

ACADEMIC STANDARDS, POLICIES, AND PROCEDURES

SBHS requires a high level of academic achievement from students. In order for students to maintain good standing, receive appropriate grades and credits for their work, and avoid academic jeopardy, they must adhere to the SBHS's academic policies, procedures and standards.

Grading System

A letter grading system is used to assess the student's level of achievement. "A" indicates excellent; "B" indicates good; "C" indicates unsatisfactory and may require students to repeat the course; and "F" indicates failing; "P" indicates passing; "W" indicates that the student has withdrawn; "I" indicates an incomplete grade, meaning that course requirements have not been satisfied. All letter grades will be reported without modification of plus (+) or minus (-). Grades recorded for courses dropped after the withdrawal deadline will be recorded as "F".

Grade point averages (GPA) are computed at the end of each semester using the following academic standard:

- A = 4 points
- B = 3 points
- C = 2 points
- I = not counted
- P = not counted
- W = not counted
- F = 0 points

Graduate level courses in which a grade of "B" or better has been earned may not be repeated for credit. Any student receiving a grade of "C", "F", "W", or "I" must develop a remediation plan with the approval of the course instructor, primary faculty advisor, and SBHS Academic Standards Committee to remain in good standing or otherwise be placed on academic probation.

GPA is calculated using grades and credit hours for courses except for those courses in which a grade of "I", "W" or "P" is recorded. Courses, in specific programs, obtained by Petition for Equivalency Credit (PEC), which are graduate courses transferred from other institutions, are not used in the calculation of the grade point average.

Grade of C. A grade of "C" is not considered a satisfactory grade. All grades of "C" will require a remediation plan, which may include retake. For a course to count towards any degree plan, a "B" or better must be earned. Grades of "C" are applied to the academic transcript but will not count towards degree progression. Students may only earn two grades of "C" in any two required courses. A third grade of "C" will result in dismissal from the program.

Grade of I. An incomplete or "I" grade may be given when course requirements have not been satisfied. A student must have completed at least 50% of the course curriculum requirements for a grade of "I" to be issued. A student must submit an Incomplete Grade Form to receive an incomplete or "I" grade. Students must remove a grade of "I" the academic semester following receipt of the "I" grade, or the incomplete grade may be converted to a grade of "F." During the semester in which the "I" grade coursework is being completed, the student is not permitted to enroll in more than a fulltime course load. Grades of "I" will not be used in calculating the grade point average. All "I" grades must be removed from a student's record (course requirements satisfied based on instructor discretion or remediation plan determined by the

course instructor, student's advisor, and the SBHS Academic Standards Committee) before the student is eligible for graduation. A student must be actively enrolled at UTHealth Houston in the semester they expect to graduate.

Grade of W. Students who elect to withdraw from a required course and receive a Withdrawal ("W"), must retake the course and earn a grade of "B" or higher to continue on in their academic program. When retaking a course after electing for a grade of "W", a grade of "I", "W", "C," or lower in the subsequent course is grounds for academic probation, including dismissal from the program. Only two grades of "W" will be allowed for a single elective course. After the second "W" grade is earned, the student is no longer eligible to register for that elective course. The original grade of "W" will remain on the student transcript. All enrollments in courses, including repeated courses, will be reflected on the student's transcript.

Grade of Pass/Fail. The courses that are graded on a pass/fail basis will be described in the course description section of the catalog. In these instances, a symbol of "P" is used to designate "pass" and an "F" to designate "fail." Hours for courses taken pass/fail that are passed are not entered in the grade point calculation (see points above). Hours for courses taken pass/fail and failed are included in the grade point calculation. Students are not permitted to earn a grade of "F" in any course, even those graded as Pass/Fail (see Grade of F below). Each degree program within the School of Behavioral Health Sciences establishes the maximum number of semester credits a student can take on a Pass/Fail basis during his or her study in that program.

Grade of F. Students are not permitted to earn a grade of "F". A grade of "F" will require a remediation plan, a course retake, and can result in dismissal from the School of Behavioral Health Sciences.

Grade Reports. Students may access their official term grade reports online through myUTH (<https://my.uth.tmc.edu/>).

Enrollment Status

All students who matriculate in School of Behavioral Health Sciences will be classified as full-time students: Full-time students are defined as enrolling for at least nine semester credit hours (SCH) each during the fall and spring semester, or six semester credit hours in the summer session. Only those credit hours in UTHealth Houston courses taken for credit are counted in the calculation of credits designating a full#time student. Students who may have mitigating circumstances (e.g., personal hardship) may appeal to the SBHS Academic Standards Committee for consideration of less than full time status for a given semester. The SBHS Academic Standards Committee and the student's primary faculty advisor will develop a plan to transition back to full time status and remain on track for graduation within the designated timelines for that degree.

Student Enrollment

Students enroll each semester by using myUTH (<https://my.uth.tmc.edu/>). There is no on#site enrollment. Enrollment dates are announced in the online Registration Schedule found on the Office of Registrar (<http://www.uth.edu/registrar/current-students/registration/registration-schedule.htm>) website.

Registering/Adding a Course

Prior to course registration, students are encouraged to work with their academic advisor or advising committee to determine the appropriate courses and course load for the upcoming semester. If a permission code is required for course registration, the student must request

instructor approval via email. Once the code is received, the student must use myUTH (<https://my.uth.tmc.edu/>) to add the course to their schedule. Refer to the Office of the Registrar Academic Calendar (<https://www.uth.edu/registrar/current-students/student-information/academic-calendar.htm>) for SBHS, for deadline dates for adding a course for any semester. A student will be unable to add a course after the official reporting date.

Dropping or Withdrawing from a Course

To drop a course during the add/drop period the student must go to myUTH (<https://my.uth.tmc.edu/>). Courses which are dropped during the add/drop period are not reflected on the student's transcript. Please refer to the Refund Policy on the Registrar's Office website to determine what percentage, if any, students will receive as a refund for tuition paid prior to dropping the course.

To withdraw from a course after the 12th class day and before the last day to withdraw (refer to the Office of the Registrar Academic Calendar (<https://www.uth.edu/registrar/current-students/student-information/academic-calendar.htm>) for SBHS and the semester) the student must submit a signed Add-Drop/Withdrawal Form to the Registrar's Office with the appropriate signatures. The student must return the completed form to the Office of the Registrar before the deadline for dropping a course. The grade recorded on the transcript will be a "W" - withdrawal. The "W" will not be calculated as part of the GPA.

If a student does not officially withdraw from the course, a grade of "F" will be assigned. A grade of "F" is recorded if a course is dropped after the deadline stated in the academic calendar for that semester.

A student, who withdraws from all courses enrolled at SBHS at the end of, or prior to, completing a scheduled semester, should notify his or her advisor and the SBHS Academic Standards Committee in writing by submitting the UTHealth Houston Resignation Form, which can be found on the Registrar's website.

Deferment for Newly Admitted Students

A newly admitted student is allowed up to one year for deferment for certain programs. School of Behavioral Health Sciences Academic Standards Committee must be notified in writing of all deferments in writing before the start of the semester. A student who defers admission will be governed under the catalog in effect during his or her first semester of enrollment at the school. Any newly admitted student who does not enroll for three consecutive registration periods shall no longer be considered an admitted student, and the must reapply for future admission to any program or degree program offered at the School of Behavioral Health Sciences.

Students in Good Standing

To be considered in "good standing" and making "satisfactory academic progress" at the School of Behavioral Health Sciences, a student must maintain a cumulative grade point average of 3.0 or above; and must not be on academic probation or suspension as determined by the SBHS Academic Standards Committee. To remain in good standing a graduate student who earns a mark of "I," "W" or "C" or below must develop a remediation plan with the approval of the course instructor, primary faculty advisor, and SBHS Academic Standards Committee. This may include repeating the course or completing or revising a specific component of the course. Each student will develop a degree plan with written approval from their academic advisor. The student must complete coursework each academic year that includes the required and/

or elective courses specified within their degree program and the degree program timelines.

Academic Probation

Probation is an official warning status for a defined period of time that informs the student of unsatisfactory academic and/or professional performance and provides the student an opportunity to improve. Any student who does not adhere to the academic and professional standards of the School of Behavioral Health Sciences is subject to probation or dismissal by the SBHS Academic Standards Committee and/or Dean. Criteria upon which grades are based are given at the beginning of each course in the course syllabus. Professional standards include appropriate attendance, conduct with peers and faculty, and interaction with the community (e.g., patients and research participants). If a student has questions regarding academic and professional requirements or if assistance is needed in meeting the standards, the student should consult with the course instructor, advisor, and/or a SBHS Academic Standards Committee member.

Following the completion of a semester in which any of the following occur, the SBHS Academic Standards Committee will place a student on academic probation if the student has any of the following deficiencies: (1) receives a grade of "I," "W," "C," or "F" that is not remediated within the designated timeframe designated by the SBHS Academic Standards Committee, advisor, and instructor; (2) earns a calculated cumulative grade point average (GPA) of less than 3.0; (3) fails to make satisfactory academic progress toward the degree as designated in the respective program's scheduled plan towards the degree.

The student is removed from academic probation at the end of the following registration period when no grade below "B" is assigned in a graduate course, a cumulative grade point average of 3.0 is achieved, and/or any other cause for probation is removed or remedied, and the removal is agreed upon by the SBHS Academic Standards Committee and signed by the SBHS Associate Dean for Academic Affairs.

Any student on academic probation is not eligible to receive scholarships and/or awards. Any student on academic probation is not eligible for student employment at UTHealth Houston (including Fellowship, Graduate Research Assistant, Graduate Assistant, and Teaching Assistant positions).

Clinical and Educational Hours

In an effort to promote student wellness and patient safety, clinical rotations must provide students with adequate time for individual study, sleep, and relaxation. Clinical and educational hours are defined as all clinical and educational activities assigned by the rotation. Clinical and educational requirements include inpatient and outpatient clinical activities (including completing clinical documentation) and assigned academic exercises (e.g., conferences, lectures, and skills sessions). Clinical and educational hours do not include personal study time.

- Clinical and educational work hours, including on-call requirements, must not exceed 80 hours per week, averaged over a four-week period, including required educational activities.
- Clinical work periods (including on-site duty and in-house calls) must not exceed 24 hours of continuously scheduled clinical assignments.
- In House Call
 - If students are scheduled for in-house 24-hour call, it must occur no more frequently than every third night.

- Up to four hours of additional time after a 24-hour call may be used for activities such as providing care transitions and education.
- At Home Call
 - Patient care activities, including responding to telephone calls and entering notes in the electronic health record, count towards the 80-hour weekly limit.
 - In the event a student on At Home Call needs to come into the hospital for an extended period for patient care activities, such as to preclude reasonable rest, they should discuss the situation with their attending. Options may include coming in later or leaving early.
- In no case may a student exceed 28 hours of continuous clinical and/or required educational activities.
- Students will be provided a minimum of one day in seven, averaged over four weeks and (within the specific dates of the clerkship and/or block), free from any required clinical or assigned educational responsibilities. At Home Call cannot be assigned on these free days.

Note: The weekend dates between clerkships and selective rotations are not considered part of the rotation and are excluded.

Student Conduct and Discipline

All students are responsible for knowledge of and compliance with UTHealth Houston policies regarding student conduct. Students are referred to the UTHealth Houston Handbook of Operating Procedures (HOOP) Policy 186, Student Conduct and Discipline (<https://www.uth.edu/hoop/policy.htm?id=1448220>).

Academic Honesty

Academic honesty is the cornerstone of the academic integrity of a university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. Because honesty and integrity are such important factors, failure to perform within the bounds of these ethical standards is sufficient grounds to receive a grade of "F" in any course and be recommended for disciplinary actions or academic probation from the School of Behavioral Health Sciences.

The following are examples of academic dishonesty: Cheating; Plagiarism (including undocumented and/or unauthorized use of AI on assignments or exams); Unauthorized collaboration; Collusion; Falsifying academic records; Misrepresenting facts (e.g. providing false information to postpone an exam, obtain an extended deadline for an assignment, or even gain an unearned financial benefit); Any other acts or attempted acts that violate the basic standard of academic integrity (e.g. multiple submissions – submitting essentially the same written assignment for two courses without approved authorization).

Refer to the Student Conduct and Discipline section in the School of Behavioral Health Sciences Student Handbook or to HOOP Policy 186, Student Conduct and Discipline (<https://www.uth.edu/hoop/policy.htm?id=1448220>) and Appendix A - Unacceptable Student Conduct (<https://www.uth.edu/hoop/186-appendix-a.htm>) for more information.

Conduct of Research

SBHS is committed to promoting excellence in behavioral health research while ensuring the highest ethical and scientific standards. All personnel conducting research, whether funded or unfunded, including students and trainees, are expected to comply with this policy. Note that this policy is in addition to HOOP Policy 168, Conduct

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

This SBHS research conduct policy is designed to:

- Promote high standards of research integrity, ethics, and accountability.
- Provide a clear framework for ethical decision-making in research.
- Protect the rights of research participants, including patients, volunteers, and communities.
- Prevent and address research misconduct, including fabrication, falsification, and plagiarism.
- Foster transparency, reproducibility, and rigor in research methodologies.

Research must be conducted honestly, accurately, and responsibly. Data should be collected, analyzed, and reported with the utmost care and objectivity. All research findings must be presented truthfully, with appropriate acknowledgment of sources and contributions.

All research and research training conducted by SBHS employees and students is to be carried out with the highest ethical standards in accordance with the principles in the Responsible Conduct of Research (<https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training/>) developed by the National Institutes of Health ("NIH") and the Office of Research Integrity. SBHS students and trainees who engage in research must adhere to all federal, state and local statutes and regulations; to The University of Texas System Board of Regents' Rules and Regulations; and to the University's policies, regardless of whether the research is conducted on the University's campuses or at an external facility. Any research involving human participants or animals must obtain appropriate ethical approval from the institution's Ethics Review Board(s) (Committee on the Protection of Human Subjects; Animal Welfare Committee) prior to initiation.

Conflict of Interest

Those conducting research using public or private funding from any source must disclose potential conflicts of interest and, when appropriate, work cooperatively with the Research Conflict of Interest Official ("RCOI") to develop and implement plans to manage, reduce or eliminate conflicts of interest. For more information on the University's treatment of conflicts of interest, see HOOP Policy 20, Conflict of Interest, Conflict of Commitment and Outside Activities (<https://www.uth.edu/hoop/policy.htm?id=1447888>), HOOP Policy 94, Research Conflicts of Interest (<https://www.uth.edu/hoop/policy.htm?id=1448036>).

Reporting Research Misconduct

The University strives to create a research climate that promotes faithful adherence to high ethical standards in the conduct of research. All employees or individuals associated with the university should report observed, suspected, or apparent research misconduct to the university's Research Integrity Officer. For more information, see HOOP Policy 202, Research Misconduct (<https://www.uth.edu/hoop/policy.htm?id=1702018>).

Plagiarism/Self-Plagiarism

For grade generating assignment submissions, students must always submit their own work. Exception: If group work is allowed or required by the assignment or course. Students should always provide citations

to indicate inclusions from others' work in their papers and assignment submissions.

Students should not reuse in whole or in part their own previously submitted assignments, papers, text, data, etc., without explicitly indicating prior dissemination. This includes all graded/published artifacts of one's academic career including time at the School of Behavioral Health Sciences. Students must have instructor permission if they plan to reuse a previous assignment submitted in another course for a grade.

Plagiarism may include: Words or ideas taken from someone else without acknowledgment; Giving incorrect information about the source; Changing the sequence or structure but using ideas without citation; Not including material in quotes if directly taken from someone else's material and/or copying any amount of other's material; Use of AI to summarize or generate original content without explicit acknowledgement of such use, or misrepresentation as the student's original writing/ideas.

Students' submitted work may be subject to evaluation from Turnitin for plagiarism prevention, and/or AI detection, and graded exams and quizzes may require the use of Proctorio, an online proctoring software, at the discretion of the instructor.

Clinical Conduct

Demeanor shall be in all respects consistent with the high standards of trust, confidence, and dignity on which the physician-patient relationship is based. The following guidelines regarding conduct and appearance in all clinical settings apply to our students at all SBHS clinical facilities.

Courtesy

- Greet others in hallways, elevators, and at work stations with a kind word or smile.
- Assist people in finding their way.

Respect

- Respect privacy and dignity.
- Knock and wait for a response before entering areas.
- In compliance with the Health Insurance Portability and Accountability Act (HIPAA), discuss confidential or sensitive information about patients only with those having a valid need to know and do so privately, never in public places.
- Be tolerant of cultural differences.

Professionalism

- Present a positive image.
- Wear name badge or name tag so that name is clearly visible at all times.
- Limit eating, drinking, and smoking to designated areas.
- Avoid personal conversations with co-workers when providing patient care.
- Make no inappropriate or negative comments about patients, co-workers, or physicians.

Appearance

- Lapel pins should not contain words or images that may be considered inappropriate, offensive or political in nature.

- Hair shall be clean and neat with no styles or colors that would, by a reasonable standard, invite negative feedback. Shoulder length or longer hair shall be pulled back or covered where there is a health or safety consideration.
- Well-groomed, closely trimmed beards, sideburns and mustaches are allowed, but may not interfere with personal protective gear.
- Fingernails may not be of a length that potentially interferes with the ability to safely perform the job. In accordance with proper hand hygiene, artificial nails and shellac/gel manicures are prohibited in clinical areas where nails must also not be longer than ¼ inch in length and be free of chipped polish.
- Extreme or excessive makeup, cologne, jewelry or accessories are not allowed. Visible body piercing is permitted in the ear only, and no more than two earrings per ear may be worn. All other body piercing must be covered.
- Any visible tattoo that may be considered offensive or contain inappropriate language must be covered.

The following are specifically prohibited at all times: Leggings, athletic wear, hats, sweat suits, tank tops, halter tops, t-shirts, beachwear, shorts, bib overalls, spandex or other form fitting-pants, jeans, exposed undergarments, work-out attire, canvas sneakers, sandal-thongs/flip-flops or slippers, clothing that is distracting, offensive or revealing, clothing that exposes the abdomen, chest or buttocks, clothing that contains sexually-related references, foul language, or that suggests or promotes the use of illegal drugs or violence, clothing or footwear that is soiled, wrinkled, excessively worn or in disrepair, or any other clothing or mode of appearance that is inappropriate for the work environment.

Clinical Supervision of Students

This policy is intended to guide the activities of students and their supervising physicians (faculty, residents, or fellows) to ensure that students are appropriately supervised in patient care activities during inpatient and outpatient training for the safety of both patients and students. To ensure oversight of student supervision and graded authority and responsibility, the program utilizes two classes of supervision: Direct Supervision and Indirect Supervision.

When Direct Supervision is required, the supervising physician is physically present with the student and patient. Supervision begins with the student's initial contact with the patient and continues through all contact with the patient. When performing a clinical activity posing any risk to patient safety, students must be directly supervised.

When Indirect Supervision is required, the supervising physician is physically within the hospital or other patient care site, and is immediately available to provide direct observation. When Indirect Supervision is required, Direct Supervision is immediately available.

Students must be supervised in such a way that the student assumes progressively increasing responsibility only according to the ability and experience of the individual student. The level of responsibility accorded to each student must be determined by the supervising physician according to the clerkship or course-specific criteria.

The proximity and timing of supervision as well as the specific tasks that a student may perform with supervision depend on a number of factors including:

- the level of training,
- the skill and experience of the student with the particular care situation,

- the familiarity of the supervising physician with the student's abilities, and
- the acuity of the situation and the degree of risk to the patient.

Inpatient Care

- The supervising faculty shall evaluate the patient in person and be in a position to confirm the findings of the student and discuss the care plan. At least on a daily basis (more often as the needs of the individual patient may dictate), the student and the supervising faculty will review progress of the patient, make the necessary modifications in the care plan, and agree on the type and scope of documentation for the medical record.
- The faculty member must ensure the completeness of the medical record, including the provision of additional comments in the progress notes.

Outpatient/Ambulatory Care

- An appropriately credentialed and privileged faculty member will be available for supervision during clinic hours. Faculty members are responsible for ensuring the coordination of care that is provided to patients.
- All patients should be seen by the faculty member at each visit.
- The faculty member must ensure the completeness of the medical record, including the provision of additional comments in the progress notes.

Supervision of Students Performing Procedures

A student will be considered qualified to assist in performing a procedure if, in the judgment of the supervising physician, the student has had previous training in the procedure and has the skill and knowledge appropriate to the procedure. The student should not perform the procedure without Direct Supervision. All procedures will have the faculty member documented in the procedure note, and that faculty member will be ultimately responsible for the procedure.

Leave of Absence

The purpose of a leave of absence is to provide students with time away from campus for personal reasons. The authority to grant a leave of absence and permission to return from a leave of absence resides with the SBHS Academic Standards Committee. Each leave is an individualized decision, made with consideration for the needs of the student and handled on a case-by-case basis. A leave of absence may not exceed a period of one year. If a student is absent for more than one year, the student must apply for readmission to the program. For additional information, please contact the SBHS Office of Academic and Student Affairs.

Reasonable Accommodations

Individuals seeking reasonable accommodations related to disability, pregnancy and parenting, or religion must initiate the accommodation process by contacting their school's designated Section 504 Coordinator (<https://www.uth.edu/hoop/section-504-coordinators.htm>) and completing a request form found on the University Relations & Equal Opportunity (UREO) webpage (<https://www.uth.edu/hr/service-areas/university-relations-equal-opportunity/>).

Accommodations are not retroactive, and require advance notice to implement. To allow adequate time to evaluate the request, engage in the interactive process, and make arrangements for any accommodation to

be provided, requestors are strongly urged to contact UREO as soon as possible.

For more information, visit HOOP Policy 101, Disability and Pregnancy Accommodations (<https://www.uth.edu/hoop/policy.htm?id=1448050>), HOOP Policy 232, Pregnant and Parenting Students (<https://www.uth.edu/hoop/policy.htm?id=32d838cb-8f11-40f7-b8e5-f42719d41202>), and HOOP Policy 112, Religious Accommodations (<https://www.uth.edu/hoop/policy.htm?id=1448072>).

Academic Grade Grievance Procedure

In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence suggests differential treatment or mistake. If the evidence warrants appeal, the student must submit a request in writing within 30 days of the date of the evaluation in question and, in the case of a final grade for a course, within 30 days of the date the Registrar recorded the grade of the course in question. The request for the appeal with supporting evidence must be submitted to the SBHS Academic Standards Committee and the appeal must be resolved by no later than the end of the semester after the semester in which the grade was earned. Upon receipt of the request, the SBHS Academic Standards Committee will review the case and render its recommendation in writing to the SBHS Dean within 15 business days. The student will be notified in writing of the Dean's decision within seven business days of the SBHS Academic Standards Committee's recommendation. The determination of the Dean is final.

Academic Dismissal and Appeal

A student who is on academic probation for one semester and who does not achieve the minimum cumulative 3.0 GPA, resolve any issues constructed for that student's individual remediation plan, and/or meet the individual course grades necessary to be removed from probation, or otherwise remove the cause of probationary status (which may also be due to conduct outside of academic performance), will be notified of dismissal from the program by the SBHS Academic Standards Committee and the Dean, and will not be allowed to continue in the program. The student may request a reconsideration of the dismissal by submitting a written request to the Dean within five business days of receipt (electronic or hard copy) of the dismissal letter. The student must also send a copy to the SBHS Academic Standards Committee. The student must provide evidence in support of the request for reconsideration of the dismissal. The SBHS Academic Standards Committee and Dean will review the appeal, and the student will be notified in writing of the Dean's final decision within 10 business days. The determination of the Dean is final.

Reapplication Following Dismissal. In the unlikely event that a student reapplies and is readmitted to the program from which they were dismissed, the student will be placed on academic probation for one semester. If the student fails to raise their cumulative GPA within that semester to 3.0, or if the student makes a course grade below that required to be removed from probation, or otherwise fails to meet standards to be off probation, the student will be dismissed from the School of Behavioral Health Sciences and may not be readmitted.

Reentry after Non#Attendance. A student who has not enrolled in two consecutive registration periods (including the summer session) will have an academic hold placed on their myUTH account by the School of

Behavioral Health Sciences. Students with an academic hold will need to meet to discuss academic degree plan with their academic advisor to have the hold removed and be allowed to enroll in future courses. A student who has not enrolled for three or more consecutive registration periods will be dismissed and must reapply for admission to the program and the school.

Resignation from the University

A student who withdraws from all courses enrolled at the School of Behavioral Health Sciences at the end of, or prior to, completing a scheduled semester, should notify his or her advisor and the Academic Standards Committee in writing by submitting the UTHealth Houston Resignation Form, which can be found on the Registrar's website.

Clearance for Resignation, Graduation, or Dismissal. Any student who submits for resignation, is dismissed from, or completes a program in the SBHS must complete the official student clearance process. Such clearance is necessary to ensure that the student has met all obligations to specified offices in the SBHS, UTHealth Houston, and the Texas Medical Center. A student clearance form and instructions for completing the clearance process may be obtained from the SBHS Dean of Academic and Student Affairs.

General Degree Requirements

In order to receive a degree from the School of Behavioral Health Sciences, students are required to fulfill certain academic, in residence, and degree candidacy requirements. An enrolled student must be in good academic standing and must have completed all the curricular requirements of that program before being eligible for a degree or certificate.

In Residence Requirement. The term "in residence" refers to the minimum number of semester credit hours that must be earned at the School of Behavioral Health Sciences. A student must fulfill his or her in residence requirement in order to receive any academic degree or a certificate from this school. Refer to each degree section for specific semester credit hour minimum requirements.