

ACADEMIC STANDARDS, POLICIES AND PROCEDURES

Students are charged with knowledge of and compliance with all UTHealth Houston School of Public Health policies below. All of the following policies can be found on the mySPH Policies (<https://uthhmc.sharepoint.com/sites/SPH-mySPH/SitePages/Policies.aspx>) webpage. Students are expected to sign a pledge adhering to the school's honor code (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Reference.UTSPH_Honor_Code.pdf) during new student orientation.

Academic Policies

Policy 100 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.100_Student_Academic_Grievance_Process_and_Flowchart.pdf), Student Academic Grievance Process

Policy 102 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.102_Doctoral_Committees_Structure.pdf), Doctoral Committee Structures

Policy 103 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.103_Drop_Date_Decline_for_Courses.pdf), Drop Date Deadline for Courses

Policy 104 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.104_MPH_and_MS_Committee_Structures.pdf), MPH and MS Committee Structures

Policy 105 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.105_Registration_Maximum_Credits_in_One_Term.pdf), Registration Maximum Credits in One Term

Policy 106 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.106_Thesis_Dissertation_Data_and_Publication_Authorship.pdf), Thesis Dissertation Data and Publication Authorship

Policy 107 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.107_Academic_Remediation_Plan_and_Probation_Steps.pdf), Academic Remediation Plan and Probation Steps

Policy 108 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.108_Test_Security_Policy.pdf), Test Security Policy

Policy 109 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.109_Student_Research_Thesis_Dissertation_Proposal_Approval.pdf), Student Research Thesis/Dissertation Proposal Approval

Administrative Policies

Policy 200 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.200_Student_Evaluation_Process.pdf), Student Evaluation Process

Policy 201 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.201_Course_Grading.pdf), Course Grading

Policy 202 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.202_Maximum_Students_in_a_Course.pdf), Maximum Students in a Course

Degree Requirements Policies

Policy 300 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.300_Breadth_And_Minor_Requirements_for_Doctoral_Students.pdf), Breadth and Minor Requirements for Doctoral Students

Policy 301 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.301_Conditional_Admission_to_Doctoral_Programs.pdf), Conditional Admission to Doctoral Programs

Policy 302 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.302_Direct_Admission_from_a_Bachelors_Degree_to_the_PhD_Program.pdf), Direct Admission from a Bachelor's Degree to the PhD Program

Policy 303 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.303_Epidemiology_Course_Requirement.pdf), Epidemiology Course Requirement

Policy 307 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.307_Preliminary_Exam_Admission_to_Candidacy_and_Dissertation_Defense.pdf), Preliminary Examination; Admission to Candidacy and Dissertation Defense

Policy 308 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.308_Transfer_of_Credit_Hours.pdf), Transfer of External Credits, Course Substitutions and Waivers

Enrollment Policies

Policy 400 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.400_Auditing_Courses.pdf), Auditing Courses

Policy 401 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.401_Continuous_Enrollment_for_Students_Enrolled_in_Thesis_and_Dissertation_Research.pdf), Continuous Enrollment for Students Enrolled in Thesis and Dissertation Research

Policy 402 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.402_Enrollment_Requirements_Degree_Time_Limits_and_Leaves_of_Absence.pdf), Enrollment Requirements, Degree Time Limits, and Leaves of Absence

Policy 403 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.403_Readmission_to_a_Degree_Program.pdf), Readmission to a Degree Program

Policy 404 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.404_Transfer_of_Students_Between_the_UTHealth_SPH_Campuses.pdf), Transfer of Students between the UTHealth SPH Campuses

Policy 405 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.405_Verification_of_Degrees_for_International_Applicants.pdf), Verification of Degrees for International Applicants

Policy 406 (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.406_Teaching_or_Graduate_Assistant_Enrollment_Status_Requirement.pdf), Teaching of Graduate Assistant Enrollment Status Requirement

Policy 100, Student Academic Grievance Process

The School of Public Health expects its students to put forth their best effort and assume the primary responsibility for meeting their academic and professional goals, but recognizes that there may be instances when

students raise academic grievances. Students should first attempt to resolve their academic grievance informally, such as meeting with their faculty member, their faculty advisor, and/or the department Chair. When these informal methods do not resolve the student's grievance, students may request a review and recommendation from the Academic Grievance Committee through its Academic Grievance Resolution Process.

For the complete policy statement, see Policy 100, Student Academic Grievance Process (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.100_Student_Academic_Grievance_Process_and_Flowchart.pdf).

Policy 201, Course Grading

Letter grades ("A," "B," "C," or "F") are given for all MPH core courses. Elective courses may be letter-graded or graded on the basis of pass/fail ("P" or "F") at the discretion of the instructor. Grades in pass/fail courses will not be included in the GPA calculation. A GPA will be calculated from all letter-graded courses. In computing GPA per hour, the following scores are used: A = 4 points; B = 3 points; C = 2 points; F = 0 points. The GPA is calculated by multiplying the grade points by the number of credit hours for each course. Repeated courses will be listed on the transcript along with the original course. However, please note the following stipulations:

- Students have the opportunity to retake a course only one time for recalculation of the GPA. GPA recalculations are not automatic. The GPA will be calculated on the letter-graded course only using the grade from the repeated course.
- A third attempt is rarely approved, and will only be considered if the first two attempts were failures. Students may petition to the Office of Academic Affairs and Student Services to retake a course a third time.
- The final attempt will be the grade calculated into the GPA.
- Students who do not request a GPA recalculation for a repeated course will have both course grades calculated into the GPA.

An Incomplete ("I") will revert to an "F" if the coursework is not successfully completed after one semester. However, at the course instructor's discretion, a grade may be entered to replace the "F" when the work from the incomplete is completed. A "W" grade is assigned when a student withdraws from a course.

For the complete policy statement, see Policy 201, Course Grading (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.201_Course_Grading.pdf).

Policy 308, Transfer of External Credits, Course Substitutions and Waivers

For students entering fall 2018 and thereafter, up to nine (9) graduate semester credit hours earned at other accredited institutions may be transferred and applied to UTHealth School of Public Health graduation requirements if approved by the UTHealth Houston School of Public Health Office of Academic Affairs and Student Services and the student's faculty advisor. Transfer of external credit hours, course waivers and substitutions may only apply towards degree required leveling, elective, minor, or breadth coursework not linked to program required competencies. Major required courses cannot be waived or substituted. These hours must not have been applied toward another awarded degree. See Policy 308 for detailed information and processes.

For dual degree programs, shared credit hours are earned in courses that are part of an agreed upon curriculum. Up to 12 completed credit hours applied toward the MPH degree requirements can be from the

partner institution provided that the course has been reviewed and recommended by the student's advisory committee and approved by the UTHealth Houston School of Public Health Office of Academic Affairs and Student Services. This applies to all concurrent/dual degree programs and external transfer credits. Students should contact the program coordinator for the dual degree program for further information.

General non-degree and certificate students can transfer up to 16 semester credit hours of UTHealth Houston School of Public Health coursework if accepted into a degree program, a grade of "A" or "B" is earned in the course, and the course is completed within five (5) years prior to matriculation into the degree program. Credit hours earned as part of a master's degree program do not count toward a doctoral degree program.

For the complete policy statement, see Policy 308, Transfer of External Credits, Course Substitutions and Waivers (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.308_Transfer_of_Credit_Hours.pdf).

Policy 402, Enrollment Requirements, Degree Time Limits, and Leaves of Absences

A student is classified as "full-time" if enrolled in at least nine (9) semester credit hours during the fall or spring semesters, at least six (6) semester credit hours during the summer.

Required Enrollment. Enrollment is required in the semester in which the research proposal is submitted and continuously through the semester in which all requirements for graduation are completed. Enrollment is required during the semester in which the preliminary examination is taken and in the semester in which the student is involved in a practicum/internship. Enrollment is required in the semester in which students graduate. Students must maintain enrollment so that any absence from the degree program does not exceed one (1) calendar year (three (3) consecutive semesters) unless a formal leave of absence is granted.

Time Limits for Degrees and Extensions. Students are expected to complete master's degree programs (MPH and MS) within five (5) years and doctoral degree programs (DrPH and PhD) within seven (7) years. In case of extenuating circumstances, a student may request a one-year extension. The possibility of a second year of extension exists under extraordinary circumstances. Students who do not graduate within the approved time limit will be dismissed from the program and must be readmitted in order to complete the degree program in effect at the time of readmission.

Non-Enrollment. UTHealth Houston School of Public Health recognizes that in some instances, students may need to take time away from their studies to attend other important aspects and events in their lives. If such events are limited to a single semester, the student may choose not to enroll for that semester without unduly slowing the degree program. Students who may need to be away for more than one (1) semester, should seriously consider requesting a Leave of Absence (LOA) in order to preserve continuing student status. If the student does not request or is not granted a LOA and does not enroll for one calendar year (three (3) consecutive semesters) the student is automatically dismissed from the School and will need to seek readmission to return to their degree program.

Leave of Absence (LOA). Students who anticipate interrupting their degree program for more than two (2) semesters should consider requesting a LOA. The LOA "stops the clock" on the student's degree program and does not add to the timeline for completing the degree. The

LOA is granted for one (1) calendar year. A second year may be granted. Students who need to be away from the school for longer periods should consider withdrawing from the degree program and applying for readmission when their situation improves. The student may enroll in classes at any time during the LOA if his/her situation changes and the LOA is no longer needed.

For the complete policy statement, see Policy 402, Enrollment Requirements, Degree Time Limits, and Leaves of Absence (https://web.sph.uth.edu/student-forms/Student%20Resources/Policies/Policy.402_Enrollment_Requirements_Degree_Time_Limits_and_Leaves_of_Absence.pdf).

UTHealth Houston Handbook of Operating Procedures (HOOP)

The university's policies connect the university's mission to the everyday actions of its community, clarify the university's expectations of its individual members, mitigate institutional risk, enhance efficiency and support the university's compliance with laws and regulations. Two policies are highlighted below, however, students are charged with knowledge of and compliance with all UTHealth Houston regulations set forth in the UTHealth Houston Handbook of Operating Procedures (<https://www.uth.edu/hoop/>) (HOOP).

HOOP Policy 101, Disability and Pregnancy Accommodation

UTHealth Houston is committed to providing reasonable accommodation to all members of the University community and to individuals who access services or programs of the University who have or had an impairment that substantially limits a major life activity. Reasonable accommodation may be provided to an individual with a disability to enable the individual to participate in University academic programs, services, and activities, so long as it does not create undue hardship or fundamentally alter the essential elements of a program or position.

Students seeking disability-related accommodation must contact University Relations & Equal Opportunity (UREO) to initiate the accommodation process. Accommodation requests are considered on a case-by-case basis considering the student's individual limitations, accommodation needs, and the operational realities of the university. If the requestor is determined to be a qualified individual, the requestor, the designated Section 504 Coordinator and applicable faculty will engage in an interactive process facilitated by UREO to determine if it is possible to grant reasonable accommodation.

Accommodations are not retroactive, and require advance notice to implement. To allow adequate time to evaluate the required documentation, 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.

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.

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

Contact Information:

Office of University Relations and Equal Opportunity
7000 Fannin, Suite 150
Houston, Texas 77030

Phone: 713-500-2255

Email: call@uth.tmc.edu

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

HOOP Policy 186, Student Conduct and Discipline

All students are required to obey federal, state, and local laws and to comply with the University of Texas System Board of Regents Rules and Regulations, the rules and regulations of The University of Texas Health Science Center at Houston, and directives issued by administrative officials of the University or UT System in the course of their authorized duties. Students are also required to obey standards of conduct appropriate for the academic institution. Any student who engages in conduct that violates the Regents' Rules and Regulations, University or UT System rules, or federal, state, or local laws is subject to disciplinary action.

For additional information on the student conduct and discipline process, please see HOOP Policy 186, Student Conduct and Discipline (<https://www.uth.edu/hoop/policy.htm?id=1448220>).