated to it by The University of Texas System Board of Regents. The UTHealth Handbook of Operating Procedures Policy 54, Student Government found at <https://www.uth.edu/hoop/policy.htm?id=1447956> recognizes the Student InterCouncil (SIC) as the University's student association as the forum for student opinion.

The Student InterCouncil is comprised of three representatives from each of UTHealth Houston's six schools, three representatives from international student constituencies and three at-large representatives who add to the mission of diversity and inclusion within the SIC body.

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 registered student organizations at UTHealth Houston, representing student interests on external and internal committees, providing feedback to university leadership in areas of tuition and fees, student development and student life at UTHealth. The SIC also strives to promote communication between the six UTHealth Houston schools and university administration in order to facilitate inter-personal and intra-professional development for students. The SIC also publishes an online newsletter, Student Pulse, to improve communication between the students across all six UTHealth Houston schools in sharing the planning and implementing activities that address the special needs of students.

Learn more about the Student InterCouncil and their activities on their website at <https://www.uth.edu/sic/>

### Student Organizations

UTHealth Houston encourages its students, faculty, and staff to develop collegial relationships; and has established specific policies that govern organizations formed by those affiliated with the university. Student Organizations at UTHealth Houston actively participate in and contribute to a vibrant university community.

UTHealth Houston requires all student organizations to register annually with the university. Pursuant to policy, membership in UTHealth Houston registered student organizations is limited to only students, faculty and/or staff at UTHealth Houston. The Handbook of Operating Procedures (HOOP) Policy 110, Student Organizations also notes that student organizations may not suggest or imply that the organization is acting with the authority or as an agency of UTHealth or UT System. HOOP 110, Student Organizations, is found at <https://www.uth.edu/hoop/policy.htm?id=1448068>.

Students can also access the Student Organization Manual-Guidelines and Procedures, which provides students with easy access to important information for student leaders, advisors, and student affairs personnel. The manual is located at <https://inside.uth.edu/academics/organizations.htm>. The information in the manual will assist students in creating new student organizations and understanding the requirements for maintaining an organization at UTHealth Houston, including annual registration.

Students should contact their respective school's Office of Student Affairs for application instructions for new student organization registration and/or student organization annual renewal. The manual, instructions, online applications and a listing of registered student organizations can be found on the UTHealth Houston student organization website at <https://inside.uth.edu/academics/organizations.htm>.

## Student Fee Advisory Committee

The Student Fee Advisory Committee is established pursuant to state law and is charged with reviewing proposed tuition, student services, incidental, laboratory and other fee changes, making recommendations to the university Deans and/or President before submission of new tuition and fee proposals to UT System Board of Regents for approval. Each UTHealth Houston school will convene a School Student Fee Advisory Committee that will review proposed changes for that school. A University-wide Student Fee Advisory Committee will convene to address any student services or incidental fees that are charged across all six schools.

## Student Services

***Please check student service websites for Coronavirus information updates. Hours and services may temporarily differ.***

### Student Portal

The Student Portal website is a one-stop website that serves as a guide to the most sought after student resources at UTHealth Houston. The Student Portal is a way to improve the student experience when navigating the UTHealth Houston home page. This portal allows students to easily locate and search the central student services offices for necessary information, instructions, and documents to ensure a smooth transition from semester to semester and year to year. The Student Portal can be easily accessed from the UTHealth A-Z Directory (listed as Student Resource Portal) and is located at <https://www.uth.edu/student/>.

### Bursar Office

The Bursar's Office (also known as the Cashier's Office) is responsible for assessment and collection of tuition and fees, processing institutional deposits, remission of tuition, fees and sales tax to the State, financial reporting, issuing 1098T tax forms, 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, and distributing financial aid, emergency loans and refunds. This office works closely with the offices of the Registrar and Student Financial Services to support the needs of the students.

The Bursar's 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 UTHealth Houston University Center Tower (UCT) room 2240 at 7000 Fannin, Houston, Texas 77030. Office hours are Monday-Friday, 8:00 a.m. – 5:00 p.m. For questions regarding student accounts, tuition and fee payments, refunds, or installment plans, students may call 713-500-3088.

Bursar website: <https://inside.uth.edu/finance/bursars/>

### Registrar Office

The Registrar's Office provides a central computer-based student record system, online class registration activities and other services for UTHealth Houston schools. 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.

Additional services provided by the Registrar's Office include the issuance of transcripts, certification of student status, degree verification, 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.

The office is located in the UTHealth Houston University Center Tower (UCT) room 2250 at 7000 Fannin, Houston, Texas 77030.



## Contact Information:

Office of the Registrar  
The University of Texas Health Science Center at Houston  
P.O. Box 20036  
Houston, Texas 77225-0036 (using PO Box address for mailing)  
Phone: 713-500-3388  
Email: [registrar@uth.tmc.edu](mailto:registrar@uth.tmc.edu)  
Website: <https://www.uth.edu/registrar/>

## Office of International Affairs

The Office of International Affairs (OIA) serves as the internal institutional resource to facilitate and oversee institutional compliance with state, local, and federal laws and regulations regarding the immigration status of all non-U.S. citizens who participate in 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 education 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 non-U.S. citizens must check-in with OIA prior to registering for classes in order to obtain the appropriate clearance to begin studies. All non-U.S. citizen students located at UTHealth School of Public Health campuses outside of Houston must check in with the Regional Coordinator located at each campus.

The Office of International Affairs is located in the UTHealth Houston University Center Tower (UCT), Suite 165 (first floor). Appointments are required to ensure that an International Visitor Advisor is available to assist in answering student questions or concerns.

For further information, and/or to make an appointment, please send an email to [utoiahouston@uth.tmc.edu](mailto:utoiahouston@uth.tmc.edu) or call 713-500-3176. You may also send written communication to:

Office of International Affairs  
7000 Fannin, Suite 165 (first floor)  
Houston, Texas 77030  
Website: <https://www.uth.edu/international-affairs/>

## Student Financial Services

The mission of the Office of Student Financial Services (SFS) is to provide our students the financial resources necessary to attend UTHealth Houston in a prompt and professional manner. SFS is responsible for preparing an annual Cost of Attendance (COA) report which estimates the cost of the student's educational and living expenses for the period of enrollment. The COA is used to determine a student's financial aid eligibility and award package. Federal, state, institutional and other resources cannot exceed the cost of attendance. To find the Cost of Attendance reports go to the SFS website <https://www.uth.edu/sfs/cost-of-attendance.htm>.

SFS publishes a student newsletter, *ŞenŞe on a Dollar*, to communicate up-to-date financial information and resources for students. The publication can be accessed from the Student Financial Services website at <https://www.uth.edu/sfs/newsletters-and-information/>.

*Financial Literacy:*

The Office of Student Financial Services invites students to attend one or more of the following scheduled Financial Literacy sessions. These sessions were designed just for students to learn and discuss how decisions they make today, can affect them many years after they graduate, especially the amount they borrow in student loans. Additionally, students will get a closer look and deeper understanding of the importance of a budget, student loan management and strategies for finding the best repayment plan to fit their needs. For more information on topics and sessions, go to the SFS website at <https://www.uth.edu/sfs/financial-literacy/>.

*Types of Aid:*

UTHealth Houston offers financial support that includes federal grants and loans, state grants and loans, school-based scholarships and institutional loans based on the most current regulations or guidelines in effect at the time of the award.

*Applications:*

To be considered for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA) using the school code 013956. Information provided on the student's FAFSA will be used to determine financial need. There is no priority deadline to submit the FAFSA application as awards are processed on a first come, first serve basis. However, students are encouraged to complete the FAFSA by March 15<sup>th</sup> of each year to meet the State's priority filing deadline.

*Veterans and Service Members:*

To initiate the application process for Veteran's Benefits such as the Post 9/11 GI Bill, Vocational Rehab and Veterans Education Assistance Program (VEAP), we recommend all veterans contact the Veterans Coordinator in the Office of the Registrar at 713-500-3351.

Veterans and Service Members applying for federal financial aid funds are encouraged to contact their assigned financial aid counselor prior to the beginning of the award process.

*Eligibility:*

To receive federal aid, students must be enrolled in an eligible degree seeking program or certificate program (not all certificate programs at UTHealth Houston are eligible). Financial aid is available only for courses that are required of the program and for which students will receive credit toward completion of their degree. Additionally, students must be U.S. citizens or eligible non-U.S. citizens; have registered with Selective Service between the ages of 18 and 26, if male; not owe refunds on federal grants or be in default on federal education loans; have a valid social security number; and must maintain satisfactory academic progress and course credit compliance (Half-time enrollment in required courses per semester in which aid is received. Eligible Pell Grant students may receive an award if enrolled less than half-time.)

State Aid Mandatory Requirement: Males (any person assigned the sex of male at birth) subject to selective service registration must be registered or qualify for an exemption from selective service registration in order to be eligible to receive state financial assistance.

*Contact Information:*

Financial aid counselors are available Monday-Friday from 8:00 a.m. to 5:00 p.m. to provide counseling on financial assistance programs available to students. Student Financial Services is located in the University Center Tower (UCT), 22<sup>nd</sup> Floor at 7000 Fannin.

Office of Student Financial Services  
The University of Texas Health Science Center at Houston  
P.O. Box 20036  
Houston, Texas 77225  
OR  
7000 Fannin, Suite 2220  
Houston, Texas 77030  
Phone: 713-500-3860  
Email: [sfaregis@uth.tmc.edu](mailto:sfaregis@uth.tmc.edu)  
Website: <https://www.uth.edu/sfs/>

### **Office of Diversity & Equal Opportunity**

The Diversity & Equal Opportunity Office (EO) aids the institution in upholding the university's commitment to equal educational opportunity. Key functions of this office include:

Facilitating the reasonable accommodation process for:

- Qualified disabled students and other members of the university community and individuals who access services or programs of the university; and
- Students seeking accommodations based on sincerely held religious beliefs that conflict with a university policy, procedure, or other academic requirement.

Responding to claims of discrimination and harassment based on race, color, religion, national origin, sex (including pregnancy), age, sexual orientation, gender, gender identity and expression, mental or physical disability, genetic information, veteran's status or any other basis prohibited by law or university policy.

Supporting the Title IX Coordinator and Deputy Title IX Coordinator in their efforts to provide a positive learning and teaching environment free from sex discrimination.

Contact Information:

Office of Diversity & Equal Opportunity  
7000 Fannin, Suite 150  
Houston, Texas 77030  
Phone: 713-500-2255  
Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)  
Website: <https://www.uth.edu/hr/department/equal-opportunity/index.htm>

### **Student Health and Counseling Services**

Student Health and Counseling Services serves as the medical home for all UTHealth Houston students and provides both medical and mental health services. A portion of the Student Services Fee funds the programs.

#### *Medical Services:*

Medical services are available for all UTHealth Houston students and their dependents. Services available include immunizations, 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. Students may report occupational exposures to our hotline at 713-500-OUCH (6824). 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, both in Internal Medicine and Pediatrics.

Psychiatric and Counseling Services:

Balancing personal life with the demands of academia can be challenging. Psychiatric counseling and psychological assessment services are available for all UTHHealth students. Available services include psychiatric evaluation and treatment, psychotherapy for a wide variety of concerns including depression, anxiety, ADHD, academic difficulties, alcohol/substance abuse, eating disorders, insomnia, relationship concerns, and suicidal/self-injurious thoughts and psychological assessment. Referrals are not required for psychiatric or counseling services, and students requesting these services are strongly encouraged to call and make an appointment. Assessment services are currently available with a referral from a Student Affairs dean or another mental health provider. Referrals for psychological assessments can be made by contacting the clinic. The first appointment at Student Counseling Services is available as a courtesy visit and will not be billed. Subsequent sessions are billed to the student's insurance.

Records are confidential, subject to federal and state law and university policy. Staff is available for outreach and prevention programs for all UTHHealth Houston schools.

Student Health and Counseling Services is located in the UT Professional Building at 6410 Fannin, Suite 130. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Both telecounseling/telemedicine and in-person visits are available. Appointments are preferred but not required for acute illness and emergencies. For more information, contact:

UT Student Health and Counseling Services  
The University of Texas Professional Building  
6410 Fannin, Suite 130  
Houston, Texas 77030

Phone: 713-500-5171 (FAX) 713-500-0605  
<https://www.uth.edu/studenthealth/index.htm>

**Student Health Insurance**

The University of Texas System-Board of Regents mandates health insurance for students enrolled in any UT System health components. 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. Current insurance rates and term dates can be found at <https://www.uth.edu/auxiliary-enterprises/insurance/index.htm>.

In addition, the Board of Regents requires all international students holding any non-immigrant visa have coverage that complies with the provisions of the Patient Protection and Affordable Care Act (PPACA) along with coverage for medical evacuation and repatriation. Enrollment in the student health insurance plan (SHIP) is automatic at the time of registration. Students interested in waiving the SHIP can submit policy information online at <https://uthouston.myahpcare.com/> during the open enrollment period.

Student health insurance 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 adding dental coverage and/or enrolling their families in this plan at additional cost.

For further information, contact:

Auxiliary Enterprises  
The University of Texas Health Science Center at Houston  
1832 West Road  
Houston, Texas 77054  
Phone: 713-500-8400 (FAX) 713-500-8409

Email: [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu)

Website: <https://www.uth.edu/auxiliary-enterprises/insurance/index.htm>

## Shuttle Services

UTHealth Houston provides a circulator shuttle for all UTHealth Houston students, faculty and staff. UTHealth Houston identification badges are required for access onto the shuttle. The shuttle services 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.

Shuttle stops are located at:

- University Housing (3 stops)
- Recreation Center
- University Center Tower
- Cizik School of Nursing
- MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences
- McGovern Medical School
- School of Public Health
- School of Dentistry
- Research Park Complex

For real-time locations of UTHealth Houston Shuttle buses, use our online **DoubleMap Bus Tracker** ([computer](#) version or mobile version for [Apple](#) and [Android](#)). You can also call the bus dispatchers at 713-791-6459 to verify shuttle service.

For more detailed information regarding shuttle services or routes, please contact Auxiliary Enterprises at [shuttle@uth.tmc.edu](mailto:shuttle@uth.tmc.edu) or by visiting the website at <https://www.uth.edu/shuttle/index.htm>. Be sure to check the website for shuttle routes and hours due to COVID.

In addition to the UTHealth Houston Shuttle, the Texas Medical Center (TMC) operates a free shuttle. For information about the TMC shuttle service, see <https://www.tmc.edu/parking/shuttle-services/> or call the TMC Parking Office at 713-791-6161.

## University Housing

University Housing consist of three unique apartment communities. Each apartment is carpeted and equipped with an all-electric kitchen. The Phase I complex (7900 Cambridge) was built in 1982 and features first and second floor units in one, two and three bedroom floor plans. Phase I offers coin-operated or digital pay washers and dryers housed in three laundry rooms across the property.

The Phase II property (1885 El Paseo), built in 2005, is a contemporary style living environment with four stories of one- and two-bedroom apartments and a four-story parking garage located in the middle of the complex. Each unit in Phase II has its own washer and dryer.

Phase III (1885 El Paseo), built in 2014, offers the same amenities of the Phase II property as well as granite countertops and wood flooring in the kitchen and bathroom areas.

The entrance to all three properties is monitored by a 24-hour guard. Residents enjoy the amenities of a commons room, large outdoor activity areas and close proximity to the UTHealth Recreation Center and several of the UTHealth shuttle stops.

Leasing office hours are from 8:30 a.m. to 5:30 p.m. Monday through Friday.

Affiliated students, faculty and staff are encouraged to join the annual waiting list which opens every January.  
Contact Information:

University Housing  
The Leasing Office  
1885 El Paseo  
Houston, Texas 77054  
Phone: 713-500-8444 (FAX) 713-500-8448  
Email: [housing@uth.tmc.edu](mailto:housing@uth.tmc.edu)  
Website: <https://www.uth.edu/housing/index.htm>

### **General Parking Information for Students**

Students may obtain contract parking from UTHealth Houston or the Texas Medical Center (TMC). For UTHealth Houston student parking information, call 713-500-3405 or visit <https://www.uth.edu/parking/index.htm>. For TMC information, call 713-791-616 or visit <https://www.tmc.edu/parking/contract-parking/>. Reduced rate parking is available at these remote lots: UTHealth South Campus Lot, TMC South Extension Lot, TMC Smith Lands and TMC South Main Lot. Some remote parking lots offer free shuttle service to the main campus and/or “after hours” privileges to park in the main campus garages.

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

### **UTHealth Houston On-Campus Parking Available to Students**

#### University Center Tower (UCT) Garage (7000 Fannin at Pressler)

Full-access contract parking at the UCT garage is available only to employees in the UCT and Institute of Molecular Medicine (IMM) buildings. However, after-hours parking contracts are available to all students (see below). In addition, all currently enrolled students who visit UCT for student-related business (i.e. Registrar, Student Financial Services, International Affairs and/or Bursar Office) are granted complimentary parking validation for one and a half hours upon presenting a valid current student ID badge and parking ticket to the Parking Office located on the first floor of UCT (parking in excess of the 1 ½ hours is at the student’s expense).

#### University Professional Building (UPB) Garage (6414 Fannin)

Full-access contracts are not available to students at the UPB Garage. However, after-hours contracts are available (see below). The Prairie View A&M University (PVAMU) Garage at 6436 Fannin (next to UPB Garage) offers 24/7 month-to-month parking contracts to UTHealth students on a first-come, first-served basis. Students may purchase a parking contract for the PVAMU Garage by presenting a valid student ID at the UPB Parking Office.

#### UTHealth South Campus Lot

The UTHealth South Campus Lot, located across from the UTHealth Houston Recreation Center, is available to all students 24/7 at a rate of \$40 per month. The UTHealth Houston Shuttle, which operates from 6:00 a.m. to 8:30 p.m. picks up directly in front of the South Campus Lot and stops at key points around the campus. The South Campus Lot is also within walking distance to the UTHealth School of Dentistry. South Campus Lot contracts include after-hour access to the Research Park Complex (RPC) Lot located directly in front of the School of Dentistry.

#### Research Park Complex (RPC) Lot

The RPC Lot, located across from the UTHealth School of Dentistry, is not available for full access student contract parking. However, after-hours and weekend access to the RPC Lot is included with the purchase of contract parking at the UTHealth South Campus Lot.

Cizik School of Nursing (CSON)/School of Public Health (SPH)) Lots

The CSON/SPH lots adjacent to Cizik School of Nursing and the School of Public Health are not available for full access student contract parking. However, after-hours contracts are available (see below).

**After-Hours Parking Contracts**

The after-hours parking contracts are available for UCT Garage, UPB Garage and the CSON/SPH lots. These contracts allow parking at the designated facility lots Monday through Friday from 5:00 p.m. to 8:00 a.m., or any time on weekends. The cost for an after-hours parking contract is \$30 per six-month period (January-June and July-December) plus a one-time non-refundable parking card activation fee of \$10. An after-hours parking at the Research Park Complex lot is included with the purchase of a full-access contract at UTHealth South Campus Lot.

For additional information regarding parking services at UTHealth Houston contact:

UTHealth Houston Parking Services (UCT Lobby)  
7000 Fannin  
Houston, Texas 77030  
Phone: 713-500-3405  
Email: [Parking@uth.tmc.edu](mailto:Parking@uth.tmc.edu)  
Website: <https://www.uth.edu/parking/>

UTHealth Houston Parking Services (UPB)  
6414 Fannin, Ste. G.25  
Houston, Texas 77030  
Phone: 832-325-7655

**Alternative Transportation Options**

Van Pool Information:

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 <https://ridemetro.org/Pages/StarVanpool.aspx> or call METRO at 713-224-RIDE (7433).

METRO

METRO offers a 50% discount off the full fare for all Local, Park and Ride or METRORail rides for students. Students can order three ways: online, by mail with a Student METRO Q® Fare Card registration form, or visit the METRO RideStore. METRO RideStore (1900 Main St.) is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and can be reached by riding the METRO Rail Line to the Downtown Transit Center stop.

For more information please contact:

METRO  
Phone: 713-635-4000  
Website: <https://www.ridemetro.org/Pages/FareStudent.aspx>  
UTHealth Parking/Shuttle Services  
Email: [Parking@uth.tmc.edu](mailto:Parking@uth.tmc.edu)  
Website: <https://www.uth.edu/parking/>

## **Bookstores**

Follett Higher Education Group operates two UTHealth Houston campus bookstores located at McGovern Medical School and School of Dentistry.

A student at UTHealth Houston 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.

Each campus store carries textbooks, professional references, review books and study guides. The UTHealth Houston campus stores offer special ordering of books, book rentals (select titles) and a Price Match Program on adopted textbooks. Please contact your campus store for details on the Price Match Program.

Students will find a wide selection of medical supplies, diagnostic equipment, dental equipment and a large variety of scrubs and lab coats in stock at the UTHealth campus stores. UTHealth Houston gift items, emblazoned apparel and discounted Microsoft Office™ suites (PC and MAC) are also available. Diploma frames are available year-round, including the option to place custom orders online at <https://www.framingsuccess.com/> using the site's Frame Creator feature.

UTHealth Houston campus stores also partner with Club Colors to fill special order items for groups or individuals. Visit <https://signaturecollection.clubcolors.com/> to browse their selection of customizable products. Please contact your campus store for details regarding special orders through Club Colors.

For more information contact:

### **McGovern Medical School Campus Store #1393**

(Serving McGovern Medical School, Cizik School of Nursing, School of Public Health, McWilliams School of Biomedical Informatics and the MD Anderson UTHealth Graduate School of Biomedical Sciences)

6431 Fannin, Suite B600

Houston, Texas 77030

Phone: 713-500-5860 (FAX) 713-500-0540

Email: [1393mgr@follett.com](mailto:1393mgr@follett.com)

Hours of Operation: 8:30 a.m. to 5:00 p.m. Monday to Friday

Website: <https://www.bkstr.com/utmedicalstore/home>

### **School of Dentistry Campus Store #1394**

7500 Cambridge, Rm 2202

Houston, Texas 77054

Phone: 713-486-4450 (FAX) 713-486-4449

Email: [1394mgr@follett.com](mailto:1394mgr@follett.com)

Hours of Operation: 8:00 a.m. to 4:30 p.m. Monday to Friday

Website: <https://www.bkstr.com/utdentalstore/home>

## **Food Services (University Dining and Catering Services)**

Food service locations are provided at the Cizik School of Nursing, School of Dentistry, McGovern Medical School and the University Center Tower buildings. Catering is available through the Cizik School of Nursing location. Vending machines are also located throughout the UTHealth Houston campus.

For more information contact:

Phone: 713-500-8405

Catering: 281-520-2522 (For catering needs throughout the university)

Website: <https://www.uth.edu/dining-catering/>



**Cizik School of Nursing**

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

**School of Dentistry**

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

**McGovern Medical School**

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

**University Center Tower**

The café is located on the first floor of the University Center Tower building at 7000 Fannin. A variety of dining choices are available for your convenience.

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

**Recreation Center**

The UTHealth Houston Recreation Center aims to improve work-life balance by offering facilities, equipment and programs designed for fitness, fun and friendly competition. Highlighted by a heated outdoor Olympic-size swimming pool, the Rec Center also features cardiovascular equipment, free weights and resistance equipment, courts for racquetball, basketball, tennis, pickleball and sand volleyball, table tennis, multi-purpose athletic fields and an outdoor jogging trail with fitness stations. Programs consist of personal training, motivational and incentive programs, group fitness classes, team and individual recreational sports, seasonal swim lessons and certification courses by the American Heart Association. Convenient location adjacent to University Housing with easy access to UTHealth Shuttle and B-Cycle Station.

For current UTHealth Houston students, membership is included in the Student Services Fee. Membership is available to purchase for all Texas Medical Center students, residents, staff, faculty, UT-System Alumni and immediate families. Options for Sponsored Guests are also available. Valid TMC Institutional ID or proof of alumni status is required at every purchase or renewal.

For more information, please contact:

UTHealth Houston Recreation Center  
1832 West Road  
Houston, Texas 77054  
Phone: 713-500-8420  
Email: [REC@uth.tmc.edu](mailto:REC@uth.tmc.edu)  
Website: <https://www.uth.edu/recreation-center/>

Hours: Monday-Friday, 5:30 a.m. to 10 p.m., Saturday 8 a.m. to 8 p.m., and Sunday 10 a.m. to 8 p.m.  
(The pool always closes 30 minutes prior to the facility.)

## Student Policies

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The following excerpts and policy descriptions from The University of Texas Health Science Center at Houston Handbook of Operating Procedures (HOOP) relate to student life at UTHealth Houston. A full list of policies can be found online at <https://www.uth.edu/hoop/index.htm> in the Subject Index section.

University policies, promulgated under the authority of The University of Texas System Board of Regents' Rules and Regulations (<https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations>), implement the rules of governance and administrative procedures for UTHealth within the guidelines of the rules and regulations of the Board of Regents.

**IMPORTANT:** All students at the six UTHealth Houston schools (as well as residents and fellows) are charged with the responsibility for knowledge of and compliance with all UTHealth Houston policies, regulations, and procedures, including, as appropriate, policies, regulations, and procedures unique to the individual school or program in which the student is enrolled or participates. The policies provided below in connection with each topic are not exclusive. Certain topics may be covered by additional policies, regulations, or procedures not specifically identified in this document.

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 Houston homepage at <https://www.uth.edu/>.

### **Policies Applicable to GSBS Students and GSBS Graduate Research Assistants**

All students admitted to the MD Anderson UTHealth Graduate School of Biomedical Sciences (GSBS) and who are appointed as a Graduate Research Assistant (GRA) as part of their degree program must follow the employment policies of the institution(s) in which the GRA appointment is made. This is true for students appointed as GRAs at UTHealth Houston, MD Anderson or another institution under which a specific agreement has been executed.

With the exception of specific institutional employment policies governing GRA appointments, all GSBS students will adhere to the policies outlined in this catalog and that are detailed in the UTHealth Houston *Handbook of Operating Procedures*, including but not limited to Student Conduct and Discipline, Student Government, Student Complaints, Title IX and Sexual Misconduct, Fitness for Participation, Educational Records, and Payment of Tuition and Fees.

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

UTHealth 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.

HOOP 129, Educational Records, can be found online at <https://www.uth.edu/hoop/policy.htm?id=1448106>.

FERPA notice can be found on the Registrar's website at <https://www.uth.edu/registrar/current-students/student-information/ferpa.htm>.

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

## **Absences**

*Military Obligations:* For any academic term that begins after the date a student is released from active military service (except for Texas National Guard training exercises) 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.

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. Students enrolled in distance learning, self-paced, and other asynchronous courses will receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.

A graduate or professional student who withdraws from or defers admission to the institution to perform active military service in a combative operation will be readmitted to their program, previously earned coursework will be applied toward the program, and any standardized test score previously submitted will be accepted.

*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.

## **Religious Accommodation**

Students who wish to observe a religious holy day that interferes with classes, examinations or completion of assignments must inform the instructor(s) and/or Diversity & Equal Opportunity ("EO") in writing by submitting a request for religious accommodation for each class to be missed and/or the planned absence(s) not later than the fifteenth calendar day of the semester. Any instructor or faculty member who receives a student's request for religious accommodation must notify EO. EO will engage in the interactive process with the student and instructor(s) and respond to the student within a reasonable period of time. Pursuant to Texas law, a request to observe a religious holy day may be denied if the student's absence will interfere with assigned clinical care.

Also, pursuant to Texas law, 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.

Religious Attire, Dress, Grooming and Other Requirements:

Upon request, the university will make reasonable efforts to accommodate trainees' and employees' attire that is

related to their sincerely held religious beliefs and conflict with any university requirements.

#### Quiet Spaces and Prayer:

Upon request, the university will evaluate and where reasonable and available, provide access to quiet, private spaces for meditation, religious study and/or prayer consistent with the requirements of institutional policy.

Please see HOOP Policy 112, Religious Accommodation, <https://www.uth.edu/hoop/policy.htm?id=1448072>

#### Contact Information:

Office of Diversity & Equal Opportunity  
7000 Fannin, Suite 150  
Houston, TX 77030  
Phone: 713-500-2255  
Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)  
Website: <https://go.uth.edu/equalopportunity>

#### Disability Accommodation

UTHealth Houston is committed to providing equal opportunities for qualified disabled employees, applicants, students, trainees and other members of the university community and individuals who access services or programs of the university. Student applicants and enrolled students can obtain information concerning program-related accommodations from the school's Section 504 Coordinator (<https://www.uth.edu/hoop/section-504-coordinators.htm>).

For the full university policy please see HOOP Policy 101, Disability Accommodation, online at <https://www.uth.edu/hoop/policy.htm?id=1448050>.

#### Contact Information:

Office of Diversity & Equal Opportunity  
7000 Fannin, Suite 150  
Houston, Texas 77030  
Phone: 713-500-2255  
Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)  
Website: <https://go.uth.edu/equalopportunity>

#### Conduct and Discipline

All UTHealth Houston students are expected and required to obey federal, state and local laws, and university policy, to comply with the directives issued by UTHealth Houston or UT System administrative officials acting 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 UTHealth Houston or UT System policies or rules, or federal, state, or local laws is subject to discipline, whether the conduct takes place on or off campus and whether civil or criminal penalties are imposed for such conduct.

HOOP Policy 186, Student Conduct and Discipline, can be found online at <https://www.uth.edu/hoop/policy.htm?id=1448220>

#### Student Complaints

UTHealth Houston encourages fair, efficient and equitable solutions for problems or disputes arising out of the educational process in accordance with applicable university or school policies and procedures. This policy applies to formal academic and non-academic complaints and is applicable to all students, including those enrolled in online and/or distance education courses or programs. The policy informs students of procedures in regard to the

following complaints:

- Complaints regarding the general or academic misconduct of another student;
- Complaints regarding discrimination and/or harassment, including sexual misconduct;
- Complaints regarding disability accommodations;
- Complaints regarding student educational records;
- Complaints regarding grades or grading;
- Complaints regarding other issues related to central student services; and
- Complaints regarding other issues related to individual schools.

HOOP Policy 220, Student Complaints can be found online at <https://www.uth.edu/hoop/policy.htm?id=2553c1c1-c490-4ad0-a570-e263e12e0dff>.

### **University Emergency Communications**

UTHealth Houston is committed to protecting its personnel, property, and the surrounding community from the effects of spontaneous and predicted emergency situations by maintaining procedures to assist students, employees and visitors in responding to emergencies.

The various means of UTHealth Houston Emergency Communications along with current campus status can be found at <https://www.uthealthemergency.org/>. The website is designed to provide the UTHealth Houston community with the most current information regarding potentially hazardous weather or other emergency conditions along with building, school, and information systems status.

UTHealth Houston ALERT is the instant text message emergency notification system that provides the campus community information about imminent threat, crisis or harm, or university status updates if weather conditions dictate a “controlled access” situation. Student who enter a cell phone number in the appropriate field during school registration are automatically enrolled in the UTHealth ALERT notification system. Students can verify their enrollment in the UTHealth Houston ALERT system by following instructions in myUTH to add or update a personal cell phone number.

For more information regarding UTHealth emergency procedures please refer to the following HOOP policies:

HOOP Policy 85, Controlled Access Status for Emergency, Disaster or Severe Weather

<https://www.uth.edu/hoop/policy.htm?id=1448018>

HOOP 141, Emergency Management and Business Continuity Plans

<https://www.uth.edu/hoop/policy.htm?id=1448130>

HOOP 2, Campus Security

<https://www.uth.edu/hoop/policy.htm?id=1447852>

### **Campus Security**

UTHealth Houston 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. Information about campus security can be found online in HOOP Policy 2, Campus Security <https://www.uth.edu/hoop/policy.htm?id=1447852>.

Possession of firearms on university premises is strictly regulated.

- Long guns (e.g. rifles and shotguns) are prohibited in university buildings at all times except if carried by police officers.
- Texas law forbids the open carrying of handguns on university premises at all times except by police officers.
- Only holders of a Texas License to Carry a Handgun may carry concealed handguns on or about their person

in limited areas at UTHealth Houston as specified in HOOP Policy 222, Concealed Handguns on Campus <https://www.uth.edu/hoop/policy.htm?id=aeb4da95-c86f-4e39-af0b-f7b6e4d228f2>. All persons on UTHealth property are subject to this policy.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, UTHealth Houston collects specified information on campus crime statistics and makes timely reports to the university community on crimes considered to be a threat to students and employees. The University of Texas at Houston Police Department (UTPD) provides a link to crime statistics on their reports page of the UTPD website, <https://www.utph.org/index/reports>. Information about fire safety procedures and statistics can be found in the same report.

Guidance on reporting criminal activity on campus can be found online in HOOP Policy 87, Reporting Criminal Activity to Campus Police, <https://www.uth.edu/hoop/policy.htm?id=1448022>.

Additionally, students residing in University Housing may designate a confidential contact person who will be contacted upon a determination that the student is missing. Information regarding how to designate a confidential contact person and other missing student notification procedures can be found in HOOP Policy 207, Missing Student Notification, <https://www.uth.edu/hoop/policy.htm?id=3401787>.

### **Making a False Alarm or Report**

A person commits a felony offense under Texas law if he/she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that they know is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

The offense of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.

### **Copyrighted Material and Software**

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

Both uploading and downloading files can potentially violate copyright laws and put UTHealth Houston information resources at risk. Students must be cautious and research whether the source provides material licensed by a copyright owner.

Information regarding Peer-to-Peer file sharing and potential copyright infringement can be found in HOOP Policy 180, Acceptable Use of University Information Resources, <https://www.uth.edu/hoop/policy.htm?id=1448208>.

UTHealth Houston must also comply with copyright laws pertaining to computer software and with software license agreements. Students and employees utilizing university network resources, computers and/or computer peripherals for unauthorized duplication of copyrighted or licensed works are 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 ITPOL-018, Software Copyright Compliance Policy. <https://inside.uth.edu/it/cio/policies/policy.htm?id=21d32398-2570-4078-9ca2-e3503be1d8c5>

### **Criminal Background Checks – Students**

UTHealth Houston 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. Students who are unable to meet the university's criminal background 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 the each school.

For full university policy please see HOOP Policy 160, Criminal Background Checks online at <https://www.uth.edu/hoop/policy.htm?id=1448168>.

### **Determination of Resident Status**

Students claiming Texas residency in order to pay tuition at the in-state rate must provide required information regarding residency status. The Registrar is the Residency Determination Official for the university. The university policy regarding residency can be found online in HOOP Policy 58, Determination of Resident and Non-Resident Tuition Status, <https://www.uth.edu/hoop/policy.htm?id=1447964>.

Information regarding the Petition for Resident Tuition and the link to the Core Residency Questionnaire can be found on the Registrar's website under forms and general information at <https://www.uth.edu/registrar/current-students/student-information/policy-for-texas-resident-tuition.htm>.

### **Nondiscrimination, Anti-Harassment and Equal Opportunity**

UTHealth Houston is committed to providing a working and learning environment free from discrimination and harassment. 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 or any of its component entities on any basis prohibited by applicable law or university policy.

To help achieve an environment free from prohibited discrimination and harassment, the university provides formal complaint processes for any individual who believes they have been subjected to discrimination or harassment.

For the full university policy please see HOOP 183, Nondiscrimination, Anti-Harassment and Equal Opportunity found online at <https://www.uth.edu/hoop/policy.htm?id=1448214>.

Contact Information:

Office of Diversity and Equal Opportunity  
7000 Fannin, Suite 150  
Houston, Texas 77030  
Phone: 713-500-2255  
Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)  
Website: <https://go.uth.edu/equalopportunity>

### **Prohibition of Sexual Harassment & Sexual Misconduct**

Title IX of the Higher Education Amendments of 1972 prohibits discrimination based on sex in educational programs or activities. UTHealth is committed to providing an environment free from discrimination and inappropriate conduct, which includes all forms of sexual misconduct, including sexual harassment, sexual assault, sexual violence, stalking, domestic violence and/or dating violence. Sexual misconduct will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action.

In accordance with this commitment, UTHealth Houston has developed policies and implemented training programs to ensure that all members of the university community receive education and understand UTHealth Houston's policies and procedures.

The university's policy on prohibition of sexual harassment and sexual misconduct, along with contact information for the UTHealth Title IX Coordinator, additional resources, and procedures for reporting a complaint of sexual misconduct is found online in HOOP Policy 59, Prohibition of Sexual Harassment & Sexual Misconduct at <https://www.uth.edu/hoop/policy.htm?id=1447966>.

Both HOOP Policy 183 and HOOP Policy 59 apply to all members of the university community, including employees, contractors, students, residents and other trainees, visitors, volunteers (including faculty appointed without salary), vendors, consultants and observers, as well as applicants for employment or admission. Individuals who are found to have engaged in conduct that violates these policies are subject to disciplinary action up to and including termination and/or dismissal.

Contact Information:

Office of Diversity and Equal Opportunity  
7000 Fannin, Suite 150  
Houston, Texas 77030  
Phone: 713-500-2255  
Email: [call@uth.tmc.edu](mailto:call@uth.tmc.edu)  
Website: <https://go.uth.edu/equalopportunity>

### **AIDS, HIV, HBV and HCV Infection**

UTHealth Houston 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 the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and the Hepatitis C Virus (HCV) as serious public health threats, UTHealth Houston 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 employees and students.

The university's policy, which defines terms and addresses general principles, voluntary counseling and testing, work-related exposure, and educational efforts, is found online in HOOP Policy 158, Bloodborne Pathogen Infection Control at <https://www.uth.edu/hoop/policy.htm?id=1448164>.

### **Student Immunizations and Health Records**

All students registering at UTHealth Houston are required to furnish an immunization record signed by a health care provider. An immunization 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. Student Health and Counseling Services will release all immunization holds after proof of immunizations is provided.

The following immunizations and screening tests are required for all students admitted to UTHealth Houston:

- **Tuberculosis:** TB screening, consisting of an Interferon gamma release assay (IGRA) blood test with either T-spot or Quantiferon-Gold, along with a TB risk assessment questionnaire, must be done within the past 6 months, even for those who received the BCG vaccine as a child. If the IGRA test is positive, a chest x-ray documenting no active tuberculosis must be submitted.
- **Measles** – proof of two (2) doses of measles vaccine if born after January 1, 1957, administered at least 28 days apart **or** lab report of a positive rubeola titer confirming immunity or evidence of prior infection;
- **Mumps** – proof of two (2) doses of mumps vaccine if born on or after January 1, 1957, administered at least 28 days apart **or** lab report of positive mumps titer confirming immunity or evidence of prior infection;
- **Rubella** – proof of one dose administered on or after the first birthday or a positive rubella titer confirming



immunity or evidence of prior infection;

- Tetanus/Diphtheria and Pertussis – proof of one “booster” dose within the past 10 years. Td/DPT/Dtap does not satisfy this requirement;
- Hepatitis B Virus (HBV) – proof of three-dose series (second dose one month and third dose six months after first dose) or lab report of positive hepatitis surface antibody titer. Students must be vaccinated to most current status possible prior to registering for classes;
- Varicella (chickenpox) – 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) – Documentation of one dose of meningitis vaccine if younger than 22, prior to the beginning of classes. The vaccine must be administered within 5 years and at least 10 days prior to enrollment. (Students 22 and older are NOT required to have meningitis immunization.)

Each school may have additional vaccination or testing requirements for students. Students are expected to comply with the immunization policies of affiliated hospitals, clinics and/or agencies where they may be assigned as part of their educational program. Failure to do so may result in disciplinary action, up to and including dismissal.

### **\*\*Important information regarding the Meningococcal Vaccine\*\***

Texas law 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 age 22 or older 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.

A student anticipating using this exemption should start this process early. Online information and exemption form can be found on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunize/school/exemptions.aspx?terms=Exemption%20Form%20Meningococcal>.

For more information on immunizations or how to obtain certain required immunization exemptions contact Student Health and Counseling Services at 713-500-5171 or visit the Student Health Clinic website at <https://www.uth.edu/studenthealth/>.

The university policy, listing required immunizations and procedures for requesting exemptions from required immunizations is found online in HOOP Policy 55, Student Immunizations and Health Records at <https://www.uth.edu/hoop/policy.htm?id=1447958>.

### **Substance Abuse – Students**

UTHealth Houston 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 Houston 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 Student Health and Counseling Services, McGovern Medical School Department of Psychiatry and Behavioral Sciences, private physicians or community agencies with expertise in treating chemical dependence.

In any case where an employee, student or trainee causes harm to or appears to endanger the safety of himself or herself or others, he or she will be subject to disciplinary action in accordance with university policy.

For full university policy on Substance Abuse see HOOP Policy 173, Substance Abuse found online at <https://www.uth.edu/hoop/policy.htm?id=1448194>.

### **Solicitation on Campus**

No solicitation shall be conducted on UTHealth Houston property unless permitted as outlined in HOOP Policy 165, Solicitation on Campus found online at <https://www.uth.edu/hoop/policy.htm?id=1448178>.

Auxiliary Enterprises (“AE”) is the responsible office at UTHealth Houston for coordinating the review and approval for solicitation on campus. Solicitation requests can be submitted through AE’s website by going to <https://www.uth.edu/auxiliary-enterprises/forms/>.

### **Student Travel**

UTHealth Houston supports the educational, research and service activities of its students by sponsoring and reimbursing certain approved travel activities and expenditures. All student travel funded or to be reimbursed by the university must use contracted agencies to purchase airfare or rent a car. Travel information is provided by Auxiliary Enterprises, University Travel found online at <https://inside.uth.edu/travel/>.

Enrolled students can find more detailed student travel information and requirements for international travel online at <https://inside.uth.edu/travel/student-travel/index.htm>.

The university’s policy on travel can be found online in HOOP Policy 13, Travel, at <https://www.uth.edu/hoop/policy.htm?id=1447874>.

### **Other Important Policies Affecting Students**

The UTHealth Houston Handbook of Operating Procedures (HOOP) lists other important policies affecting students and is divided into a Table of Contents by subject, alphabetical order and policy number. Some additional HOOP policies not outlined in this catalog which may be helpful to students are listed below in policy number order:

Policy Number, Title and website location:

8 Use of University Name, Logo or Seal  
<https://www.uth.edu/hoop/policy.htm?id=1447864>

9 Alcoholic Beverages  
<https://www.uth.edu/hoop/policy.htm?id=1447866>

11 Use of University Facilities  
<https://www.uth.edu/hoop/policy.htm?id=1447870>

56 Student Financial Aid  
<https://www.uth.edu/hoop/policy.htm?id=1447960>

57 Student Payment of Tuition and Fees, Term Withdrawals, Refunds and Repayment  
<https://www.uth.edu/hoop/policy.htm?id=1447962>

60 Student Services  
<https://www.uth.edu/hoop/policy.htm?id=1447968>

85 Controlled Access Status for Emergency, Disaster or Severe Weather  
<https://www.uth.edu/hoop/policy.htm?id=1448018>

86 Medical Emergencies, Minor Injuries/Illnesses  
<https://www.uth.edu/hoop/policy.htm?id=1448020>

87 Reporting Criminal Activity to Campus Police  
<https://www.uth.edu/hoop/policy.htm?id=1448022>

108 Protection from Retaliation  
<https://www.uth.edu/hoop/policy.htm?id=1448064>

109 Standards of Conduct  
<https://www.uth.edu/hoop/policy.htm?id=1448066>

121 Student Loan Collections  
<https://www.uth.edu/hoop/policy.htm?id=1448090>

163 Fitness for Participation (Students)  
<https://www.uth.edu/hoop/policy.htm?id=1448174>

167 Student Employment Appointments  
<https://www.uth.edu/hoop/policy.htm?id=1448182>

168 Conduct of Research  
<https://www.uth.edu/hoop/policy.htm?id=dd4f2609-f36b-41b0-923e-8cbff479fa1f>

174 Speech and Assembly  
<https://www.uth.edu/hoop/policy.htm?id=1448196>

202 Research Misconduct  
<https://www.uth.edu/hoop/policy.htm?id=1702018>

207 Missing Student Notification  
<https://www.uth.edu/hoop/policy.htm?id=3401787>

To search HOOP policies by either subject, alphabetically or number go to <https://www.uth.edu/hoop/policies.htm>.