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### University of Texas Health Science Center at Tyler Catalog, 2020 - 2022

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# General Academic Catalog

2020-2022





# General Academic Catalog

2020-2022



The University of Texas  
Health Science Center at Tyler

11937 U.S. Hwy. 271 | Tyler, TX 75708

## DISCLAIMER

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

## NOTICE

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

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

This catalog is prepared and published biannually by Academic Administration and the Office of the Provost of UTHSCT.

*The University of Texas at Tyler is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's and doctoral degrees. For questions regarding UT Tyler's accreditation, contact SACSCOC at 404.679.4500 or 1866 Southern Lane, Decatur, Georgia 30033-4097.*

# Welcome from the President



Kirk A. Calhoun, MD, FACP

Greetings!

What an exciting time to be part of The University of Texas Health Science Center at Tyler! Over the past few years, we have experienced significant growth on our campus in a multitude of ways.

With the expansion of our academic degree offerings, the completed construction of the School of Community and Rural Health, a record student enrollment and the approval from The University of Texas System to establish a medical school, we remain as committed as ever to providing the best educational opportunities possible for our students.

With world-class experts in their respective fields serving as our faculty, students can expect to receive an unrivaled education to advance their careers. The applicable knowledge, skills and experiential learning received throughout their study directly translates to the ever-evolving, multifaceted field of health sciences.

At The University of Texas Health Science Center at Tyler, we emphasize a student-centered approach to ensure the matriculation and success of our graduates. With a low student-to-faculty ratio, meaningful mentorship, a comprehensive advising structure, flexible class times and state-of-the-art facilities, meeting the needs of our students remains a top priority.

As an academic medical center, we are uniquely positioned to provide students with an experience like no other. With groundbreaking research, expansive community health outreach and the highest level of patient care culminating right on our campus, the education received at The University of Texas Health Science Center at Tyler is unmatched.

Here, students work alongside faculty and staff to help us **advance education, advance research** and **advance healthcare. Together.**

A handwritten signature in black ink that reads "Kirk A. Calhoun". The signature is written in a cursive, flowing style.

Kirk A. Calhoun, MD, FACP



**Welcome from the President.....iii**

**Administration.....1**

    UT System Board of Regents..... 1

*Officers* ..... 1

*Standing Committees* ..... 1

    The University of Texas System Administration ..... 2

    UTHSCT Administration ..... 2

**Our University.....5**

    Our History ..... 5

    Our Location ..... 6

    Our Mission, Vision & Values ..... 7

    Statement of Equal Educational Opportunity..... 7

**Tuition & Fees .....8**



# Table of Contents

Payments & Payment Deadlines .....	9
Optional Installment Payment Plan .....	9
2020-2022 Tuition & Fee Schedule.....	11
Other Fees & Charges .....	12
<i>Auditing Fees</i> .....	12
<i>Late Registration &amp; Late Course Addition Fees</i> .....	12
<i>Reinstatement Fee</i> .....	12
<i>Graduation Expenses</i> .....	13
<i>Thesis &amp; Dissertation Fees</i> .....	13
Students' Residency Status & Classification .....	13
<i>General Definition of Residency</i> .....	13
<i>Exceptions for Non-Residents</i> .....	14
Exemptions & Waivers of Tuition & Fees.....	15
<i>Hazlewood Act Benefits</i> .....	15



Refund of Tuition & Fees .....	16
<i>Institutional Refund Policy</i> .....	16
<i>Withdrawal Policy</i> .....	18
<i>Return of Title IV Funds Policy</i> .....	18
Satisfactory Academic Progress .....	22
<i>Enrollment</i> .....	23
<i>Reinstatement of Title IV Financial Aid Eligibility</i> .....	23
Delinquent Accounts .....	23
<b>Admission to the University</b> .....	<b>24</b>
Types of Admission .....	24
<i>Clear Admission</i> .....	24
<i>Probationary Admission</i> .....	25
<i>Provisional Admission</i> .....	25
<i>Post-Baccalaureate Admission</i> .....	25
Deferred Enrollment .....	26
Fresh Start .....	26
How to Apply .....	26
Criminal Background Checks .....	27
Admission Examinations .....	28
<i>Graduate Record Examination</i> .....	28
<i>Test of English as a Foreign Language</i> .....	29
Transfer of Credit .....	29
Procedure After Admission .....	30
<b>Student Affairs &amp; Services</b> .....	<b>31</b>
Housing .....	31
Parking .....	31
Library & Learning Resource Center .....	31
Bookstore .....	32
Campus Computing .....	32
Health Services .....	32
Food Services .....	33

Campus Safety .....	33
<i>Timely Warning &amp; Notifications</i> .....	34
Student Wellness .....	35
Student Center .....	35
Academic Advising .....	35
Student Activities.....	35
<i>Campus Activities</i> .....	35
<i>Student Life</i> .....	36
<i>Student Government Association</i> .....	36
<i>Chapel</i> .....	36
On-Campus Solicitation .....	36
Career Planning .....	37
Counseling .....	38
<i>Therapy Assistance Online</i> .....	39
Student Accessibility Services.....	41
Behavioral Intervention Team .....	41
Tutoring & Writing Support .....	41
International Student Services .....	42
Academic Calendar 2020–2021 .....	43
Academic Calendar 2021–2022.....	44
Campus Map .....	45
<b>Financial Aid &amp; Scholarships.....</b>	<b>46</b>
<b>University Policies .....</b>	<b>47</b>
Adding, Dropping & Auditing Courses.....	47
<i>Adding Courses</i> .....	47
<i>Dropping Courses</i> .....	47
<i>Auditing Courses</i> .....	47
Student Course Loads.....	48
Concurrent Enrollment .....	49
Limitation of Time to Degree .....	49
Excused Absences.....	49

<i>Excused Absence for Religious Holy Days</i> .....	49
<i>Excused Absence for Active Military Service</i> .....	50
Academic Leave of Absence .....	51
Withdrawal from the University .....	54
<i>Withdrawal from the University for Military Service</i> .....	55
Probation, Suspension & Readmission .....	55
Grading System .....	56
<i>Grade Points &amp; Calculation of GPA</i> .....	56
<i>Incomplete &amp; Withheld</i> .....	57
<i>Withdrawal</i> .....	57
<i>Pass/Fail</i> .....	57
Thesis & Dissertation Preparation .....	58
<i>Publishing &amp; Copyrighting of     Theses &amp; Dissertations</i> .....	58
Degrees, Diplomas & Transcripts.....	59
<i>Commencement Participation Policy</i> .....	60
Student Conduct.....	60
<i>Use of Explosives, Weapons or     Hazardous Chemicals</i> .....	61
Academic Integrity.....	61
<i>Cheating</i> .....	61
<i>Plagiarism</i> .....	61
<i>Copyrighted Material - Unauthorized Distribution</i> .....	62
Hazing.....	62
<i>Individuals</i> .....	62
<i>Organizations</i> .....	63
<i>Definition of Hazing</i> .....	63
<i>Immunity</i> .....	64
Gang-Free Zones .....	65
Sexual Harassment & Title IX.....	65
Family Educational Rights and Privacy Act (FERPA) .....	66
Student Complaints & Appeals .....	66

<i>Academic Complaints</i> .....	67
<i>Discrimination &amp; Non-Academic Complaints</i> .....	67
University Property .....	68
Acceptable Use of Computers.....	68
Illegal Drug Use.....	69
<i>Drug &amp; Alcohol Counseling</i> <i>&amp; Rehabilitation Services</i> .....	69
Student Right-to-Know Act.....	70
<b>School of Community and Rural Health.....</b>	<b>71</b>
Department of Community Health .....	72
Department of Epidemiology & Biostatistics .....	75
Department of Healthcare Policy, Economics & Management .....	79
<i>Master of Health Administration (MHA) Program</i> .....	79
<i>MHA Program Degree Plan</i> .....	86
<i>MHA Program Curriculum</i> .....	87
Department of Occupational & Environmental Health Sciences.....	95
<i>Master of Public Health (MPH) Program</i> .....	96
<i>MPH Program Degree Plan</i> .....	100
<i>MPH Program Curriculum</i> .....	101
<b>School of Medical Biological Sciences.....</b>	<b>108</b>
Department of Cellular & Molecular Biology .....	109
<i>Master of Science (MS) in Biotechnology Program</i> .....	109
<i>MS in Biotechnology Degree Plan</i> .....	115
<i>MS in Biotechnology Curriculum</i> .....	116
Department of Microbiology.....	121
Department of Pulmonary Immunology .....	122



# Administration

## UT System Board of Regents

### OFFICERS

Kevin P. Eltife, *Chairman*

Janiece Longoria, *Vice Chairman*

James C. “Rad” Weaver, *Vice Chairman*

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### MEMBERS

#### Terms expire February 2021:

Regent David J. Beck	Houston
Regent R. Steven Hicks	Austin
Regent Nolan Perez	Harlingen

#### Terms expire February 2023:

Chairman Kevin P. Eltife	Tyler
Vice Chairman Janiece Longoria	Houston
Vice Chairman James C. “Rad” Weaver	San Antonio

#### Terms expire February 2025:

Regent Christina Melton Crain	Dallas
Regent Jodie Lee Jiles	Houston
Regent Kelcy L. Warren	Dallas

**Student Regent, Term expires May 2020:** Daniel R. Dominguez

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### STANDING COMMITTEES

Academic Affairs Committee

Audit, Compliance & Risk Management Committee

Facilities Planning & Construction Committee

Finance & Planning Committee

Health Affairs Committee

# The University of Texas System Administration

*Chancellor:* James B. Milliken, JD

## **Executive Vice Chancellors (EVCs) & Vice Chancellors (VCs):**

EVC, *Health Affairs:* John M. Zerwas, MD

EVC, *Academic Affairs:* Steven Leslie, PhD

EVC, *Business Affairs:* Scott C. Kelley, EdD

SVC, *Health Affairs:* Amy Shaw Thomas, JD

VC & General Counsel: Daniel H. Sharphorn, JD

VC, *Governmental Relations:* Stacey Napier, JD

VC, *External Relations:* Randa S. Safady, PhD

VC & Chief Medical Officer, *Health Affairs:* David L. Lakey, MD

## UTHSCT Administration

President & CEO	Kirk A. Calhoun, MD, FACP
Executive Vice President & COO	Joseph Woelkers
Provost & Senior Vice President, <i>Academic Affairs</i>	Jeffrey Levin, MD, MSPH, PhD, DrPH
Senior Vice President, <i>Research</i>	Steven Idell, MD, PhD
Senior Vice President, <i>Business Affairs &amp; External Relations</i>	Daniel Deslatte
Vice President & Chief Legal Officer, <i>Legal Affairs</i>	Carl Baranowski
Vice President, <i>Finance</i> Chief Financial Officer	Kris Kavasch
Vice President, <i>Safety, Health, Environmental &amp; Risk Management</i>	Timothy Ochran
Vice President & Chief Human Resources Officer, <i>Human Resources</i>	Cynthia Scott-Lunau

Vice President, <i>Information Technology</i>	John Yoder
Vice President, <i>Medical Education &amp; Professional Development</i>	Ifeanyi Elueze, MD, PhD
Senior Associate Provost	Pierre F. Neuenschwander, PhD
Associate Provost, <i>Teaching, Learning &amp; Technology</i>	Mickey Slimp, EdD
Associate Provost, <i>Institutional Effectiveness, Engagement &amp; Academic Support</i>	Kent L. Willis, PhD
Dean, <i>School of Medical Biological Sciences</i>	Steven Idell, MD, PhD
Dean, <i>School of Community and Rural Health</i>	Gerald Ledlow, PhD
Associate Dean, <i>Research Operations &amp; Compliance</i>	Anna Kurdowska, PhD
Associate Dean, <i>School of Community and Rural Health</i>	Paul Rountree, MD
Associate Dean, <i>Faculty &amp; Education Initiatives</i>	Torry Tucker, PhD
Executive Director, <i>University &amp; Community Affairs</i>	Kimberly Ashley
Director, <i>Institutional Advancement</i>	Marilyn Abegg-Glass
Director, <i>Student Financial Services</i>	Heather Beckles-Bright
Director, <i>Library Services</i>	Tom Craig
Director, <i>Compliance</i> Title IX Coordinator	Donny Henry
Director, <i>Research</i>	Anna Kurdowska, PhD
Director, <i>Information Security</i>	Paul Modisette



Director, <i>Public Affairs</i>	Rachel Roberts French
Director, <i>International Student Affairs</i>	Rose Mary Valencia
Director, <i>Sponsored Programs</i>	Michael Whitman
Academic Outreach Coordinator	Noah Burwell
Chief of Police	Robert Cromley
Manager, <i>Admissions &amp; Enrollment</i>	Katie Hall
Controller, <i>Accounting &amp; Financial Reporting</i>	Natalie Harms
Registrar	Robert Jenkins
Senior Academic Advising Coordinator	Carson Perry
Bursar	Sue Thomey
Program Manager, <i>Student Services</i>	Christina Tuell

Training the  
Next Generation  
of **LEADERS**  
in Health Sciences.



# Our University

## Our History

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

The genesis of UTHSCT was established in 1947, when the 50th Texas Legislature chartered it as the East Texas Tuberculosis Sanatorium. It was later designated the East Texas Tuberculosis Hospital and in 1971 renamed the East Texas Chest Hospital by the 62nd Texas Legislature, making it a primary referral facility in Texas for treatment of pulmonary and heart disease. In 1977, the institution joined The University of Texas System, becoming The University of Texas Health Center at Tyler. The late State Senator Peyton McKnight of Tyler sponsored a bill that transferred the



East Texas Chest Hospital from the Texas Department of Health to the UT System. The primary mission of this academic medical center—governed by the UT System Board of Regents—was three-fold: patient care, research and education in the treatment of pulmonary and heart disease.

In education, the Family Practice Residency Program opened in 1985. It was the first graduate-level medical training program in East Texas. In 1993, the 73rd Texas Legislature established the Center for Pulmonary and Infectious Disease Control (CPIDC) on the health center campus. The Occupational Medicine Residency Program began in 1995 as the university partnered with Stephen F. Austin State University to offer master's degrees in both environmental science and biotechnology.

In 2005, to further its educational mission, the 79th Texas Legislature gave UTHSCT degree-granting authority. This was followed in 2008 by the UT System Board of Regents' approval of the addition of "Science" into the institution's name to officially become The University of Texas Health Science Center at Tyler. In 2012, the Texas Higher Education Coordinating Board officially approved the establishment of the School of Medical Biological Sciences at UTHSCT. A master's degree program in Biotechnology—the first degree-granting program at the university—welcomed its first cohort of students in August 2012. In December 2015, the Southern Association of Colleges and Schools Commission on Colleges, the regional body for the accreditation of degree-granting higher education institutions in the southern states, accredited UTHSCT at the master's degree level.

## Our Location

Tyler, a city of approximately 100,000, offers a variety of activities from rural pastimes to urban attractions and cultural enrichment. Located in the Piney Woods of East Texas, it has a diversified economy based on oil and gas, manufacturing and the healthcare industry. The city is recognized as having an excellent school system and is proud of its higher education facilities. Affordable housing is abundant whether you are in the market for an older residence in a historic neighborhood, a comfortable suburban residence or a ranch in the country. The temperate climate permits a variety of year-round recreational activities. Golfing, tennis, fishing, camping and

hiking opportunities are plentiful. Water sports and boating are favorite pastimes on the numerous lakes in the area. Tyler is an ideal family community for people who desire a safe, clean environment and a healthy lifestyle.

## Our Mission, Vision & Values

### MISSION

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

### VISION

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

### VALUES

- **EXCELLENCE**

We will work every day to improve UTHSCT and the job that we do.

- **SERVANT LEADERSHIP**

We will put the needs of our patients and our co-workers first.

- **DIVERSITY**

We will respect and appreciate diversity in ideas, people and cultures.

- **ACCOUNTABILITY**

We will use the resources of UTHSCT wisely.

## Statement of Equal Educational Opportunity

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

# Tuition & Fees

*Tuition rates set forth in this document are for the graduate level only. The university does not currently admit at the undergraduate level.*

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

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



# Payments & Payment Deadlines

The registrar and bursar functions of the university are managed off-site using the [myUTH](https://myuth.tmc.edu) online portal available at [my.uth.tmc.edu](https://myuth.tmc.edu). Tuition, fees and deposits as shown in this section are obligations of each student. All tuition and fee payments should be made online via *myUTH* using either credit card or e-check. A 2.5% service fee will be charged for each credit card transaction.

For students who register during the regular registration period, full payment of current amounts due must be made by the due date designated in the published academic calendar. Prior to the first day of class of a term, the university will drop unpaid students from classes, and current tuition and fee amounts will be removed from the students' accounts. Bills will not be mailed, but students will be notified by email of payment due dates. Students can view and pay bills via their [myUTH](https://myuth.tmc.edu) account.

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

## Optional Installment Payment Plan

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

1. Full payment of tuition and fees in advance of the beginning of the semester.
2. Partial payments as follows:
  - a. *Fall or Spring Semester (full semesters)*: One-half (1/2) of tuition and course-related fees, if applicable, plus the installment fee must be paid at the time of registration;

one-fourth (1/4) before the sixth week of the term and one-fourth (1/4) before the eleventh week of the term.

- b. *Summer Semester (of more than 10 weeks or longer):* One-half (1/2) of tuition and course-related fees, if applicable, plus the installment fee must be paid at the time of registration and one-half (1/2) before the fifth week of the term.

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

Students choosing to pay tuition and fees in installments will be charged a \$20 non-refundable administrative fee. Students on the installment plan may pay their entire balance any time prior to the payment due date. However, there is no refund of the administrative fee once an installment payment has been made. The installment plan for fees applies to mandatory fees only. Optional and one-time fees are ineligible for the installment plan and must be paid in advance of the beginning of the semester.

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

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

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

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

# 2020–2022 Tuition & Fee Schedule

# of Semester Credit Hours (SCH)	2020-2021		2021-2022		Student Service Fee	Information Technology Fee	Laboratory Fee*	Automation Services Fee	Library Fee	Records Fee	Medical Services Fee
	Texas Resident Tuition	Non-Texas Resident Tuition	Graduate Designated Tuition	Graduate Designated Tuition							
1	\$100.00	\$860.00	\$155.94	\$161.06	\$15.44	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
2	\$200.00	\$1,720.00	\$311.88	\$322.12	\$30.88	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
3	\$300.00	\$2,580.00	\$467.82	\$483.18	\$46.32	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
4	\$400.00	\$3,440.00	\$623.76	\$644.24	\$61.76	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
5	\$500.00	\$4,300.00	\$779.70	\$805.30	\$77.20	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
6	\$600.00	\$5,160.00	\$935.64	\$966.36	\$92.64	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
7	\$700.00	\$6,020.00	\$1,091.58	\$1,127.42	\$108.08	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
8	\$800.00	\$6,880.00	\$1,247.52	\$1,288.48	\$123.52	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
9	\$900.00	\$7,740.00	\$1,403.46	\$1,449.54	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
10	\$1,000.00	\$8,600.00	\$1,559.40	\$1,610.60	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
11	\$1,100.00	\$9,460.00	\$1,715.34	\$1,771.66	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
12	\$1,200.00	\$10,320.00	\$1,871.28	\$1,932.72	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
13	\$1,300.00	\$11,180.00	\$2,027.22	\$2,093.78	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
14	\$1,400.00	\$12,040.00	\$2,183.16	\$2,254.84	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00
15	\$1,500.00	\$12,900.00	\$2,339.10	\$2,415.90	\$138.96	\$100.00	\$30.00	\$20.00	\$75.00	\$5.00	\$35.00

\*Laboratory Fee is for the MS in Biotechnology program only.

Matriculation Fee:	\$15
Installment Tuition Handling Fee:	\$20
Installment Tuition Delinquency Fee:	\$20
Late Registration Fee:	\$25
Credit Card Convenience Fee:	2.5%
Graduation Fee:	\$75



The schedule of fees represents an estimated fee schedule for tuition and required fees. The tuition rate is based on \$100 per graduate semester credit hour for Texas residents and \$860 per graduate semester credit hour (CH) for non-Texas residents. Required fees include a \$15.44 per semester credit hour Student Service Fee (\$138.96 maximum) and a \$155.94 per graduate semester credit hour Designated Tuition Fee (\$161.06 in 2021). Mandatory fees include a \$20 Automated Service Fee, \$100 Information Technology Fee, \$75 Library Fee, \$30 Laboratory Fee (biotechnology program only), \$5 Records Fee and a \$35 Medical Services Fee. In addition to the rates listed below, other fees may be assessed based on selected courses.

## Other Fees & Charges

### **AUDITING FEES**

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

### **LATE REGISTRATION & LATE COURSE ADDITION FEES**

Each semester or term, student enrollment counts are taken on the official Census Day established by the state. These Census Days are on the twelfth class day for fall and spring semesters and the fourth class day for summer terms. Students who register or add classes on or after the first day of the semester will incur additional fees.

NOTE: The normal last day to register is the Friday before the semester begins. The last day to register is always prior to Census Day. Enrollment or adding courses after the last day to register will be permitted only in extraordinary circumstances and at the university's sole discretion.

### **REINSTATEMENT FEE**

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

## **GRADUATION EXPENSES**

Students intending to graduate will incur a \$75 Graduation Fee the semester of their graduation. The student must apply for graduation through the *myUTH* website. If the degree candidate plans to participate in commencement exercises, he/she may rent or purchase a cap and gown at the Barnes & Noble bookstore at UT Tyler. For additional information, contact the program office.

## **THESIS & DISSERTATION FEES**

Graduate students at the university completing a thesis or dissertation as part of their degree requirements must pay the cost of publishing. Fees for these services may be found on the website as well as through the library.

# Students' Residency Status & Classification

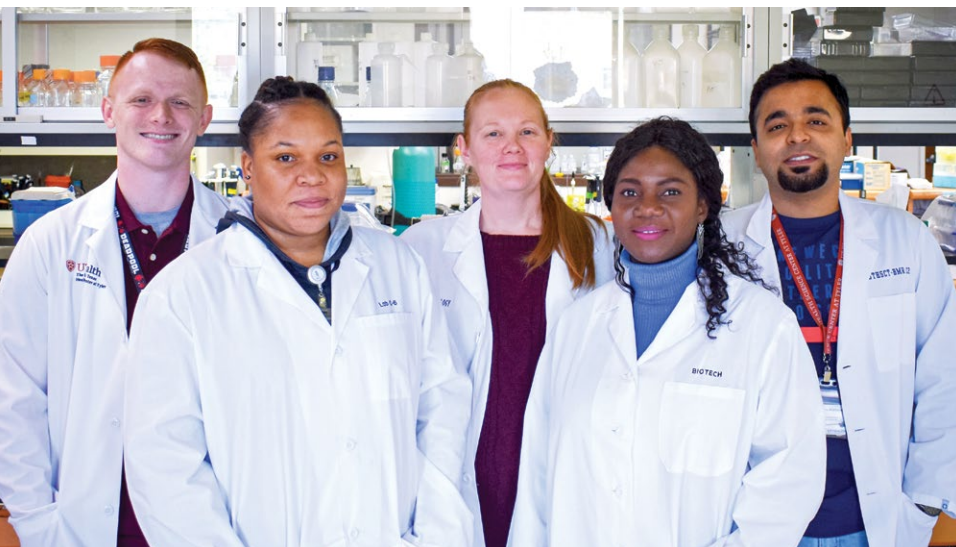
Students may be asked to complete a Certification of Texas Residency form. If required, the student will be notified through the *myUTH* website.

## **GENERAL DEFINITION OF RESIDENCY**

While state requirements for establishing residency are complex and should be referred to in each circumstance, they generally require that an independent individual (18 years of age or older) establish a domicile in Texas and reside in Texas for a period of 12 months prior to the census date of the academic term in which the person is enrolled.

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

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



## **EXCEPTIONS FOR NON-RESIDENTS**

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

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

- A non-resident or foreign student employed at least half-time in a program-related position, such as a teaching assistant or a research assistant, is entitled to pay the same tuition as a resident of Texas. The student's spouse and children may also be enrolled under this classification.

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

Texas Education Code 54.058 et seq. includes other exceptions not reprinted in this catalog. For more information, consult the cited statutes or the graduate program office, or refer to the Texas Higher Education Coordinating Board's website: [www.theccb.state.tx.us](http://www.theccb.state.tx.us).

## Exemptions & Waivers of Tuition & Fees

Certain students are exempt from paying tuition and some of the required fees by state law. Specific eligibility requirements under these provisions can be obtained from the [College for All Texans](#) website. Applications for exemptions must be completed prior to registration for the semester. Continued receipt of a tuition and fee exemption and/or waiver is conditional on the student maintaining a GPA for making satisfactory academic progress (Texas Education Code 54.2001 & 54.2002).

### **HAZLEWOOD ACT BENEFITS**

The Hazlewood Act is a State of Texas benefit that provides qualified veterans, spouses and dependent children with an education benefit of up to 150 hours of tuition exemption,

including most fee charges, at public institutions of higher education in Texas (Texas Education Code 54.341). For more information, visit the [College for All Texans](#) website.

## Refund of Tuition & Fees

Texas Education Code, Section 54.006

When a refund is warranted, a check covering all refunds due (as determined by the schedules on the following pages) will be mailed by the Bursar's Office to the address on file in the Registrar's Office within approximately thirty (30) days. If a student has not paid the total amount of the tuition and mandatory fees charged to the student by the institution for the courses in which the student is enrolled by the date the student withdraws from the institution, instead of issuing the student a refund in the amount required in the schedules below, the institution will credit the amount to be refunded toward the payment of the outstanding tuition and mandatory fees owed by the student. The institution shall issue a refund to the student if any portion of the amount to be refunded remains after the outstanding tuition and mandatory fees have been paid.

### **INSTITUTIONAL REFUND POLICY**

A student who officially withdraws from the university may be eligible for a refund of tuition and specified fees, based upon the courses in which the student was enrolled on the official date of withdrawal. Refunds are based on the percentage of tuition and fees charged, not on the percentage of tuition and fees paid. A student enrolled in an installment plan will be required to continue making payments until the non-refundable portion of his/her account is paid in full. The university shall terminate student services privileges, such as health services, library privileges and facilities usage, when a student withdraws from the university.

A student who officially withdraws from the university may receive a refund of tuition and fees as outlined in the schedules listed on the following page. The Institutional Refund Policy is enacted under the guidelines of the Texas Education Code, Section 54.006, as amended by the Legislature of the State of Texas in May 1977. The university will refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn.

## SCHEDULES OF REFUNDS FOR DROPS OR WITHDRAWALS

**DROPS:** Refunds shall be made of applicable tuition and fees collected for courses from which a student drops prior to Census Day for that term, provided the student remains enrolled at the institution.

**COMPLETE WITHDRAWALS:** Refunds of tuition and mandatory fees shall be made to the students withdrawing completely from the institution during a semester according to the following schedule. 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 not be due. Not all fees are refundable beyond the first day of the term.

### Fall & Spring Terms:

<b>Prior to the first day of the term</b>	100%*
<b>During the first 5 days of the term</b>	80%
<b>During the second 5 days of the term</b>	70%
<b>During the third 5 days of the term</b>	50%
<b>During the fourth 5 days of the term</b>	25%
<b>After the fourth 5 days of the term</b>	No refund

\*A \$15 matriculation fee will be assessed.

### Summer Term:

<b>Prior to the first day of the term</b>	100%*
<b>During the first 3 days of the term</b>	80%
<b>During the second 3 days of the term</b>	50%
<b>After the second 3 days of the term</b>	No refund

\*A \$15 matriculation fee will be assessed.

## **WITHDRAWAL POLICY**

A student who wishes to withdraw from the university after completing registration for a term must complete the withdrawal form and submit the form to Academic Administration for processing. To obtain a withdrawal form, contact Academic Administration by emailing [academics@uthct.edu](mailto:academics@uthct.edu).

## **RETURN OF TITLE IV FUNDS POLICY**

When a student withdraws on or before completing 60% of the semester/payment period and received Title IV federal student aid (e.g., Federal Stafford Loan or Plus Loan), the university must determine the percentage of unearned financial aid, as determined by the Federal “Return of Title IV Funds” calculation derived from the 1998 Reauthorization of the Higher Education Act.

Students who drop after the 60% mark in the semester/payment period have earned 100% of the Title IV federal student aid that they were scheduled to receive. Although there are no unearned funds, the university will complete the Return calculation to determine if the student is eligible for a post-withdrawal disbursement. For more information, please refer to the post-withdrawal disbursement section of this policy.

A student earns Title IV funds in direct proportion to the length of time he/she remains enrolled. The length of time during the semester/payment period that the student remained enrolled is the percentage of aid that the student earned for the semester/payment period. The percentage of unearned aid, which must be returned to the Title IV programs by the institution, is equal to the number of calendar days remaining in the semester/payment period divided by the total number of calendar days in the semester/payment period.

Any Title IV refund for which the student is eligible due to withdrawal will be withheld until Student Financial Services has completed the Return calculation. The Return calculation will determine whether or not a grant overpayment is owed by the student. In the case of a grant overpayment, the institution may hold a Title IV credit balance for more than 14 days, but no longer than 14 days from the day that the school performs the return calculation. The university will reimburse the Title IV funds to the lender for the amount indicated in Step 5, Section O of the Return calculation.

Refunds are to be returned to the appropriate lenders or program accounts in the following statutorily specified order as applicable:

- Unsubsidized Federal Direct Stafford Loan
- Federal Direct PLUS Loan (Graduate Student)
- Other federal, state, private or institutional sources of aid
- Student



## PROCEDURES

A Return of Title IV Funds calculation will be performed on any student that was disbursed or could have been disbursed Title IV federal student aid (e.g., Federal Stafford Loan Program, Federal PLUS Loan Program) and withdraws entirely or is dismissed from the institution.



## DETERMINATION OF WITHDRAWAL DATE

A student must notify Academic Administration, in writing, of their intent to withdraw (refer to Withdrawal Policy on page 18). The withdrawal date is:

- The earlier of the date that the student began the withdrawal process or the date that the student provided official notice to Academic Administration.
- If the student did not notify Academic Administration, the withdrawal date is the midpoint of the semester/payment period.
- If the student did not notify due to circumstances beyond the student's control, the date related to that circumstance.
- The date of the student's last day of attendance at a documented academically related activity.

## POST-WITHDRAWAL DISBURSEMENTS

### LOANS

If the Return of Title IV Funds calculation determines that the student is due a post-withdrawal loan disbursement, Student Financial Services will notify the student in writing within 30 days from the withdrawal date prior to making any post-withdrawal disbursement. The student must provide a written statement if they wish to accept a post-withdrawal disbursement. The university will apply the post-withdrawal disbursement toward any outstanding current institutional charges before disbursing to the student unless the student indicates otherwise. Once the university receives confirmation that the student accepts the post-withdrawal disbursement, the school will make the post-withdrawal disbursement as soon as possible, but no later than 180 days of the date the school determined the student withdrew. The post-withdrawal disbursement will be mailed or sent via direct deposit to the student.

The student must respond within 14 days of the date the notification is sent to receive the post-withdrawal disbursement. If the student or parent borrower fails to respond, no disbursement will be made. Requests for post-withdrawal disbursements received after the 14-day period will be handled on a case by case basis by the director or his/her designee. The student or parent borrower will be notified in writing if the late request for a post-withdrawal disbursement is denied.

## POST-WITHDRAWAL NOTIFICATION

Any post-withdrawal notification to the student will include the type of post-withdrawal disbursement, outstanding institutional charges (if any) and a direct post-withdrawal disbursement due to the student. The letter will also include, if applicable, information on loan repayment obligations and the option to accept all/portion of funds.

All post-withdrawal disbursement tracking, authorizations and notifications will be recorded on the Student Financial Service's Excel spreadsheet.

## RETURN OF FUNDS BY SCHOOL

If the student receives an excess of Title IV program funds that must be returned by the school, the university will return to the Title IV funds a portion of the excess as required by the Return of Funds calculation. The university will return this amount even if this amount was sent to the student as a refund. The student will then be required to repay the university for the amount reimbursed to the Title IV funds as an institutional debt. Return of funds to the appropriate Title IV program(s) will be made no later than 45 days after the determination that the student withdrew.

## RETURN OF FUNDS BY STUDENT

### LOANS

If the Return of Funds calculation produces an amount that the student is responsible for returning to the Title IV funds, a written notification will be sent to the student within 30 days of the date the school determined the student withdrew. Specific rules apply to the return of funds to the Title IV programs. Any amounts that are required to be returned to the federal loan programs are repaid in accordance with the promissory note and no further action is necessary. This means that the student will make scheduled payments to the holder of the loans.

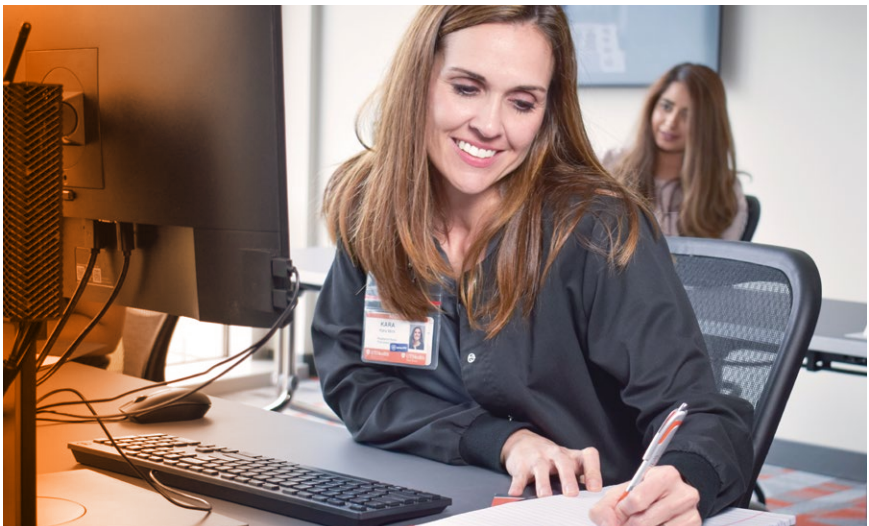
## CONSUMER INFORMATION

The refund/repayment consumer information will be available on the Student Financial Services website at [www.uth.edu/sfs](http://www.uth.edu/sfs). A link to this information is also available in our electronic newsletter, *\$en\$e on a Dollar*. In addition, copies of the Return of Title IV Funds Policy will be made available to students in paper form in Student Financial Services or Academic Administration.

# Satisfactory Academic Progress

To be eligible for federal financial assistance, a student must be in good standing and making satisfactory academic progress (SAP) toward their degree objective per 34 code of federal regulations (CFR) 668.16(e), 668.32(f) and 668.34. Each financial aid applicant's academic progress will be officially verified at the end of each academic year using qualitative and quantitative measurements. The qualitative standard is the grade point average (GPA) that a student must have at each evaluation. The quantitative standard is the pace at which students must progress through their program to ensure that they will graduate within the maximum timeframe. This is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted.

A student who is not meeting SAP is not eligible for financial aid. Generally, a graduate student must maintain a cumulative GPA of 3.0 or greater at the end of each academic year (refer to Grading Policy). Those below the standard cumulative GPA will not be eligible for financial aid. Students who do not meet SAP will be notified of this status by email or letter by the Office of Student Financial Services. The letter will include instructions on the financial aid appeal process. A student may either appeal this decision or may re-establish their eligibility over time as explained in this policy.



The university's SAP Policy is posted as a link from the Office of Student Financial Services website ([www.uth.edu/sfs](http://www.uth.edu/sfs)) and the policy can be accessed directly by clicking [here](#).

## ENROLLMENT

Students must be enrolled at least half-time in a degree-seeking program that is accredited by the approved accrediting agency to be eligible for federal, institutional and state financial aid. Enrollment hours are reviewed at the time of disbursement.

Status	Fall Term	Spring Term	Summer Term
Hours for full-time assistance per term	9	9	6
Hours for 3/4-time assistance per term	6	6	5
Hours for half-time assistance per term	5	5	3

## REINSTATEMENT OF TITLE IV FINANCIAL AID ELIGIBILITY

A student seeking to re-establish eligibility for financial assistance may do so by:

- Achieving the required standards over time.
- Successfully appealing the financial aid decision.

It is the student's responsibility to present evidence to the Office of Student Financial Services at the time he or she has met minimum requirements for reinstatement of student financial aid.

## Delinquent Accounts

A student with a past due unpaid balance is considered delinquent. The delinquent student may not register for subsequent semesters, receive credit for work done that semester, receive grades and transcripts or add courses. Delinquent accounts may be turned over to a collection agency. The student will be responsible for any charges associated with the collection of delinquent amounts.

# Admission to the University

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

## Types of Admission

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

### **CLEAR ADMISSION**

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

## **PROBATIONARY ADMISSION**

An applicant failing to achieve clear admission to graduate study may be considered for probationary admission by having an overall grade point average of 2.3 on a 4.0 scale and consent of the program advisor. The departmental graduate program director may require test scores and/or a combination of other factors, such as professional experience, Medical College Admission Test (MCAT) or Dental Admission Test (DAT) scores, to meet the requirements for probationary admission.

## **PROVISIONAL ADMISSION**

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

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

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

## **POST-BACCALAUREATE ADMISSION**

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

post-baccalaureate study, the applicant must present proof of holding at least a bachelor's degree. A GRE score may be required if the student decides to later apply for regular admission.

# Advancing education.

*Together.*

## Deferred Enrollment

An admitted student may request to defer enrollment for up to one year following the term for which the student received the offer of admission. A student who wants to defer his or her enrollment should contact their program office to obtain a deferred enrollment request form. The deferred enrollment request form will indicate the semester the student plans to enroll during the upcoming academic year. Any student who fails to enroll within one year of being admitted will automatically be withdrawn from the university and required to reapply for admission and repay the admissions application fee.

## Fresh Start

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

## How to Apply

The graduate application for admission is available as a link from the university website ([www.uthct.edu](http://www.uthct.edu)) or can be accessed directly at: [uthct.edu/apply](http://uthct.edu/apply).

Official transcripts from each college/university attended must be sent directly to Academic Administration prior to registering for courses. The university will accept credit or recognize degrees only from institutions accredited by one of the regional accrediting bodies.

An applicant may be required to present General Test scores on the general revised GRE Designated Institution (DI) code 0578. An applicant whose native language is not English must also present satisfactory scores on the TOEFL DI code B536. (See the description of the TOEFL elsewhere in this catalog.) Applicants need to score at least 550 on the paper-based TOEFL, 213 on the computer-based TOEFL and 80 on the internet-based TOEFL.

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

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

### APPLICATION FEES

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

## Criminal Background Checks

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



unable to meet the university's criminal history standards may be denied admission or continued enrollment in the program.

For the previously mentioned reasons, the university has determined that all students are in security-sensitive positions and thus are subject to criminal background checks. A second background check may be required for clinical placement or other purposes at the discretion of the school or program and at the expense of the student. Background check reports and other submitted information are confidential and may only be reviewed by university officials and affiliated clinical facilities in accordance with the Family Educational Rights and Privacy Act (FERPA).

## Admission Examinations

Graduate degree programs at the university typically will require the student to take the General Test of the Graduate Record Examination (GRE). Each applicant is individually responsible for making arrangements for taking the General Test of the GRE and for having the scores sent directly to Academic Administration.

### **GRADUATE RECORD EXAMINATION**

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

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

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

recipients approximately 15 days after the test date.

Information about the GRE, as well as how to register, is available from the Educational Testing Service. For general inquiries, the Educational Testing Service can be contacted by phone (609-771-7670), by fax (610-290-8975), by email ([gre@ets.org](mailto:gre@ets.org)) or by internet ([www.gre.org](http://www.gre.org)). *Official GRE scores should be sent directly to UT Health Science Center at Tyler using the DI Code 0578.*

## **TEST OF ENGLISH AS A FOREIGN LANGUAGE**

Applicants whose native language is not English are required to submit evidence to demonstrate competency in the English language sufficient to function successfully in graduate work. They may do so by submitting results from the Test of English as a Foreign Language (TOEFL). The TOEFL is given in both a computer-based or internet-based test. Information concerning the TOEFL, including application forms and testing stations and dates, may be secured from the university or from the Educational Testing Service, P.O. Box 6151, Princeton, N.J. 08541-6151 or at [www.ets.org](http://www.ets.org). *Official TOEFL scores should be sent directly to UT Health Science Center at Tyler using the DI Code B536.*

## **Transfer of Credit**

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

## Procedure After Admission

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

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



# Student Affairs & Services

## Housing

*Housing is neither provided by nor available through the university.* Housing costs, availability and other information is available through Academic Administration, individual academic program offices, Human Resources or the [Tyler Area Chamber of Commerce](#).

## Parking

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

## Library & Learning Resource Center

The Watson W. Wise Medical Research Library was dedicated in 1984 as an expansion and enhancement of the existing clinical library that was begun several years before. The Wise Foundation continues to support the development of the library, which serves not only students but UTHSCT physicians, research faculty, nurses, administrators and other staff as well. In addition, area professionals and the public use the library, which remains the only professionally staffed, full-service health science library in East Texas.

The library provides access to over 5,000 periodicals, mostly in electronic format, and over 2,000 books. Public-access microcomputers are also available for database and web searching, word processing, presentations and more. Library

staff is available for assistance. Students, faculty and staff also have remote access to electronic information resources 24 hours a day, seven days a week. Interlibrary loan service is also offered.

## Bookstore

Bookstore services, including graduation products, are available and may be ordered through the Barnes & Noble bookstore at UT Tyler. The bookstore is accessible from a link on the university webpage ([www.uthct.edu/bookstore](http://www.uthct.edu/bookstore)).

## Campus Computing

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

Electronic access to information resources is available in student laboratories as well as in the library. The university provides all students with robust, personalized software tools, a high-performance network and a secure university email account.

## Health Services

The university provides health services to all enrolled students through a Student Health Fee collected along with their tuition. Health services are provided through the university's family practice clinic on campus and at the health clinic on the UT Tyler campus. The universities' clinics provide a wide variety of services to include family medicine, adolescent medicine, travel medicine, aviation medicine, sports medicine and geriatric medicine. Clinics are open Monday – Friday, 8 a.m. – 5 p.m. Physicians are on call 24 hours, seven days per week.

The scope of services provided to students at no charge include:

- Office visits
- On-site, point-of-care testing
- Injection administration (including allergy shots)
- Tuberculosis (TB) skin test

The scope of services provided to students at discounted rates include:

- Immunizations
- Antibody titers
- Venipuncture
- Radiology services
- Orthopedic supplies
- Procedures such as electrocardiogram (EKG), incision and drainage (I&D), IUDs, etc.
- Oral and injectable medications

All students without proof of insurance must enroll in a student health plan contracted by and coordinated through UT System. Details of the plan and a brochure describing the service available through UT System can be accessed at [utsystem.myahpcare.com](http://utsystem.myahpcare.com). The Academic Health Plans brochure provides a full description of the Student Injury and Sickness Insurance Plan, including cost, benefits, exclusions, any reductions and limitations and the terms under which the coverage may remain in force. Students may pay for the plan with a single payment or by monthly installments. For students who will also be working for the university and insured as employees, “gap insurance” is available for the period until your employee insurance starts.

## Food Services

Although the university does not offer a food service plan, The Blue Star Café, located on the first floor of the main hospital building (see campus map elsewhere in this catalog) is available and offers a variety of foods. Blue Star Café hours are 6:30 a.m. to 10 a.m. for breakfast and from 11 a.m. to 6 p.m. for meals.

## Campus Safety

The mission of the University Police Department is to provide a safe and secure campus for members of the university’s community, emergency services and needed community services while maintaining a well-trained and efficient workforce. Under the authority of Article 51.203 of the Texas Education Code, university police are commissioned peace officers with

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

Other services provided by the University Police Department are lost and found, daily crime log, vehicle assists, safe-walk escorts, ID badges, parking permits, and locks and unlocks (building access). The University Police Department also prepares an annual security report that is made available on the university website.

## **TIMELY WARNING & NOTIFICATIONS**

The university is committed to protecting its students, 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. In an immediate and serious threat (e.g., an active shooter on campus), an emergency notification will be issued immediately with the basic facts and then be continually updated until the threat is contained or neutralized. If the threat is less immediate, a timely warning will go out as soon as pertinent information is available. The primary mode of communication for issuance of a timely warning will be email, since email is an official method of receiving university communications. An emergency notification, depending on the circumstances, may use any of the following methods or combination thereof:

- Posting to the university's internal website
- Press release and social media
- Pager system
- Voice message over various public address systems
- Text alerts
- Campuswide email
- Voicemail
- Cable TV/closed-circuit television systems campuswide
- Public safety patrol car announcements

# Student Wellness

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

# Student Center

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

# Academic Advising

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

# Student Activities

## **CAMPUS ACTIVITIES**

UT Health Science Center at Tyler, in collaboration with UT Tyler, hosts several events throughout the year, such as a health fair,



blood drives, Founder’s Day, holiday celebrations, volunteer opportunities and much more. Information regarding these events is posted on the university webpage and distributed to students via their university email.

## **STUDENT LIFE**

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

## **STUDENT GOVERNMENT ASSOCIATION**

The university 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 official UTHSCT student governance body is the Student Government Association (SGA), which is comprised of elected representatives from the School of Community and Rural Health and the School of Medical Biological Sciences. The SGA contributes to the quality of student life at the university by participating in and providing feedback on the development and implementation of policies and procedures affecting students, representing student interests on external and internal committees, and planning and implementing activities that address the special needs of students. You can contact the SGA by email at [sga@uthct.edu](mailto:sga@uthct.edu).

## **CHAPEL**

A non-denominational chapel is located by the main entrance to the hospital and is available to students.

## **On-Campus Solicitation**

Pursuant to the UT System Board of Regents’ Rules and Regulations (Rule 80101), campus facilities are not open for public use. The policy of the university is that property, buildings or facilities owned or controlled by the university are not open for public assembly, speech or other activities unless properly authorized. The responsibility of the university to operate and maintain an effective and efficient healthcare facility and educational institution requires that the time, place and manner of assembly, speech and other activities on the grounds and in the buildings and facilities of the university be regulated. Any authorized use must be conducted in compliance with the

provisions of The University of Texas System Board of Regents' Rules and Regulations, UTHSCT policy and applicable federal, state, and local laws and regulations.

No solicitation shall be conducted on any property, street or sidewalk, or in any building, structure or facility owned or controlled by the university or UT System unless permitted by the Regents' Rules and Regulations (Rule 80103).

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

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

All permissible solicitation must be conducted in compliance with the university policy on solicitation.

## Career Planning

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

The Career Success program promotes faculty involvement in the career development process through collaborative relationships and classroom presentations.

This is accomplished by:

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

- Promoting an understanding of the relationship between education and work.

Faculty also offer students numerous opportunities to interact with visiting speakers and practitioners from the fields of biotechnology and community health, including exploration and advisement on career opportunities. UTHSCT Academic Administration also offers a limited number of professional development opportunities to students.

For more information on career planning services, students may email [academics@uthct.edu](mailto:academics@uthct.edu) or contact the UT Tyler Career Success Office at:

(903) 565-5862

[careersvc@uttyler.edu](mailto:careersvc@uttyler.edu)

[www.uttyler.edu/careerservices](http://www.uttyler.edu/careerservices)

## Counseling

Students may consult program staff at their discretion about personal concerns. The Student Counseling Center, located on the UT Tyler campus, also helps students resolve their personal concerns and acquire the skills, attitudes, abilities and insight that will enable them to meet the challenges of student life. The Student Counseling Center offers individual therapeutic counseling in a private, confidential setting to assist students in achieving personal and educational goals. The Student Counseling Center is staffed by licensed professional counselors with in-depth training and experience, and a varied background in counseling, testing and teaching. Some common issues that students may deal with in counseling are test anxiety, decision-making, procrastination, communication difficulties, self-esteem, interpersonal conflicts, stress management, personal relationships, physical abuse, emotional abuse, sexual abuse, sexual assault, anxiety, depression and many others. Students are encouraged to schedule an appointment by calling **(903) 566-7254** or using the following link: [www.uttyler.edu/counseling](http://www.uttyler.edu/counseling).

- The counseling center is located on the campus of UT Tyler (University Center Room 3170).
- Students have 24/7 access (including holidays): **(903) 566-7254**.

- Office hours are 8 a.m. – 5 p.m., Monday – Friday. To schedule an appointment, call (903) 565-5746 or [submit an appointment request](#).
- A licensed professional counselor is also available at the UTHSCT campus for a limited number of hours each week.

Other resources available to students are through the Andrews Center (the local mental health authority):

2323 West Front St., Tyler, TX 75702

(903) 597-1351

24/7 Crisis Line: (877) 934-2131

[www.andrewscenter.com](http://www.andrewscenter.com)

### **Available resources for non-life-threatening crisis situations:**

- [Andrews Center](#) Hotline: (877) 934-2131
- [East Texas Crisis Center](#): (903) 595-5591
- [National Suicide Prevention Lifeline](#): (800) 273-TALK (8255)

## **FOR ALL LIFE-THREATENING EMERGENCIES, CALL 911.**

### **THERAPY ASSISTANCE ONLINE**

Developed out of the need to serve more students, Therapy Assistance Online (TAO) is available at no cost to UTHSCT students. TAO was put together by healthcare professionals to allow users the same step-by-step help a counselor would provide over multiple therapy sessions. The self-help material is split up into individual modules relating to stress, anxiety, relationship problems, anger management, problem-solving, communication, evaluating drug or alcohol use and more.

TAO's technology can be used two ways: therapists at the counseling center can individually assign TAO to students as a way to supplement in-person sessions, or students can enroll in the program and download the app for a completely self-guided experience outside of the counseling center. Students seeking self-help services have access to a suite of digital behavioral health tools, but also have the option to utilize the technology in tandem with a university therapist or counselor. This gives students the ability to diligently practice the skills and techniques they learn through their sessions with a therapist on their own time.

The program includes high production quality, interactive, educational modules in structured programs along with a

companion app with daily practice tools. TAO's screening measure can help someone choose the best program for them, and TAO's progress measure helps track improvement. The anonymous self-screening tool combines five different tests screening for depression, alcohol and drug problems, anxiety, trauma and chronic pain. Once screened, the user will either be given links to access the appropriate self-help tools or suggestions to see a health professional.

Through TAO's completely self-directed, self-help app and online program, students are provided an opportunity to learn stress management, mindfulness skills, problem-solving and strategies to avoid rumination and develop more helpful thinking patterns. TAO self-help allows students to bounce back from life's disappointments and frustrations and includes interactive educational modules and practice tools. Based on user interaction and the completion of modules, the app sends students reminders and encouragement in the form of notifications and messages to their phone.

To register, students can log in using their university email address at: [ThePath.TAOconnect.org](https://ThePath.TAOconnect.org).



# Student Accessibility Services

The university has partnered with UT Tyler's Student Accessibility and Resources (SAR) to provide equal access to all educational, social and recreational programs through coordination of services and reasonable accommodations, consultation and advocacy. SAR strives to provide services that will encourage students to become as independent and self-reliant as possible. Students requesting accessibility services should contact the Student Services Office at (903) 566-7079 at least 30 days prior to the beginning of each semester. The student seeking services is responsible for providing appropriate verification material to support requested accommodations. The student should provide diagnostic, prognostic and prescriptive information from an approved professional to receive services. Appropriate accommodations may include program modifications, adjustments to testing situations and/or auxiliary aids and services. Accessibility services are provided in a private, confidential setting.

# Behavioral Intervention Team

The Behavioral Intervention Team (BIT) aims to promote students, faculty and staff success, well-being and campus safety by identifying individuals who demonstrate behaviors that might be early warning signs of possible disruptive or violent behavior and intervening at the earliest possible point. Members of the UTHSCT community can notify the BIT about concerns they have for the health, safety and/or well-being of students, faculty or staff by contacting:

Academic Affairs: (903) 877-8958

University Police: (903) 877-5297

Crisis Hotline: (903) 566-7254

# Tutoring & Writing Support

Tutoring services are available to students at no cost 24/7 on an individual basis through tutor.com. Small-group tutoring is available as well for students experiencing academic difficulty. Tutor.com offers help in math, science, writing, social science, statistics and computer science. Sessions are led by experts who are familiar with the course content. Tutoring is proactive and encourages participation from the outset of a course rather

than subsequent to academic difficulty. Students can access the tutor.com platform through the student resource module in their Moodle account or by visiting [www.tutor.com/uthct](http://www.tutor.com/uthct).



## International Student Services

The Office of International Affairs (OIA) is the internal institutional resource that facilitates and oversees the lawful immigration status of foreign nationals, non-U.S. citizens and U.S. permanent residents who join the academic, research and clinical endeavors of the university. The OIA ensures institutional compliance with state, local and federal laws and regulations. UTHSCT students have access to the following services and programs:

- Immigration advising to university components for legally hosting or employing 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
- Coordinating educational and cultural programs and activities that promote the well-being of international visitors, students, trainees, faculty and staff

# Academic Calendar 2020–2021

Fall 2020	August 17	Orientation week begins
	August 24	Fall semester begins at 8 a.m.
		First day of class
	September 7	Labor Day holiday
	September 9	Census Day and last day to pay tuition 12th class day
	October 14	Midsemester
	October 21	Last day to drop courses
		Last day to withdraw from the university without WP or WF
	November 11	Last day to withdraw from the university
	November 26–29	Thanksgiving holiday
	November 30	Classes resume at 8 a.m.
	December 4	Last day of classes
	December 7–11	Final examinations
	December 11	Fall semester ends at 5 p.m.
December 14–18	Assessment week	
December 15	Fall semester grades due	
Spring 2021	January 11	Spring semester begins at 8 a.m.
		First day of classes
	January 18	Martin Luther King Jr. holiday
	January 27	Census Day and last day to pay tuition 12th class day
	March 3	Midsemester
	March 6–14	Spring Break
	March 10	Last day to drop courses
		Last day to withdraw from the university without WP or WF
	March 15	Classes resume at 8 a.m.
	April 1–4	Easter holiday
	April 5	Classes resume at 8 a.m.
	April 7	Last day to withdraw from the university
	April 30	Last day of classes
	May 3–7	Final examinations
May 7	Spring semester ends at 5 p.m.	
May 10–14	Assessment week	
May 11	Spring semester grades due	
Summer 2021	June 7	Summer semester begins at 8 a.m.
		First day of classes
	June 10	Census Day and last day to pay tuition 4th class day
	July 2	Midsemester
	July 5	Independence Day holiday
	July 30	Last day of classes
	August 2–6	Final examinations
	August 6	Summer semester ends at 5 p.m.
August 9–13	Assessment week	
August 10	Summer semester grades due	



# Academic Calendar 2021–2022

Fall 2021	August 16	Orientation week begins
	August 23	Fall semester begins at 8 a.m.
		First day of class
	September 6	Labor Day holiday
	September 8	Census Day and last day to pay tuition 12th class day
	October 13	Midsemester
	October 20	Last day to drop courses
		Last day to withdraw from the university without WP or WF
	November 10	Last day to withdraw from the university
	November 25–28	Thanksgiving holiday
	November 29	Classes resume at 8 a.m.
	December 3	Last day of classes
	December 6–10	Final examinations
	December 10	Fall semester ends at 5 p.m.
December 13–17	Assessment week	
December 14	Fall semester grades due	
Spring 2022	January 10	Spring semester begins at 8 a.m.
		First day of classes
	January 17	Martin Luther King Jr. holiday
	January 26	Census Day and last day to pay tuition 12th class day
	March 2	Midsemester
	March 5–13	Spring Break
	March 9	Last day to drop courses
		Last day to withdraw from the university without WP or WF
	March 14	Classes resume at 8 a.m.
	April 6	Last day to withdraw from the university
	April 14–17	Easter holiday
	April 18	Classes resume at 8 a.m.
	April 29	Last day of classes
	May 2–6	Final examinations
May 6	Spring semester ends at 5 p.m.	
May 9–13	Assessment week	
May 10	Spring semester grades due	
Summer 2022	June 6	Summer semester begins at 8 a.m.
		First day of classes
	June 9	Census Day and last day to pay tuition 4th class day
	July 1	Midsemester
	July 4	Independence Day holiday
	July 29	Last day of classes
	August 1–5	Final examinations
	August 5	Summer semester ends at 5 p.m.
August 8–12	Assessment week	
August 9	Summer semester grades due	

# Campus Map

Executive Suite – H327 – H351  
 President's Event Center – H127 & H128  
 Provost Suite – H306  
 Southwest Agricultural Center – H106  
 Student Services – H112

**Building #698**  
 Outpatient Counseling

**Building #699**  
**BioMedical Research Center**

**Building #717**  
 Police

**Building G**  
 Breast Center – G2  
 GI Clinic – G2

**The Louise & Joseph Z. Ornelas Academic Amphitheater – G3**  
 Plastic Surgery Clinic – G2  
 Podiatry Clinic – G2  
 Urology Clinic – G2

**UT Health North Campus Tyler MD Anderson Cancer Center – G1**  
 Watson W. Wise Medical Research Library – G3

**Building H**  
**School of Community and Rural Health**  
 Center for Population Health, Analytics & Quality Advancement – H212  
 Community Teaching Kitchen – H140  
 Dean's Suite – H201

**Building E**  
**Riter Center**

Allergy Clinic – E4  
 Cardiology Clinic – E4  
 Cystic Fibrosis Clinic – E4  
 Family Health Clinic – E2  
 Infectious Disease Clinic – E1  
 Internal Medicine Clinic – E3  
 Laboratory (Lab) – E1  
 Occupational Medicine Clinic – E4  
 Pulmonary Clinic – E1  
 Radiology/X-ray – E1  
 Rehabilitation Services – E2  
 Riter Center Gift Shop – E1

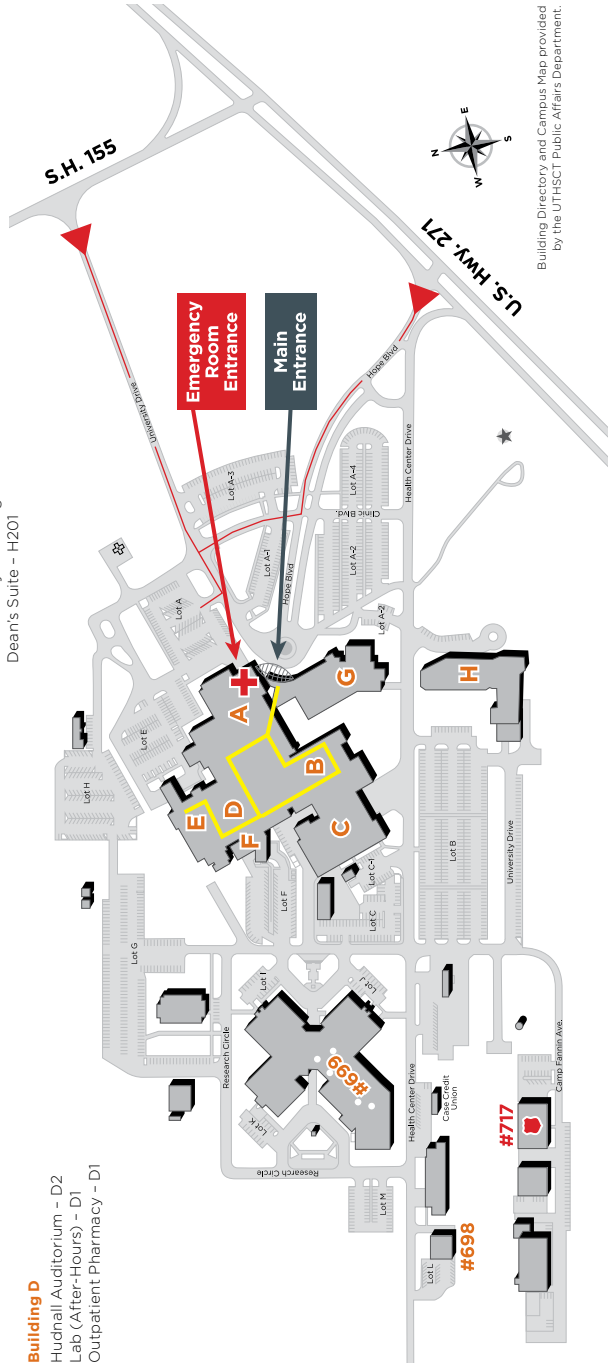
**Building F**  
 Acute Behavioral Health – F1  
 Behavioral Health Clinic – F1

**Building A**  
 Emergency Room – A1  
 Geriatric Behavioral Health – A4  
 GI Lab – A1  
 Hurst Chapel – A1  
 NeuroRestorative – A6

**Building B**  
 Cafeteria – B1  
 Human Resources – B3  
 Inpatient Pharmacy – B1  
 Red & Kim Little Conference Room – B6  
 Tranquility Garden – B1  
 UT Health North Campus Gift Shop – B1

**Building C**  
 Plant Operation/Facilities – C115

**Building D**  
 Hudnall Auditorium – D2  
 Lab (After-Hours) – D1  
 Outpatient Pharmacy – D1



Building Directory and Campus Map provided by the UTHSC Public Affairs Department.



## Financial Aid & Scholarships

Information about a variety of scholarships awarded based on academic merit and achievement is available from the Office of Financial Aid ([www.uth.edu/sfs](http://www.uth.edu/sfs)) or directly by clicking [here](#).

The university also offers several scholarships that are administered through the respective school or program. Graduate scholarships are typically awarded based on scholastic excellence and adequate preparation for graduate study in the student's chosen field, as shown by the student's academic record. Scholarship eligibility criteria include admission into a degree program, enrollment in coursework leading to the degree, reasonable progress in the degree program, good academic standing, GPA and, in some cases, test scores, references and personal statements. Additional specific qualifications for scholarships are described in this catalog under the appropriate program. Students are also encouraged to contact their school dean or program office to obtain the latest information about scholarships awarded in the student's area of study and eligibility criteria.

Availability of these scholarships is dependent on funds. Awards are available during fall and spring semesters only. Students will be notified via their university email when the application becomes available online at: [www.uthct.edu/student-financial-services](http://www.uthct.edu/student-financial-services).

# University Policies

## Adding, Dropping & Auditing Courses

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

### **ADDING COURSES**

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

### **DROPPING COURSES**

A student who withdraws from (drops) a course after the date stipulated in the published academic calendar (on the website and listed elsewhere in this catalog) will receive a grade of WP (Withdraw Pass) if passing or WF (Withdraw Fail) if failing. No student may withdraw from a course after the terminal date stipulated in the calendar. A student who ceases to attend classes without officially withdrawing from the courses or the university is subject to being awarded a grade of F in such courses.

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

### **AUDITING COURSES**

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

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

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

## Student Course Loads

A full load for a graduate student during a regular semester is 9 semester hours, and the maximum load is 15 semester hours. A full load during a summer session is 6 semester hours and the maximum is 9 semester hours.

Credit for master's degree thesis research and writing courses is awarded only one time, and enrollment in these courses typically is not counted in determining the maximum course load for a semester. Credit for thesis or dissertation research and writing courses is variable. A student in a thesis or dissertation program must register for a research-based course for each semester during which the resources of the university (faculty, library, labs, etc.) are utilized.

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

# Concurrent Enrollment

In unusual instances, a student may be concurrently admitted to, and enrolled in, two master's degree programs. The student must satisfy all requirements for each degree and may not use more than 9 hours of coursework from one degree to satisfy common requirements for the other degree. Coursework that is used to satisfy common requirements for the two degrees must be approved by the advisor of each degree program, the college graduate coordinators and the deans. The mechanism for payment of tuition and fees will be in accordance with Texas Education Code, Section 54.011.

# Limitation of Time to Degree

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

# Excused Absences

## **EXCUSED ABSENCE FOR RELIGIOUS HOLY DAYS**

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

Any student seeking to be excused for religious observance must make a good-faith effort to provide written notification to the instructors at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time with the student when any makeup assignment or equivalent work will be completed. Makeup work will be

mutually arranged; however, availability of the instructor will be given priority in setting these arrangements.

## **EXCUSED ABSENCE FOR ACTIVE MILITARY SERVICE**

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

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

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

If the absence is for more than 25% of the class meetings, students must withdraw from the university claiming "Military Service" as the reason and provide a copy of the orders. Students withdrawing under these circumstances (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services. Readmitted students under these circumstances may be eligible for the same financial assistance provided before the student's withdrawal.

Graduate or professional students who withdraw from or defer admission to the university to perform active military service in a combative operation will be readmitted into their program with previously earned coursework being applied toward the program as well as any standardized test scores previously submitted being accepted.

## Academic Leave of Absence

The university recognizes that students may find it necessary to request a leave of absence. On the recommendation of the programs, the appropriate dean's office may grant up to a year leave of absence at any one time to students in good academic standing. The student must file a Leave of Absence Request form (available on the website or via the student's program office) with required signatures and approvals to Academic Administration.

An academic leave of absence essentially creates a university placeholder which allows the student's matriculation record to remain active. While the time on a leave of absence does not count toward the time allowed by the program for degree completion, it also does not afford an individual the status of an officially enrolled student. Thus, a student on a leave of absence will not have student status, which may affect student loan deferment and access to campus facilities and services.

An academic leave of absence pertains only to a student's academic responsibilities. Students who are also considered university employees (e.g., teaching assistants or research assistants) must additionally follow university policies for leave of absence from employment. Students who are unclear about their situation should consult with their program director, Academic Administration and/or Human Resources as necessary.

The breaks in enrollment which are formally recognized as academic leaves of absence fall into one of these categories:

- A voluntary leave of absence while in good standing
- Emergency leave of absence
- Involuntary leave of absence
- *In absentia*



## VOLUNTARY LEAVE OF ABSENCE WHILE IN GOOD STANDING

Students in good academic standing will normally receive permission to take a leave of absence for up to one (1) academic year. Permission for leave of absence from a graduate program may be granted by the program director, subject to approval by the dean's office. Such permission will be granted only on written application and after an interview with the program director.

Conditions for approval of the student's return to the program and school may be included in any approval of a voluntary leave of absence. Students requesting a voluntary leave of absence will be required to complete the term in which they are enrolled before the leave is granted. Otherwise, the student must withdraw from the program and must reapply to gain re-entrance into the program.

## INVOLUNTARY LEAVE OF ABSENCE

A student who fails to register for two (2) or more consecutive semesters and does not elect to take a leave of absence or to enroll *in absentia* will be considered for dismissal from the program.

Students may be dismissed, suspended, dropped from the academic rosters and refused readmission at any time if circumstances of a legal, moral, health, social or academic nature are considered to justify such action.

In addition to dismissal due to academic deficiencies, questions of scholastic dishonesty and other infractions of the Rules and Regulations of the Board of Regents of The University of Texas System or the procedures and regulations governing student conduct and discipline of the university may be grounds for dismissal. Taking a leave of absence without permission, failing to return at the appointed time from a leave of absence and failure to pay tuition and fees may lead to a student's termination.

## EMERGENCY LEAVE OF ABSENCE

The dean's office may determine that under certain emergency circumstances, such as severe illness or injury, a student may be granted an emergency leave of absence.

The grades assigned for courses in which the student is enrolled at the time of the emergency will be determined by application of the appropriate school policies and by the dean,

in consultation with the student's program director and the instructor(s) for the course(s) in which the student is enrolled.

The dean will include in the approval of such a leave the conditions to be met prior to approval of the return of the student to the school. The student reinstated in the program after an emergency leave will have a course of study designed by the student's program.

## IN ABSENTIA

*In absentia* status provides an opportunity for graduate students to engage in approved study in a location away from the university campus during the academic year while continuing to work under the guidance of the university.

Graduate students whose research or study requires them to remain outside the university for the duration of a full semester can take advantage of *in absentia* registration. The research or study must be directly related to the student's degree program and of a nature that makes it necessary to be completed outside of the university. This includes students holding a fellowship, internship or having a graduate student researcher appointment.

The dean's office is responsible for determining that the following criteria have been met:

- Research or coursework must be directly related to the student's degree program as evidenced by faculty approval.
- Research or coursework must be of a nature that makes it necessary to be completed outside of the university for the full academic semester.
- Doctoral students must be advanced to candidacy by the time the *in absentia* status would begin.
- Master's and graduate professional students must have completed at least one year of coursework by the time the *in absentia* status can come into effect.

## TERMS & CONDITIONS OF IN ABSENTIA REGISTRATION:

- Financial Support: Students enrolled *in absentia* are not eligible for university fellowship support, university research grants and/or financial aid.
- Academic Appointments and Employment at the University: While enrolled *in absentia*, students are not eligible to hold apprentice or other student appointment titles.

- Graduate Student Researcher Employment: While enrolled *in absentia*, students are not eligible to hold a Graduate Student Researcher appointment.
- Health Insurance: While enrolled *in absentia*, students are not covered by student health insurance through the university.
- Library Privileges: Students enrolled *in absentia* maintain borrowing privileges at the library.
- International Students: International students are required to secure prior approval from the Office of International Student Affairs to enroll *in absentia*.

## APPLYING FOR READMISSION

Students who decide not to return to the university after an academic leave of absence must formally withdraw from the university. To do so, students should contact their respective dean's office prior to the end of the first week of the semester the withdrawal is to begin. At the time of withdrawal, students are advised of the conditions under which they might resume their studies in the university should they change their minds at a future date.

Students who have exceeded the one-year approved leave will be involuntarily withdrawn. Students who have been withdrawn from the university are required to reapply for admission with the burden of proof for eligibility resting on the student. He/she will be competing for admission against students who have formally applied and been granted a bona fide leave of absence by the respective school prior to their absence and/or all new applicants for admission.

## Withdrawal from the University

Application for withdrawal from the university must be initiated with Academic Administration. Deadlines for all registration procedures are shown by semester or summer session in the published academic calendar shown elsewhere in this catalog as well as on the university website.

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

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

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

## **WITHDRAWAL FROM THE UNIVERSITY FOR MILITARY SERVICE**

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

## **Probation, Suspension & Readmission**

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

Thereafter, the student will revert to post-baccalaureate admission status and will be permitted to take coursework not applicable toward a degree program. To be reinstated

to a degree program, the student must be recommended by the appropriate academic department and approved by the appropriate academic dean, as well as the Dean's Council.

## Grading System

At the end of each regular semester and summer session, grades are available to the student through the student information system by web access. Graduate students are assigned the following letter grades for completion of formal courses listed later in this catalog. Assignment of grades, levels of performance and grade points for graduate-level coursework at the university follow the university Grading Policy.

A - Excellent (4 pts)	P - Pass
B - Average (3 pts)	WP - Withdraw Pass
C - Fair (2 pts)	WF - Withdraw Fail
D - Poor (1 pt)	WH - Withheld
F - Fail	I - Incomplete

### GRADE POINTS & CALCULATION OF GPA

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

All courses, except those repeated in the major and minor, are computed in the GPA. No course with a grade below C can be used to satisfy graduate-level degree requirements. A student may repeat a maximum of 6 semester hours of work to raise the GPA. In the case of these repeated courses, the higher grades only will be used in the computation of GPAs, according to the university Grading Policy. Any grade of P will not be included in the computation of a student's GPA (see Pass/Fail section).

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

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

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

## **INCOMPLETE & WITHHELD**

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

## **WITHDRAWAL**

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

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

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

## **PASS/FAIL**

Thesis for Master of Science, literature surveys, special projects, seminars, laboratory tutorials, internships and field experiences listed in the General Academic Catalog are assigned grades of (P)ass or (F)ail.

# Thesis & Dissertation Preparation

The initial step in establishing an advisory committee is to select a thesis or dissertation director. With the advice and approval of this director, a thesis or dissertation topic should be selected as soon as possible. Following completion of these steps, the balance of the committee can be formed, after which a thesis or dissertation proposal should be completed and approved by the committee before being allowed to register for the thesis or dissertation course. Following the initial enrollment in a thesis or dissertation course, and until the thesis or dissertation is defended, a student must continue to register each fall, spring and summer semester during which the university's resources (faculty, library, laboratories, etc.) are being utilized.

## **PUBLISHING & COPYRIGHTING OF THESES & DISSERTATIONS**

All theses and dissertations authored by students are available to interested members of the public. All theses, dissertations and abstracts completed by graduate students at UTHSCT are electronically submitted to *ProQuest*, of Ann Arbor, Michigan, for publishing to be available worldwide immediately or after a specified embargo period. There is a \$129 publishing charge for the required number of institutional copies of the thesis/dissertation.

The abstract of a given thesis or dissertation is restricted to 150 words. Mathematical formulas and other illustrated materials in the abstract are equated to the number of words that will occupy the space in determining its length. The author retains the right to publish all or any part of the thesis or dissertation by any means at any time, except by reproduction from a negative microfilm.

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

The student initiates the submission process through the Watson W. Wise Medical Research Library under the guidance of the director of the library.

# Degrees, Diplomas & Transcripts

Completion of all degree requirements listed in this catalog and within the time limitation specified qualifies a student for graduation. To graduate at a designated time, however, the student must apply for the degree at the program office and pay all graduation fees. Following that and the commencement exercises, the degree and diploma will be conferred upon the student.

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

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

Final official transcripts are issued only upon completion of all degree requirements. No transcript carrying graduate course credit will be issued to a student who has failed to be admitted to a UTHSCT graduate program. Students may obtain transcripts by contacting the registrar through the *myUTH* website or through the National Student Clearinghouse.





## COMMENCEMENT PARTICIPATION POLICY

A student may choose to participate in commencement one semester prior to graduating if the student is:

1. Making satisfactory academic progress and is within one semester of completing all degree requirements with no unrepeatable failing grades or incompletes.
2. Has filed an intent to graduate and paid the Graduation Fee.
3. Has a GPA at or above 3.0 going into their final semester.

Additionally, the student must:

1. Obtain permission from her/his academic dean or dean's representative to participate in a commencement ceremony ("walk early") prior to completing degree requirements.
2. Verify that he/she meets all of the criteria for eligibility to participate in a commencement ceremony prior to the completion of graduation requirements.
3. Meet with his/her dean's office to develop and file an approved plan to complete the missing coursework.
4. Sign the Early Walking Agreement form (contact Academic Administration to receive a copy of this form).
5. Obtain the signature of his/her academic dean or dean's representative on the Early Walking Agreement form.

Candidates that participate in the commencement ceremony will only be considered "graduated" when they have officially met all degree requirements.

## Student Conduct

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

## **USE OF EXPLOSIVES, WEAPONS OR HAZARDOUS CHEMICALS**

Unless authorized by federal, state or local laws, a student who possesses or uses any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical or weapon as defined by state or federal law, while on campus or on any property or in any building or facility owned or controlled by UT System or any of its institutions, is subject to discipline.

## **Academic Integrity**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including providing instruction on the components of academic honesty and abiding by university policy on penalties for cheating and plagiarism. Academic dishonesty includes both cheating and plagiarism.

### **CHEATING**

Dishonesty of any kind involving examinations, assignments, alteration of records, wrongful possession of examinations and unpermitted submission of duplicate papers for multiple classes or unauthorized use of keys to examinations is considered cheating. Cheating includes, but is not limited to:

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

### **PLAGIARISM**

Plagiarism is presenting the words or ideas of another person as if they were your own. Materials, even ideas, borrowed from others necessitate full and complete acknowledgment of the original authors. Offering the work of another as one's own is plagiarism and is unacceptable in the academic community. A lack of adequate recognition constitutes plagiarism, whether it utilizes a few sentences, whole paragraphs, articles, books, audio-visual materials or even the writing of a fellow student. In addition, the presentation of material gathered, assembled or formatted by others as one's own is also plagiarism. Because

the university takes such misconduct very seriously, the student is urged to carefully read university policies on Misconduct in Research and Other Scholarly Activity.

Examples of plagiarism are:

- Submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another.
- Submitting a work that has been purchased or otherwise obtained from an internet source or another source.
- Incorporating the words or ideas of an author into one's paper without giving the author due credit.

## **COPYRIGHTED MATERIAL - UNAUTHORIZED DISTRIBUTION**

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

## **Hazing**

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

### **INDIVIDUALS**

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing.
3. Recklessly permits hazing to occur.
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution

or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to the dean of students or another appropriate official of the institution.

## **ORGANIZATIONS**

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

## **DEFINITION OF HAZING**

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

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision.

- Any activity that induces, causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

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

Hazing in state educational institutions is prohibited by state law (Texas Education Code, Section 51.936). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Activities which under certain conditions constitute acts that are dangerous, harmful or degrading, in violation of rules include, but are not limited to: calisthenics, such as sit-ups, push-ups or any other form of physical exercise; total or partial nudity at any time; the eating or ingestion of any unwanted substance; the wearing or carrying of any obscene or physically burdensome article; paddle swats, including the trading of swats; pushing, shoving, tackling or any other physical contact; throwing oil, syrup, flour or any harmful substance on a person; rat court, kangaroo court or other individual interrogation; forced consumption of alcoholic beverages either by threats or peer pressure; lineups intended to demean or intimidate; transportation and abandonment (road trips, kidnaps, walks, rides, drops); confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small); any type of personal servitude that is demeaning or of personal benefit to the individual members; wearing of embarrassing or uncomfortable clothing; assigning pranks such as stealing; painting objects; harassing other organizations; intentionally messing up the house or room for cleanup; demeaning names; yelling and screaming; and requiring boxing matches or fights for entertainment.

## **IMMUNITY**

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of

the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good-faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail or both. Penalties for other hazing offenses vary according to the severity of the injury which results and includes fines from \$500 to \$10,000 and/or confinement for up to two years.

## Gang-Free Zones

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

## Sexual Harassment & Title IX

Graduate students, male and female, need to know about and be sensitive to issues of sexual misconduct. Complaints about sexual harassment can be brought to the student’s immediate supervisor, the department chair, the dean or the Title IX officer directly, as appropriate. Refer to the [university’s policy on Sexual Harassment and Sexual Misconduct](#) as well as the UT System Board of Regents’ Rule 30105 on Sexual Harassment and Misconduct.

The university adheres to the guidelines from the U.S. Department of Education related to Title IX. The Title IX officer for the institution is:

Donny Henry

Title IX Coordinator

The University of Texas Health Science Center at Tyler

11937 U.S. Hwy. 271

Tyler, TX 75708

(903) 877-7323

[donald.henry@uthct.edu](mailto:donald.henry@uthct.edu)

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and 34 CFR Part 99, are federal laws and regulations that provide students with the following rights with respect to their education records:

- To inspect and review their educational records.
- To consent to disclosure of their educational records to third parties, except to the extent that FERPA authorizes disclosure without consent.
- To request amendment of their educational records to ensure that they are not inaccurate or misleading, or otherwise in violation of their privacy rights under FERPA.
- To be notified of their privacy rights under FERPA.
- To file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

It is the policy of the university to protect the privacy and records access rights that always apply to records maintained by or for the university about current and former students of its institutions by complying with FERPA. The student should refer to the university's FERPA Policy for a detailed description of what does and does not require consent through FERPA.

Complaints regarding alleged violations of the rights accorded students by the Federal Family Educational Rights and Privacy Act may be filed with the Family Policy Compliance Office at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

## Student Complaints & Appeals

Students are referred to the university Student Complaints Policy for details and procedures for filing both academic and non-academic complaints.

## ACADEMIC COMPLAINTS

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

1. A student must first appeal to the instructor within 30 calendar days after the first day of class of the next semester.
2. The student's grade may be withheld by the instructor pending resolution through the above procedures.
3. If the student wishes further appeal, he/she may appeal in writing to the instructor's academic unit chair/director.
4. If the dispute remains unresolved after appeal to the chair/director, the student may appeal in writing to the instructor's dean.
5. If the dispute remains unresolved after appeal to the dean, the dean will submit all related documentation to the Complaint Resolution Committee. The committee will submit a ruling within 10 days to the executive vice president.
6. Although the ruling of the executive vice president is final, students may file a complaint with the Texas Higher Education Coordinating Board using the process described on their website or using their online form:  
[www1.theccb.state.tx.us/Apps/CRAFT/Home/Create](http://www1.theccb.state.tx.us/Apps/CRAFT/Home/Create).

## DISCRIMINATION & NON-ACADEMIC COMPLAINTS

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

1. The student must first submit his/her complaint in writing using the Student Complaint form (available online or through the program office) to the institution's compliance officer as soon as possible, but not later than thirty (30) days after the event occurs or the student becomes aware of the event. Complaints will be routed to the Complaint Resolution Committee.
2. The Complaint Resolution Committee will investigate the complaint and submit its ruling to the executive vice president within fourteen (14) business days after receiving



the written complaint. The Complaint Resolution Committee may request input and/or documentation as it deems necessary in its sole discretion as it investigates.

3. The executive vice president will inform persons involved in the complaint process of his/her final ruling. The executive vice president may accept or reject the ruling of the Complaint Resolution Committee. The ruling of the executive vice president is final.
4. If the issue is not resolved internally to the student's satisfaction, a student may file a complaint with the Texas Higher Education Coordinating Board using the process described on their website or using their online form: [www1.theccb.state.tx.us/Apps/CRAFT/Home/Create](http://www1.theccb.state.tx.us/Apps/CRAFT/Home/Create).

## University Property

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

## Acceptable Use of Computers

The university encourages the responsible use of its information resources. The use of information resources is for the university's academic activities, research and public service. Access to the university's information resources is, however, a privilege. All users of information resources should act responsibly to maintain the integrity of these resources. Furthermore, all users must abide by all existing university codes of conduct as well as by local, state and federal statutes.

The university reserves the rights to limit, restrict or extend privileges and access to its resources. The university's information resources include, but are not limited to, computers, servers, networks, computer-attached devices, network-attached devices, voice systems, cable systems and computer applications.

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

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

## Illegal Drug Use

Students are required to comply with the university's policy on drugs and alcohol. Unauthorized purchase, manufacture, distribution, possession, sale, storage or use of any illegal drug on campus is prohibited.

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

### **DRUG & ALCOHOL COUNSELING & REHABILITATION SERVICES**

The university offers healthcare services to any employee or student who wishes to avail himself or herself of its services. For employees, the university provides the services of the Employee Assistance Program. For students, the university provides the services of the UT Tyler Student Counseling Center, which includes access to the Center for Students in Recovery as well as other training/recovery programs. Students can call the 24/7 Crisis Line at (903) 566-7254 or visit the Student Counseling Center during regular business hours.

# Student Right-to-Know Act

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

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

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

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



# School of Community and Rural Health

## DEAN

Gerald Ledlow, PhD, MHA, FACHE  
School of Community and Rural Health  
Building H, Office H205  
(903) 877-1441  
[gerald.ledlow@uthct.edu](mailto:gerald.ledlow@uthct.edu)

## SCHOOL MISSION

Working to transform the health of rural Texans and beyond through workforce development, research, scholarship and programs.

## ACADEMIC DEPARTMENTS

- Department of Community Health
- Department of Epidemiology & Biostatistics
- Department of Healthcare Policy, Economics & Management
- Department of Occupational & Environmental Health Sciences



# Department of Community Health

## **CHAIR**

Paul McGaha, DO, MPH

School of Community and Rural Health

Building H, Office H254

(903) 877-1444

[paul.mcgaha@uthct.edu](mailto:paul.mcgaha@uthct.edu)

## **DEPARTMENTAL OBJECTIVES**

- Provide community health instruction targeted at improving the health status of rural communities.
- Develop community-based initiatives enabling students to address rural health challenges.
- Conduct research in partnership with rural community partners.
- Provide the knowledge and skills to implement health promotion programs in rural communities.
- Provide instruction aimed at improving the health of populations and reducing health disparities and inequities.
- Enhance the capacity of the public health workforce.

## **DEPARTMENTAL COURSE OFFERINGS (COMH)**

Courses from this department are available as electives for the Master of Public Health (MPH) program. Refer to the MPH program description under the Department of Occupational and Environmental Health Sciences (OEHS).

### **COMH 5310 – FOUNDATIONS OF PROGRAM EVALUATION (3 CH)**

This course provides an overview of the principles of program evaluation. It explores the methods associated with the systematic evaluation of public health education programs. Students will learn the skills needed to plan, conduct and critique evaluation research. The content of the course includes program logic models, formative, process, impact, outcome and summative evaluation; theory-driven evaluation; a review of validity issues as they relate to evaluation; sampling in a complex context; operationalizing variables; assessment of measurement

instruments; and analysis of quantitative evaluation designs. In addition, issues that impact evaluation across the ecological model, specifically the importance of context and equity issues, will be examined. Qualitative methods used in program evaluation and mixed-method designs for evaluation will be highlighted. Supporting the needs of stakeholders in the evaluation will be emphasized.

### COMH 5320 – PUBLIC HEALTH COMMUNICATION (3 CH)

This course is designed to familiarize students with the history and current applications of health communication theory and strategies for public health practice and research. This course examines how to structure, develop and evaluate social marketing, media advocacy, risk communication and advocacy skills for change. In addition, systematic qualitative data collection processes such as interviewing skills, participant observation and focus groups will be developed. Emphasis is placed on critical thinking skills to help students analyze and utilize these skills in research and practice.

### COMH 5330 – HEALTH DISPARITIES (3 CH)

This course explores the concept of health equity to provide a broad overview of historical, theoretical and empirical data on health and healthcare disparities. Students will examine social, environmental and system-related factors associated with health disparities by race, gender, ethnicity, socioeconomic status, residence, immigration status and other characteristics. The course will examine policy, leadership roles, legislations and interventions (programs and services) that seek to address health disparities. Students will summarize and critique current research, debate and policy regarding a specific health disparity (topic and population of their choice) and review current interventions to improve health status and quality of life.

### COMH 6310 – POPULATION HEALTH (3 CH)

Delivering care to meet the needs of the community, a health organization service requires a strategic approach and an organizational culture that attends to those healthcare needs. This course is designed to familiarize students with the current applications of social and behavioral sciences. It is an overview of healthcare and public health management and administration, managerial decision-making and the practical knowledge, tools, processes and strategies required to operate successfully with a population health focus by the healthcare organization.

## COMH 6320 – HEALTH PROMOTION THEORY & METHODS (3 CH)

This course is designed to familiarize students with the history and current applications of social and behavioral sciences as they are applied to public health practice and research. It explores social and behavioral science models, theories and approaches that inform public health. Emphasis is placed on critical thinking skills to help students synthesize and utilize information in research and practice. Participants will learn to develop a health promotion plan that incorporates community building, mobilization of stakeholders and other interventions. The impact of social determinates of health on individuals and populations will also be explored.

## COMH 6330 – RESEARCH METHODS IN COMMUNITY & BEHAVIORAL HEALTH\* (3 CH)

**\*This course can be substituted for Capstone I (PBHL 6350) in the MPH program.** This course provides broad coverage of social and behavioral research methods used in health promotion research. Students will learn the fundamental principles of conducting health research to understand the social determinants of health and evaluate public health interventions. The course covers observational studies, experimental research and qualitative approaches, with an emphasis on their common uses and limitations in public health research. The focus will be on developing skills to design a methodologically sound research proposal and critically appraise public health literature.

## COMH 6334 – COMMUNITY HEALTH ANALYSIS & ASSESSMENT (3 CH)

This course familiarizes students with concepts and approaches for community health assessment and analysis. Some examples include discussion of social action, organizational development, policy advocacy, capacity building, community diagnosis (needs assessment), social networking and coalition formation to bring about health and quality of life improvement. Special focus will be placed on the application of qualitative, quantitative, and mixed methods and community-based participatory research.

# Department of Epidemiology & Biostatistics

## CHAIR

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## DEPARTMENTAL COURSE OFFERINGS (EPBI)

Courses from this department are available as electives for the MPH program. Refer to the MPH program description under the Department of Occupational and Environmental Health Sciences (OEHS).



## EPBI 5331 – EPIDEMIOLOGY OF CHRONIC DISEASE (3 CH)

This course is designed to introduce the student to the ever-expanding area of chronic disease epidemiology. Students will be introduced to the current status of chronic disease and control programs, methods used in chronic disease surveillance, intervention methods and modifiable risk



factors. Some of the major chronic diseases such as cancer, cardiovascular disease, chronic lung disease, diabetes and arthritis will be discussed in detail. **Prerequisite PBHL 5342.**

### EPBI 5332 – SURVIVAL ANALYSIS (3 CH)

This course introduces statistical methods for analyzing data collected on the time to an event, referred to as survival data in medical research and other health-related fields. Emphasis will be placed on the application of the methodology and computational aspects rather than theory. The students will learn how to apply Statistical Analysis System (SAS) and/or other statistical software procedures to data and interpret the results. **Prerequisite PBHL 5317.**

### EPBI 5340 – REGRESSION ANALYSIS IN BIOSTATISTICS (3 CH)

This course introduces the methods for analyzing biomedical and health-related data using linear regression models. The course will introduce the student to matrix algebra as used in linear models. The course will involve model selection, diagnosis and remedial techniques to correct for assumption violations. The students will learn how to apply SAS procedures PROC REG, PROC CORR, PROC GLM and/or other statistical software procedures and interpret the results of the analysis. Emphasis will also be placed on the development of critical thinking skills. **Prerequisite PBHL 5317.**

### EPBI 6317 – BIOSTATISTICS II\* – ADVANCED REGRESSION MODELS (3 CH)

This is a graduate-level course in advanced regression models, one of the most important statistical analysis tools. Students should already be familiar with the computation of elementary statistics and such concepts as sampling distributions and statistical hypothesis testing. The course will focus more on the computer application of statistical techniques rather than mathematical computations. **\*Cross-listed as PBHL 6317.**

### EPBI 6332 – EXPERIMENTAL DESIGN IN BIOSTATISTICS (3 CH)

This course introduces the methods for analyzing biomedical and health-related data using ANOVA methods. The course will involve one-way and two-way ANOVA with fixed, mixed and/or random effects and sample size/power calculation.

Logistic and Poisson regression models will also be addressed. The students will learn how to apply SAS procedures PROC POWER, PROC GLM, PROC MIXED, PROC GENMOD, PROC LOGISTIC, PROC GLIMMIX and/or other statistical software procedures and interpret the results of the analysis. Emphasis will also be placed on the development of critical thinking skills.

**Prerequisites PBHL 5317 and EPBI 5340.**

### EPBI 6333 – PUBLIC HEALTH SURVEILLANCE METHODS (3 CH)

This course will provide students with a strong foundation in public health surveillance of health conditions and risk factors. The course will teach the theory and practice of surveillance supported by many examples of surveillance systems from the developed and developing world. The class will build on and reinforce basic epidemiologic concepts. Students will be given the opportunity to design and evaluate a surveillance system.

**Prerequisites PBHL 5317 and PBHL 5342.**

### EPBI 6334 – ADVANCED EPIDEMIOLOGIC METHODS (3 CH)

This course provides instruction and hands-on experience in the analysis and interpretation of data from epidemiologic studies. Topics to be covered include epidemiology research questions that can be addressed by case-control and cohort studies, the rationale underlying the major techniques used to analyze data from case-control and cohort studies, the conditions under which these methods are appropriate, and their relative advantages and disadvantages. Attention will be given to how interactions, confounders and nonlinear relationships among variables can be addressed along with interpretation of statistical software output from epidemiologic studies employing these designs and analytical methods.

**Prerequisites PBHL 5317 and PBHL 5342.**

### EPBI 6335 – EPIDEMIOLOGY OF INFECTIOUS DISEASE (3 CH)

This course is designed to provide students with an overview of the principles and practices of infectious diseases epidemiology, with a focus on how the presence and control of communicable diseases affect public health locally, nationally and internationally. Topics to be covered include: 1) general principles of infectious diseases epidemiology, including

outbreak investigation, surveillance, analysis of infectious diseases data and laboratory testing of specimens; 2) major modes of infectious disease transmission, including airborne, food and water, zoonotic, insect vector, blood and sexual transmission; 3) different control strategies for infectious diseases, including infection control, antimicrobial management, immunization, risk factor modification and screening; and 4) the practical application of epidemiologic tools for the understanding and control of infectious diseases.

**Prerequisite PBHL 5342.**

### EPBI 6344 - DATA MANAGEMENT FOR BIOSTATISTICS (3 CH)

This course emphasizes data management and software applications using the SAS (Statistical Analysis System) software package. It will introduce the student to SAS codes for inputting and outputting data; creating temporary and permanent data sets; creating formatted and labeled SAS data sets; merging

and connecting SAS data sets; creating output using the TABULATE and REPORT procedures; debugging an SAS program that includes the TABULATE, REPORT and SQL procedures; using characteristic functions in SAS; and using a random number generator, probability distributions, arrays and date and time functions.

Students will also write a simple and complex query using the SQL procedure; create, populate and modify a set of tables/views using the SQL procedure; and create an SAS program which includes one or more macros. This course will cover basic relational database design and descriptive statistics in SAS. Particular focus is on applications pertaining to public health and biomedical research.

**Prerequisite PBHL 5317.**



# Department of Healthcare Policy, Economics & Management

## **CHAIR**

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## **DEPARTMENTAL OBJECTIVES**

- Interpret and formulate a “systems thinking” approach to solving public health problems associated with organizations and communities.
- Appropriately utilize leadership and management skills to plan, design, implement and assess public health and healthcare intervention programs.
- Evaluate and respond to the many internal and external conditions that can influence resource allocation focused on the health status of communities, especially in rural areas.
- Conduct relevant policy-based and operation-based research using appropriate research designs and analytic techniques.
- Communicate sound public health leadership and management principles and concepts to lay and professional audiences through both oral and written communication.

## Master of Health Administration Program

## **PROGRAM DIRECTOR**

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## PROGRAM MISSION

The Master of Health Administration (MHA) program is designed to develop the knowledge and skills needed for future leaders to meet the challenges of the health industry. Students will graduate from the program with marketable skills, qualifications and competencies in five domain areas: measurement and analysis; communication; leadership; law and ethics; and professional development.

## PROGRAM GOALS

Graduates of the MHA program will:

- Be able to identify information needs as well as gather and understand relevant data information in order to define a problem, assess a situation and implement a set of metrics.
- Be able to organize, manipulate and use information to assess performance, identify alternative courses of action, investigate hypotheses and accomplish other strategic goals.
- Be able to receive and convey information in ways that encourage continued dialogue among stakeholders. Effective communication involves strong written and oral transmission skills, responsive listening and use of creative strategies for exchanging information.
- Be able to influence others to reach their highest level of effectiveness in achieving common goals, both as individuals and in teams. They will be able to establish direction and engage various constituencies in producing a shared vision of the future, motivating and committing them to action and making them responsible for their performance.
- Have established a high ethical standard and be able to help create a community culture of shared ethical values and legal understanding, and transform those ideals into visions and expected behaviors.
- Be able to excel professionally throughout their career and make meaningful contributions to the field through personal development and organizational improvement.

## COMPETENCIES BY DOMAIN

### Measurement & Analysis:

1. Identify appropriate sources and gather information effectively and efficiently.

2. Appraise literature and data critically that enhances community health.
3. Develop, understand and use data from performance, surveillance or monitoring systems.
4. Understand and explain financial statements; prepare and manage budgets; make sound, long-term investment decisions (financial analysis).
5. Understand and apply basic statistical methods relevant to public health and health administration practice (statistical analysis).
6. Understand the policy-making process and the role of public health politics; assess a problem and identify and compare potential policy solutions; understand and critically assess methods to evaluate policy impact (policy analysis).
7. Use basic microeconomic theory to understand how the incentives of consumers, providers and payers affect behaviors, costs and other outcomes; understand and apply basic econometric tools for the empirical study of issues in health economics (economic analysis).
8. Analyze, design or improve an organizational process, including the use of quality management, process improvement, marketing and information technology principles and tools (operational analysis).
9. Understand and apply basic epidemiologic principles, measures and methods to assess the health status of a population; identify risk factors in individuals and communities; evaluate the impact of population-based interventions and initiatives (population health assessment).
10. Implement a decision-making process that incorporates evidence from a broad analysis that includes uncertainty, risk, stakeholders and organizational values (decision-making).

### **Communication:**

1. Convey: Speak and write in a clear, logical and grammatical manner in formal and informal situations; prepare cogent business presentations; facilitate an effective group process.
2. Listen: Receive, process and respond appropriately to information conveyed by others.

3. Interact: Perceive and respond appropriately to the spoken, unspoken or partly expressed thoughts, feelings and concerns of others.

### **Leadership:**

1. Organizational Vision: Through effective governance, establish an organization's values, vision and mission; systematically enhance performance and human material and knowledge resources.
2. Strategic Orientation: Analyze the business, demographic, ethnocultural, political and regulatory implications of decisions and develop strategies that continually improve the long-term success, viability of the organization and focus on community health status.
3. Accountability: Hold self and others accountable to standards of performance; encourage commitment to the long-term good of the organization.
4. Change Leadership: Energize stakeholders and sustain their commitment to the organization while adapting to changes in the environmental factors.
5. Collaboration: Work collaboratively with others as part of a team or group, demonstrating a commitment to the team's goal and encouraging individuals to put forth their best effort.
6. Organizational awareness: Understand and learn from governance structures, formal and informal decision-making structures and power relationships in an organization, industry or community.

### **Law & Ethics:**

1. Use legal reasoning as a tool for analysis, communication, strategy and planning.
2. Behave ethically and promote standards of ethical behavior throughout public and healthcare organizations and professional communities.
3. Develop an understanding of state and federal healthcare legislation as it affects healthcare organizations.

### **Professional Development:**

1. Actively seek feedback from others, reflecting and learning from the successes and failures of professionals in public health and healthcare.

2. Develop an accurate view of one's own strengths and developmental needs, including the impact one has on others.

## PROGRAM ADMISSION PREREQUISITES

To be admitted into the Master of Health Administration program, a student must hold a bachelor's degree from a regionally accredited institution or be in the final year of undergraduate coursework and have completed one semester of college-level algebra or higher course.

## PROGRAM ADMISSION REQUIREMENTS

- Students must complete the graduate program application for admission into the MHA graduate program (available on the university website).
- Applicants must submit official transcripts from all universities and colleges attended, including community colleges. Applicants should have an overall GPA of 3.0 on a 4.0 scale.  
*(If you do not meet the minimum GPA requirements, it is possible to be admitted on a probationary status.)*
- Although not required, applicants coming directly from a baccalaureate program are strongly encouraged to take the GRE. A minimum combined score of 295 is preferred: 145 on the quantitative section and 150 on the verbal section.  
*(You can sign up for the GRE online ([www.ets.org/gre](http://www.ets.org/gre)) as well as find out about testing centers and dates. If you have already taken the GRE, this site will allow you to request an official copy of your scores.)*
- Additionally, all applicants must submit a cover letter announcing interest in the program; a personal statement addressing the reason for interest in the program and goals upon program completion; a current resume or curriculum vitae outlining education, training and experience; and three letters of recommendation. These letters should be written by former professors and/or employers to highlight why the applicant would do well in the MHA graduate program.

## THE MHA TUITION SCHOLARSHIP

Depending on availability of funds, the School of Community and Rural Health offers a semesterly tuition and fee scholarship on a limited basis to degree-seeking graduate students admitted into the MHA program. These scholarship awards are for \$250



per credit hour (CH) up to 3 CH (\$750) per semester (typically fall and spring) based on availability of funds, number of applicants and the academic merit of the student. If awarded, scholarship funds will be applied to the student's account at the beginning of the award semester. A new application is required before each semester.

To be considered for this scholarship, a student must:

1. Be admitted to the UTHSCT Master's of Health Administration degree program (clear or provisional admission as defined in the General Academic Catalog).
2. Be actively pursuing the MHA degree (neither on academic leave of absence nor *in absentia*).
3. Have met all program prerequisite requirements.
4. Be enrolled in and maintain at least 5 CH in the MHA program during the award semester.

To be awarded a continuing scholarship, the student must additionally:

1. Have satisfactorily completed all previous coursework in the program ("B" or better).
2. Have a current, approved degree plan (on file in the program office).
3. Have maintained the requisite course load for the previous award semester.

If awarded, the student must maintain regular enrolled student status during each semester of the award and must not be on scholastic probation, leave of absence or registered *in absentia*. Failure to meet these conditions may result in termination of the scholarship. At the discretion of the committee, the



scholarship may be reinstated once the student regains regular student status and/or adequately corrects any academic deficiencies.

Students will be notified via their university email when the application becomes available online at: [www.uthct.edu/student-financial-services](http://www.uthct.edu/student-financial-services).

## **SCHEDULE OF MHA PROGRAM COURSE OFFERINGS**

*All course information, including syllabi and faculty curriculum vitae, can be found online.*

### **FALL SEMESTER OFFERINGS:**

- Leadership Foundations & Strategies for Health Organizations, HPEM 6340
- Healthcare Law & Ethics, HPEM 6370
- Quality Improvement & Efficacy in Health, HPEM 5360
- Health Informatics, HPEM 5340
- Healthcare Reimbursement & Budgeting, HPEM 6311
- Health Administrative Residency/Internship, HPEM 5399

### **SPRING SEMESTER OFFERINGS:**

- Health Business Statistics, HPEM 5317
- Healthcare Delivery Systems & Contemporary Issues, HPEM 5330
- Public Health Finance, HPEM 6310
- Health Services Research Methods, HPEM 6320
- Healthcare Supply Chain Management, HPEM 6330; or Healthcare Operations Management, HPEM 6392
- Healthcare Economics & Policy, HPEM 6350

### **SUMMER SEMESTER OFFERINGS:**

- Healthcare Marketing & Strategic Planning, HPEM 6360
- Integrative Health Enterprise Analytics & Decision-Making, HPEM 6380
- Healthcare Human Resources Management, HPEM 5350
- Capstone/Culminating Project Experience, HPEM 6399

## MHA PROGRAM DEGREE PLAN

### TYPICAL TWO-YEAR DEGREE PLAN FOR MASTER OF HEALTH ADMINISTRATION

Course ID	Course Title	CH	Term/Year
HPEM 6340	Leadership Foundations & Strategies for Health Organizations	3	Fall Y1
HPEM 6370	Healthcare Law & Ethics	3	Fall Y1
HPEM 5360	Quality Improvement & Efficacy in Health	3	Fall Y1
HPEM 5317	Health Business Statistics	3	Spring Y1
HPEM 5330	Healthcare Delivery Systems & Contemporary Issues	3	Spring Y1
HPEM 6310	Public Health Finance	3	Spring Y1
HPEM 6360	Healthcare Marketing & Strategic Planning	3	Summer Y1
HPEM 6380	Integrative Health Enterprise Analytics & Decision-Making	3	Summer Y1
HPEM 5340	Health Informatics	3	Fall Y2
HPEM 6311	Healthcare Reimbursement & Budgeting	3	Fall Y2
HPEM 5399	Health Administrative Residency/Internship	3	Fall Y2
HPEM 6320	Health Services Research Methods	3	Spring Y2
HPEM 6330 or HPEM 6392	Healthcare Supply Chain Management or Healthcare Operations Management	3	Spring Y2
HPEM 6350	Healthcare Economics & Policy	3	Spring Y2
HPEM 5350	Healthcare Human Resources Management	3	Summer Y2
HPEM 6399	Capstone/Culminating Project Experience	3	Summer Y2
		<b>TOTAL:</b>	<b>48</b>

This is the typical degree plan for a full-time student. Students traditionally complete the 48 credit hours on a two-year track. However, the MHA program can be completed at your own pace within six years from time of admission.

## **MHA PROGRAM CURRICULUM**

The Master of Health Administration (MHA) degree is designed to develop the knowledge and skills needed for future leaders to meet the challenges of the health industry. The MHA program will produce graduates with marketable skills, qualifications and competencies in the following five domains:

### **A. Measurement & Analysis**

Measurement: The MHA graduate will be able to identify information needs as well as gather and understand relevant data information in order to define a problem, assess a situation and implement a set of metrics.

Analysis: The MHA graduate will be able to organize, manipulate and use information to assess performance, identify alternative courses of action, investigate hypotheses and accomplish other strategic goals.

### **B. Communication**

The MHA graduate will be able to receive and convey information in ways that encourage continued dialogue among stakeholders. Effective communication involves strong written and oral transmission skills, responsive listening and use of creative strategies for exchanging information.

### **C. Leadership**

The MHA graduate will be able to influence others to reach their highest level of effectiveness in achieving common goals, both as individuals and in teams. They will be able to establish direction and engage various constituencies in producing a shared vision of the future, motivating and committing them to action and making them responsible for their performance.

### **D. Law & Ethics**

The MHA graduate will have established a high ethical standard and be able to help create a community culture of shared ethical values and legal understanding and transform those ideals into visions and expected behaviors.

## **E. Professional Development**

The MHA graduate will be able to excel professionally throughout their career and make meaningful contributions to the field through personal development and organizational improvement.

### **DEPARTMENTAL COURSE OFFERINGS (HPEM)**

Courses from this department are shared between the MHA and MPH programs. Refer to the MPH program description under the Department of Occupational and Environmental Health Sciences (OEHS).

#### **HPEM 5310 – PUBLIC HEALTH POLICY & ETHICS (3 CH)**

This course prepares learners to understand complex health and human service-related systems in order to inform effective practice-based ethical decision-making. The primary focus of the course relates to public health policy and practice with an emphasis on population health. Major content areas include health policy institutions, the health policy process, ethical political considerations, social determinants of health, workforce, healthcare financing, medical technology, healthcare organizations, the public health system, primary care systems and other health-related issues impacting the health of the public. Strategies for implementing change through policymaking and the legislative process are covered.

#### **HPEM 5317 – HEALTH BUSINESS STATISTICS (3 CH)**

This course presents basic statistical concepts and methods commonly used to make evidence-based decisions in business settings with a focus on healthcare applications. This course will cover commonly used statistical tools needed by healthcare executives. During the course, techniques to collect, summarize, analyze and interpret business-related data will be reviewed. Topics in this course may include defining and formulating problems, formulating and testing hypotheses, sampling and sampling distributions, creating descriptive statistics, statistical inference and using the results to make decisions.

#### **HPEM 5320 – PUBLIC HEALTH POLICY DEVELOPMENT & EVALUATION (3 CH)**

This course introduces students to health policy development, analysis and management by examining issues in the health

sector. It fosters an appreciation of the complexity of policy problems and provides the basic tools used in public health policy design, implementation and evaluation.

### **HPEM 5330 – HEALTHCARE DELIVERY SYSTEMS & CONTEMPORARY ISSUES (3 CH)**

This course provides advanced study of the complex and fragmented delivery systems for providing healthcare in the United States including their origins, defining characteristics and current challenges.

### **HPEM 5340 – HEALTH INFORMATICS (3 CH)**

This course presents the knowledge, infrastructure, functions and tools of health informatics. It explores technology, planning and management, and applications in public health and healthcare. The emphasis is on conceptual frameworks as well as a deeper level of engagement on system applications. It focuses on the application of health technology. It is designed to familiarize students with core concepts and issues confronting managers in the health sector associated with planning, implementation and evaluation of information systems. The course provides an overview of the theory, processes and applications of information systems and how they relate to health policy and management. It also provides a basic understanding of data standards and requirements, and the critical concepts and practice in mapping and interpreting health information.

### **HPEM 5350 – HEALTHCARE HUMAN RESOURCES (3 CH)**

This course focuses on functions and concepts required for managing human resources in organizations. It combines traditional human resource management (HRM) functions with concepts from organizational behavior. Course content includes selection, training and development, compensation, performance appraisal, motivation, organizational development, union activity and modes of conflict resolution.

### **HPEM 5360 – QUALITY IMPROVEMENT & EFFICACY IN HEALTH (3 CH)**

This course will develop the foundations of quality and process improvement that lead to higher levels of efficacy, efficiency and effectiveness in health organizations and programs. This course will explore the basis of quality improvement (QI) consisting

of systematic and continuous actions that lead to measurable improvement in healthcare services and the health status of targeted patient groups. The methodology of the course will begin with “how things are done now,” considering healthcare performance as defined by an organization’s efficiency and outcome of care and level of patient satisfaction. Quality is directly linked to an organization’s service delivery approach or underlying systems of care throughout the continuum of care. The student will understand that to achieve a different level of performance (i.e., results) and improve quality and efficacy, an organization’s current system needs to change. Lastly, this course will focus on a successful QI culture that incorporates the following four key principles: QI work as systems and processes; focus on patients and community groups, especially rural areas; focus on being part of the team; and focus on use of the data and analyses of information.

### **HPEM 5399 – HEALTH ADMINISTRATIVE RESIDENCY/INTERNSHIP (3 CH)**

A required residency/internship provides an opportunity for each student to work in a health administration setting in a position that carries responsibility. A minimum number of hours of effort is expected during the semester to satisfactorily complete the course (as per the instructor).

### **HPEM 6310 – PUBLIC HEALTH FINANCE (3 CH)**

Healthcare financial management draws heavily from financial accounting, managerial accounting, finance and economics. HPEM 6310 specifically focuses on learning and applying key financial and managerial accounting tools and concepts to healthcare problems. It provides a broad introduction to key concepts, issues, tools and vocabulary useful for both policy makers and administrators. Topics include healthcare financial statements, recording transactions, financial statement analysis,

# Advancing healthcare.

*Together.*

full costing, differential costing, budgeting and responsibility accounting. The course uses a number of cases and focuses upon both analytics and communication skills. Although we will touch on these topics, a more robust discussion of healthcare financial management topics such as reimbursement systems, physician compensation models and operational budgeting are found in other courses in the curriculum.

### **HPEM 6311 - HEALTHCARE REIMBURSEMENT & BUDGETING (3 CH)**

This course focuses on learning key concepts and techniques related to healthcare reimbursement, employed provider contracting and operational budgeting. This knowledge will be applied to case-based lesson modules. Course content is divided into three sections: value and reimbursement, employed provider contracting and operational budgeting. Traditional and emerging payment models and compensation models for employed physicians will be discussed in depth from the provider perspective. Different techniques and their uses in operational budgeting will be covered.

### **HPEM 6320 - HEALTH SERVICES RESEARCH METHODS (3 CH)**

Healthcare professionals benefit from having the knowledge and skills necessary to make informed decisions regarding health services. This course is intended to introduce the foundation of knowledge and skills students need to understand the conceptual and methodological issues of health research methods. Topics include but are not limited to: study conceptualization; research question and hypothesis formation; fundamentals of sampling, observation and measurement; research design and operationalization; secondary data analysis widely used in empirical health services research; interpreting research literature; and the capacity to translate knowledge into action.

### **HPEM 6330 - THE HEALTHCARE SUPPLY CHAIN (3 CH)**

The healthcare supply chain is a vital core business component of the health organization with the mission of delivering the technological elements of the patient care process to the providers of care. From strategic sourcing and purchasing, acquisition, logistics and inventory management to point-of-use applications, this course provides understanding,



knowledge and evaluation models to operate and manage an organization's enterprise resource planning and management system, specifically with regard to the supply chain system and the management of that system as evaluated from a strategic, operations management and financial perspective.

### **HPEM 6340 - LEADERSHIP FOUNDATIONS & STRATEGIES FOR HEALTH ORGANIZATIONS (3 CH)**

This course examines the dynamic nature of leadership in the healthcare and public health context utilizing organizational theory and behavior models. This course uses foundational leadership concepts to develop leadership applications and processes, such as leadership assessment (individual and team), communication improvement, strategic planning, decision-making alignment, employee enhancement and knowledge management for use in creating and maintaining an organizational culture that can thrive within its external environment while improving organizational efficiency, effectiveness and efficacy within moral parameters.

### **HPEM 6350 - HEALTHCARE ECONOMICS & POLICY (3 CH)**

This course examines the dynamic nature of health economics and policy in addition to understanding the political process in the healthcare and public health context. This course uses foundational economic concepts to develop health economic applications and processes. The course will review important studies in medical research, epidemiology, public health and other fields as they relate to the economics of healthcare. An overview of the process of policymaking with excerpts from congressional testimony, proposed rules and executive orders will be covered.

### **HPEM 6360 - HEALTHCARE MARKETING & STRATEGIC PLANNING (3 CH)**

This course offers an introduction to strategic planning and management in health services organizations. Processes and formats employed in strategic planning and marketing are presented and applied in case studies and a final project. Elements of market assessment, environmental analysis and strategy development are presented and applied to course practices.

### **HPEM 6370 – HEALTHCARE LAW & ETHICS (3 CH)**

The purpose of this course is to introduce students to legal issues in public health and healthcare. Basic legal principles underlying the legal system, governmental regulation, development of legal rules and how to interact effectively with the legal system as a public health practitioner will be explored. This course has two main purposes: first, to examine the legal context of the relationship between the individual and the community; and second, to understand public health regulation in the context of a market-driven system.

### **HPEM 6380 – INTEGRATIVE HEALTH ENTERPRISE ANALYTICS & DECISION-MAKING (3 CH)**

Given the integration of data, community needs and regulation and policy, this course incorporates the elements of healthcare, public health, health information technology and the health insurance sub-industries to develop a framework and analytic methods to improve efficiency, effectiveness and efficacy of the health industry as a whole. The course will establish an analytic framework, based on data from patients, populations, processes and profitability (4 P's of Health Analytics) utilizing industry, healthcare enterprise and community health data with appropriate tools, methods and approaches to answer community health needs and status, operational, financial and healthcare delivery outcome questions to support leadership decisions. The course will also include an integrated platform of appropriate analytical and predictive/estimation methods, tools and techniques for enhanced decision-making at the strategic and operational levels of the health enterprise for enhanced health status and improved health outcomes of communities served.

### **HPEM 6390 – ORGANIZATIONAL & INTERPERSONAL COMMUNICATION FOR POPULATION HEALTH (3 CH)**

This course examines the structure and functioning of the communication process in health organizations. Health organizations including public health, hospitals, long-term care, ambulatory care, managed care, private and public insurance, integrated delivery systems and other healthcare organization providers will be discussed within the context of the communication environment that includes communication models, climate, culture and interpersonal conflict. The course also examines key communication challenges and analyses

related to decision-making within the principles of management processes and how they are applied to public health organizations amid a dynamic/changing environment.

### **HPEM 6392 - HEALTH OPERATIONS MANAGEMENT (3 CH)**

This course examines operational issues in healthcare management. Topics include systems analysis, continuous quality improvement and re-engineering, demand forecasting, facility location and design models, decision analysis techniques, linear programming, queuing and waiting models, inventory control models and statistical quality control. The goal is to instill an understanding of the language applications and limitations of quantitative models regarding decision-making and problem-solving in healthcare organizations.

### **HPEM 6399 - CAPSTONE/CULMINATING PROJECT EXPERIENCE (3 CH)**

The capstone project is a requirement for graduation for students in the MHA program. The capstone is an opportunity for students to work on projects that are developed in consultation with a faculty member.



# Department of Occupational & Environmental Health Sciences

## **CHAIR**

Cynthia Ball, DO, MS

School of Community and Rural Health

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## **DEPARTMENT OBJECTIVES**

- Train future occupational and environmental public health professionals with applied skills and knowledge that make them immediately marketable and an asset to future employers.
- Provide academic and practical components of occupational medicine training that prepares competent graduates to practice the specialty independently.
- Expose students and residents to rural and agricultural related community and workplace health and safety issues through coursework, workshops, site visits, practicum and capstone projects.
- Conduct relevant research using appropriate research designs and analytic techniques.
- Promote improved health outcomes of our institution's employees, our community clients and the region.
- Lead the region in the investigation of occupational and environmental health issues.
- Disseminate research-based occupational and environmental public health information to public and professional audiences.

# Master of Public Health Program

## PROGRAM DIRECTOR

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## PROGRAM MISSION

The Master of Public Health (MPH) program is designed to develop the knowledge and skills for future leaders to meet the health and safety needs of communities and workplaces with a focus on rural communities, small businesses and agrobusinesses. Students will graduate from the program with marketable skills, qualifications and competencies in the five core knowledge areas of public health.

## PROGRAM GOALS

Graduates of the MPH program will:

- Be able to explain and discuss the 10 essential public health services as they relate to each of the four core functions of public health.
- Have achieved and demonstrated mastery in the five core knowledge areas of public health.
- Be a valuable asset to industry and other organizations requiring public health expertise.
- Have attained a level of professional integrity and competency integral to any career in public health.
- Be prepared for careers in public health.
- Have honed their ability to communicate effectively, both orally and in writing.
- Be computer and technology literate.

## PROGRAM LEARNING OUTCOMES (PLO)

1. The student will demonstrate mastery in each of the five core knowledge areas in public health: biostatistics, epidemiology, social and behavioral sciences, health policy and management and environmental health sciences.

2. The student will demonstrate proficiency in the four core functions of public health, as well as be able to explain the principles and interrelatedness of the 10 essential public health services.
3. The student will demonstrate proficiency in using multiple informational resources to gather, analyze, apply and report solutions to public health problems with a special emphasis on rural community health.
4. The student will demonstrate proficiency in English communication in both oral (public speaking) and written forms as they pertain to conveying key concepts in public health.
5. The student will demonstrate proficiency in using computers and other forms of digital technology and media as they pertain to research, office management and public health issues.
6. The student will demonstrate independent and critical thinking skills.

## **PROGRAM ADMISSION PREREQUISITES**

To be admitted to the MPH graduate program, a student must hold a bachelor's degree in a related field and have completed:

- Two semesters of science (such as biology, chemistry, environmental science, anatomy, physiology and physics).
- One semester of college algebra or an equivalent course.

## **PROGRAM ADMISSION REQUIREMENTS**

- Students must complete the graduate program application for admission into the MPH graduate program (available on the university website).
- Applicants must submit official transcripts from all universities and colleges attended, including community colleges. Applicants should have an overall GPA of 3.0 on a 4.0 scale.  
*(If you do not meet the minimum GPA requirements, it is possible to be admitted on a probationary status.)*
- Although not required, applicants coming directly from a baccalaureate program are strongly encouraged to take the GRE. A minimum combined score of 295 is preferred: 145 on the quantitative section and 150 on the verbal section.  
*(You can sign up for the GRE online ([www.ets.org/gre](http://www.ets.org/gre)) as well*

as find out about testing centers and dates. If you have already taken the GRE, this site will allow you to request an official copy of your scores.)

- All applicants must submit three letters of recommendation. These letters should be written by former professors and/or employers to highlight why you would do well in the MPH graduate program.

## THE MPH TUITION SCHOLARSHIP

Depending on availability of funds, the School of Community and Rural Health offers a semesterly tuition and fee scholarship on a limited basis to degree-seeking graduate students admitted into the MPH program. These scholarship awards are for \$250 per credit hour (CH) up to 3 CH (\$750) per semester (typically fall and spring) based on availability of funds, number of applicants and the academic merit of the student. If awarded, scholarship funds will be applied to the student's account at the beginning of the award semester. A new application is required before each semester.

To be considered for this scholarship, a student must:

1. Be admitted to the UTHSCT MPH degree program (clear or provisional admission as defined in the General Academic Catalog).
2. Be actively pursuing the MPH degree (neither on academic leave of absence nor *in absentia*).
3. Have met all program prerequisite requirements.
4. Be enrolled in and maintain at least 5 CH in the MPH program during the award semester.

To be awarded a continuing scholarship, the student must additionally:

1. Have satisfactorily completed all previous coursework in the program ("B" or better).
2. Have a current, approved degree plan (on file in the program office).
3. Have maintained the requisite course load for the previous award semester.

If awarded, the student must maintain regular enrolled student status during each semester of the award and must not be on scholastic probation, leave of absence or registered *in absentia*.

Failure to meet these conditions may result in termination of the scholarship. At the discretion of the committee, the scholarship may be reinstated once the student regains regular student status and/or adequately corrects any academic deficiencies.

Students will be notified via their university email when the application becomes available online at: [www.uthct.edu/student-financial-services](http://www.uthct.edu/student-financial-services).

## **SCHEDULE OF MPH PROGRAM COURSE OFFERINGS**

*All course information, including syllabi and faculty curriculum vitae, can be found online.*

### **Course offerings are as follows:**

#### **FALL SEMESTER OFFERINGS:**

- Environmental & Occupational Health, PBHL 5304
- Epidemiology I, PBHL 5342
- Social & Behavioral Aspects of Community Health, PBHL 5344
- At least one elective from each department

#### **SPRING SEMESTER OFFERINGS:**

- Health Policy, Administration & Management, PBHL 5330
- Biostatistics I, PBHL 5317
- Public Health in Rural Populations, OEHS 5340
- At least one elective from each department

#### **SUMMER SEMESTER OFFERINGS:**

- At least one elective from each department

#### **COURSES OFFERED EVERY SEMESTER:**

- Special Topics, PBHL 5300 (independent study)
- Internship/Practicum I, PBHL 5350
- Internship/Practicum II, PBHL 5360
- Capstone Project I, PBHL 6350
- Capstone Project II, PBHL 6360



## MPH PROGRAM DEGREE PLAN

TYPICAL TWO-YEAR DEGREE PLAN FOR MASTER OF PUBLIC HEALTH			
Course ID	Course Title	CH	Term/Year
PBHL 5304	Environmental & Occupational Health (Core)	3	Fall Y1
PBHL 5342	Epidemiology I (Core)	3	Fall Y1
PBHL 5344	Social & Behavioral Aspects of Community Health (Core)	3	Fall Y1
PBHL 5330	Health Policy, Administration & Management (Core)	3	Spring Y1
PBHL 5317	Biostatistics I (Core)	3	Spring Y1
OEHS 5340	Public Health in Rural Populations (Core)	3	Spring Y1
<i>Elective</i>	Free Elective in first Core Area	3	Summer Y1
PBHL 5350	Internship/Practicum I	3	Summer Y1
<i>Elective</i>	Free Elective in second Core Area	3	Fall Y2
PBHL 5360 or <i>Elective</i>	Internship/Practicum II or Free Elective	3	Fall Y2
PBHL 6350	Capstone Project I	3	Fall Y2
<i>Elective</i>	Free Elective in third Core Area	3	Spring Y2
<i>Elective</i>	Free Elective in fourth Core Area	3	Spring Y2
PBHL 6360	Capstone Project II	3	Spring Y2
		<b>TOTAL:</b>	<b>42</b>

The MPH program can be completed at your own pace within six years from time of admission. Students traditionally complete the 42 credit hours on a two-year track as displayed above. However, it is possible to complete the program on a “fast-track” in as little as 15 months over the course of four semesters.

## **MPH PROGRAM CURRICULUM**

The Master of Public Health program is designed to cover five general core areas of knowledge to attain depth and breadth in all five of the core areas of public health knowledge as defined by the Council on Education for Public Health (CEPH):

### **A. Biostatistics**

The collection, storage, retrieval, analysis and interpretation of health data; design and analysis of health-related surveys and experiments; concepts and practice of statistical data analysis.

### **B. Epidemiology**

Distributions and determinants of disease, disabilities and death in human populations; the characteristics and dynamics of human populations; the natural history of disease and the biologic basis of health.

### **C. Environmental Health Sciences**

Environmental factors including biological, physical and chemical factors that affect the health of a community.

### **D. Health Services Administration**

Planning, organization, administration, management, evaluation and policy analysis of health and public health programs.

### **E. Social & Behavioral Sciences**

Concepts and methods of social and behavioral sciences relevant to the identification and solution of public health problems.

The program requires each student to take six core courses. These courses are designed to give students the academic foundation necessary for more advanced studies in each of the five CEPH core areas. In addition to these core courses, a minimum of four electives is required. Typically, students in the general MPH program will choose one elective from four different areas (OEHS, COMH, EPBI and HPEM). Several elective courses within one area are possible with special permission from the dean. However, HPEM 5317 should not be taken by MPH students as an elective, as it is a duplicate of PBHL 5317

Biostatistics. In addition to didactic courses, students in the MPH program will gain working knowledge of public health issues through internship/practicum experiences and a Capstone project. Available electives in COMH, EPBI and HPEM areas are listed under their respective departments.

## **DEPARTMENTAL COURSE OFFERINGS (OEHS & PBHL)**

Some courses from this department are available as electives for the MHA program. Refer to MHA program description under the Department of Healthcare Policy, Economics & Management (HPEM).

### **OEHS 5300 - SURVEY OF ENVIRONMENTAL TOXICOLOGY (3 CH)**

An intensive survey course covering the essentials of toxicology including the metabolic breakdown of xenobiotic materials, acute and chronic toxicity studies mandated by the Environmental Protection Agency (EPA) in Toxic Substance Control Act (TSCA) and Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), and the regulatory environment that these studies impact. Note: Recommended background knowledge in chemistry, biochemistry, biology and physiology.

### **OEHS 5310 - ENVIRONMENTAL RISK ASSESSMENT (3 CH)**

The principles of risk assessment and the process of risk analyses as they pertain to environmental health. Risk assessment can be defined as the process of assigning magnitudes and probabilities to the adverse effects of human activities or natural catastrophes. This course will describe procedures for assessing the risk presented by various risk factors. These risk factors can be physical, chemical, biological, cultural and/or socioeconomic in nature. The students will learn techniques for assessing risk given a group of alternatives.

### **OEHS 5320 - INDUSTRIAL HYGIENE & SAFETY (3 CH)**

Concepts and methodology for the recognition, evaluation and control of occupational hazards and environmental stresses that may lead to occupational disease, injuries and illness. Furthermore, this course will include field experiences and exercises to provide a realistic experience in industrial hygiene.

## OEHS 5330 - PERSPECTIVES ON ENVIRONMENTAL JUSTICE IN FILM (3 CH)

This course will examine the interplay of race, socioeconomic status and interest group politics in the formulation and implementation of U.S. federal and state environmental policy through film (popular film and television, documentaries, etc.). We will consider the proposition that people of color and socioeconomically disadvantaged individuals bear a disproportionate burden of environmental pollution and its health consequences. We will consider the viewpoint that within the United States, as well as globally, a pattern of environmental inequity, injustice and racism exists. Key topics to be considered during the course include racism and social justice, environmental racism, pollution impacts and health effects in communities of color and rural communities, risk assessment, community responses to environmental threats, pollution in developing nations, indigenous peoples and climate change. The possible causes of patterns of injustice and community-led interventions will be examined and discussed.

## OEHS 5340 - PUBLIC HEALTH IN RURAL POPULATIONS (3 CH)

This course provides an overview of public health issues in rural populations and is designed to give students an understanding of the influence of rurality on health. Topics covered include rural health disparities, policy directions in rural health and models of rural health service delivery. Practical public health strategies that lessen the severity of impact on rural populations related to lack of access to care, substance abuse, mental health, farm safety and unintentional injuries will be explored.

## OEHS 5346 - HEALTH SERVICES MANAGEMENT & ADMINISTRATION (3 CH)

This course is an overview of the structure of various healthcare organizations. Principles of effective management and administration, including strategic decision-making and policy development are also covered.

## OEHS 6324 - TOXICOLOGY & GLOBAL HEALTH (3 CH)

This course is an introductory graduate course that focuses on the impact of chemicals in the environment on global health, including global climate change, energy issues and the impact

on special populations including children, those living in border communities and underserved populations. The impact of global environmental changes on human health will be the focus.

### OEHS 6340 - ADVANCED OCCUPATIONAL & ENVIRONMENTAL HEALTH (3 CH)

This course focuses on disease by organ systems, and discusses the different chemical, physical and biological hazards. It will cover major organ systems affected by occupational and environmental agents, some of the physical, chemical and biological encountered in the environment as well as workplaces. It will also touch on current environmental health events such as secondhand smoke and bioterrorism. Students will learn how to apply this knowledge to solve real-world problems. **Prerequisite OEHS 5304.**

### PBHL 5300 - SPECIAL TOPICS (1-3 CH)

Special topics is designed to provide students with the opportunity to enhance public health knowledge or examine a critical and/or emerging issue in public health. Focusing on the root cause of a complex problem or topic, the student will have the opportunity to collaborate with a faculty member to articulate best practice solutions, conduct a review of literature or engage in practical application of public health practice.

### PBHL 5304 - ENVIRONMENTAL & OCCUPATIONAL HEALTH (3 CH)

This is an introduction to environmental and occupational health with an emphasis on various levels of prevention and the scientific application of regulatory principles. Evaluation methods and general aspects of control measures relative to human health will also be explored. At the end of the course, the student will have been acquainted with the history and basic principles of occupational and environmental health programs and how they relate; be able to review relevant legal, ethical and regulatory issues pertinent to occupational and environmental health; and be familiar with the basic tools utilized in the evaluation of occupational and environmental health issues such as epidemiology and statistics, industrial hygiene, occupational health nursing and toxicology.

### **PBHL 5317 - BIOSTATISTICS I (3 CH)**

This course offers an in-depth practical and conceptual approach to fundamental statistics. The course consists of learning a variety of procedures commonly used for testing hypotheses, learning to examine and analyze the data accordingly and learning to communicate the research results to others. By the end of the course, the student will be able to create a database, properly code and screen data and present results (SPSS or another statistical software package); determine and describe the strength of association and direction of relationships between two or more variables by identifying and computing appropriate statistical tests, such as chi-square statistics, correlation coefficients and linear regression models and by writing up results; and examine and present significant mean differences between and within groups by identifying and computing appropriate statistical tests, such as t-tests and analysis of variance models (ANOVA) and by writing up results.

### **PBHL 5330 - HEALTH POLICY, ADMINISTRATION & MANAGEMENT (3 CH)**

This course provides a comprehensive introduction and overview of public health management and administration. The course context is based on managerial decision-making and the practical knowledge, tools, processes and strategies required by organizational management. This course overviews the basics of administration, including public health law, human resources management, budgeting and financing, health information management, performance measurement and improvement, ethics, leadership, communication, media relations and legislative relations in public health. Introduced as processes are strategic planning, program development and evaluation, budget preparation and constituency building for collaboration. Emerging areas of public health policy and management are also discussed as contexts to apply practical knowledge, tools and strategies.

### **PBHL 5342 - EPIDEMIOLOGY I (3 CH)**

Epidemiology is the study of the distribution and determinants of health in populations and the application of this study to improve health outcomes. It is the basic science of public health. Epidemiology I is at an introductory level. By the end of this

course, the student will be able to define the content, uses and significance of epidemiology as a means of public health investigation; describe epidemiological approaches to defining and measuring health problems in defined populations; describe the strengths and limitations of epidemiological study designs; explain the contributions of epidemiological approaches to disease prevention, health promotion and health policy; and describe the role of epidemiological approaches in evaluating the effectiveness and efficiency of healthcare and preventive health services.

### **PBHL 5344 - SOCIAL & BEHAVIORAL ASPECTS OF COMMUNITY HEALTH (3 CH)**

This course focuses on health problems and issues and public health methods that have a major social or behavioral component. It is intended for the student with little background in the behavioral sciences. The course will enable students to describe one or two core theoretical perspectives from each of the social science disciplines of psychology, sociology and anthropology, and their application to public health. The course will cover the major social and behavioral science models used in health promotion and disease prevention. The course will also cover existing social inequalities in health status related to race, social class and gender, and the critical intersection between social risk factors, behavioral risk factors and the development and implementation of public health interventions.

### **PBHL 5350 - INTERNSHIP/PRACTICUM I (3 CH)**

A required internship to provide an opportunity for each student to work in a public health setting in a position that carries responsibility and is of particular interest. Each placement is different, but all depend upon completion of most concentration coursework, the ability to work with minimal supervision and permission of the student's faculty advisor. A minimum of 135 hours of effort is expected during the semester to satisfactorily complete the course.

### **PBHL 5360 - INTERNSHIP/PRACTICUM II (3 CH)**

An optional internship to provide an opportunity for each student to work in a public health setting in a position that carries responsibility and is of particular interest. Each

placement is different, but all depend upon completion of most concentration coursework, the ability to work with minimal supervision and permission of the student's faculty advisor. A minimum of 135 hours of effort is expected during the semester to satisfactorily complete the course.

### **PBHL 6317 – BIOSTATISTICS II\* – ADVANCED REGRESSION MODELS (3 CH)**

This is a graduate-level course in advanced regression models, one of the most important statistical analysis tools. Students should already be familiar with the computation of elementary statistics and such concepts as sampling distributions and statistical hypothesis testing. The course will focus more on the computer application of statistical techniques rather than mathematical computations. **\*Cross-listed as EPBI 6317.**

### **PBHL 6350 – CAPSTONE PROJECT I\* (3 CH)**

The capstone project is a requirement for graduation for students in the MPH program. The capstone is an opportunity for students to work on public health practice projects that are of particular interest to them. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired to a public health problem that approximates a professional practice experience. Completion of the capstone project requires both written and oral components. The capstone is typically completed in the last two terms of the program. The project is done under the direction of a capstone advisor. **\*COMH 6330 can be substituted for this course.**

### **PBHL 6360 – CAPSTONE PROJECT II (3 CH)**

This is a continuation and culmination of the capstone project requirement for students in the MPH program. The capstone is an opportunity for students to work on public health practice projects that are of particular interest to them. The goal is for students to synthesize, integrate and apply the skills and competencies they have acquired to a public health problem that approximates a professional practice experience. Completion of the capstone project requires both written and oral components. The capstone is typically completed in the last two terms of the program. The project is done under the direction of a capstone advisor.



# School of Medical Biological Sciences

## DEAN

Steven Idell, MD, PhD

Biomedical Research Center, Lab C5-C7

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## SCHOOL OBJECTIVES

- To provide high-quality instruction to students at the graduate level using a hands-on learning approach with emphasis on critical thinking and innovation.
- To improve scientific knowledge in a broad spectrum of biomedical sciences through our research and scholarly activities, and disseminate that knowledge to our students, colleagues and the community at large.

## ACADEMIC DEPARTMENTS

- Department of Cellular & Molecular Biology
- Department of Microbiology
- Department of Pulmonary Immunology



# Department of Cellular & Molecular Biology

## **DEPARTMENTAL CHAIR**

Mitsuo Ikebe, PhD

Biomedical Research Center

(903) 877-7674

[mitsuo.ikebe@uthct.edu](mailto:mitsuo.ikebe@uthct.edu)

## **DEPARTMENTAL OBJECTIVES**

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

## Master of Science in Biotechnology Program

### **PROGRAM DIRECTOR**

Mitsuo Ikebe, PhD

Biomedical Research Center

(903) 877-7674

[mitsuo.ikebe@uthct.edu](mailto:mitsuo.ikebe@uthct.edu)

### **PROGRAM COORDINATOR**

Kimberly Tutt, MD

Biomedical Research Center, Lab B4

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### **PROGRAM MISSION**

The biotechnology graduate program will provide students with marketable skills and qualifications for work in a high-tech industry, as well as the academic foundation necessary to pursue further medical and professional studies.

## PROGRAM GOALS

Graduates of the biotechnology program will:

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



## PROGRAM LEARNING OUTCOMES (PLO)

1. The student will demonstrate English communication skills in both oral and written forms.
2. The student will demonstrate mastery of basic and advanced biotechnology methods.
3. The student will demonstrate the ability to safely operate basic and advanced laboratory equipment, analytic devices and computers.
4. The student will demonstrate independent and critical thinking skills integrated with the ability to utilize multiple informational resources.
5. The student will explain the principles, mechanisms and interrelatedness of both in vivo and in vitro biochemical, molecular biological and genetic processes.

## PROGRAM ADMISSION PREREQUISITES

To be admitted to the Master of Science (MS) in Biotechnology program, a student must hold a bachelor's degree in biology or chemistry (or a related field) and have completed the following courses:

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

## PROGRAM ADMISSION REQUIREMENTS

- Students must complete the graduate program application for admission into the biotechnology graduate program (available on the university website).
- Applicants must submit official transcripts from all universities and colleges attended, including community colleges.
- Applicants should have an overall GPA of 3.0 on a 4.0 scale and a 3.0 in their field of study.

*(If you do not meet the minimum GPA requirements, it is possible to be admitted on a probationary status. You should contact the program coordinator to see if your GRE scores and/or combination of other factors might meet the requirements for admission.)*

- Applicants must have a minimum combined score of 295 on the GRE: 145 on the quantitative section and 150 on the verbal section.

*(You can sign up for the GRE online ([www.ets.org/gre](http://www.ets.org/gre)) as well as find out about testing centers and dates. If you have already taken the GRE, this site will allow you to request an official copy of your scores.)*

- All applicants must submit three letters of recommendation. These letters should be written by former professors as a means to highlight why you would do well in the biotechnology graduate program.

## GRADUATE RESEARCH ASSISTANTSHIPS

The graduate program in biotechnology has a limited number of graduate assistantships for students in the Master of Science in Biotechnology program. Assistantship awards are typically in the amount of \$12,862 per year paid in 26 installments. Applications are distributed to students by the program coordinator via email.

To be considered for an assistantship, a student must:

1. Be pursuing a Master of Science in Biotechnology degree at UT Health Science Center at Tyler.
2. Have completed all prerequisite requirements.
3. Be admitted to the UT Health Science Center graduate degree program in biotechnology (clear or provisional admission as defined in General Academic Catalog).
4. Be enrolled at least as a full-time graduate student (9 hours of graduate coursework in the fall or spring semesters or be conducting thesis research as their primary activity).
5. Agree to be a teaching assistant for at least one course each fall and spring semester.

For second-year assistantships, the student also must:

1. Have satisfactorily completed a minimum of 18 hours the first year.
2. Have selected a thesis advisor at UT Health Science Center.
3. Have submitted their thesis proposal.
4. Have submitted an approved degree plan.
5. Have applied for admission to candidacy.
6. Be enrolled in BIOT 6331 - Thesis Research and be conducting active thesis research (at least 20 hours per week).

If awarded, the student must maintain full-time status during each semester of the award and must not be on scholastic probation. Failure to meet either of these conditions may result in termination of the assistantship the following semester.

## **THE BIOTECHNOLOGY TUITION SCHOLARSHIP**

Depending on availability of funds, the School of Medical Biological Sciences offers a semesterly tuition and fee scholarship on a limited basis to students admitted into the Master of Science in Biotechnology degree program. Scholarship funds are derived from generous donations by the community at large. The scholarship awards are variable in amount (typically \$500 or \$1,000) and are based on availability of funds, number of applicants and the academic merit of the student. If awarded, scholarship funds will be applied to the student's account at the beginning of the award semester. A new application is required before each semester.

To be eligible, a student must at least:

1. Be admitted to the UTHSCT biotechnology degree program (clear or provisional admission as defined in the General Academic Catalog).
2. Be actively pursuing the degree (neither on academic leave of absence nor *in absentia*).
3. Have met all program prerequisite requirements.
4. Be enrolled in and maintain at least 5 CH in the program during the award semester.

If awarded, the student must maintain enrollment during each semester of the award and must not be on scholastic probation. Failure to meet either of these conditions can result in suspension or termination of the scholarship. At the discretion of the committee, the scholarship may be reinstated after the student adequately corrects any deficiencies.

Students will be notified via their university email when the application becomes available online at: [www.uthct.edu/student-financial-services](http://www.uthct.edu/student-financial-services).



## SCHEDULE OF BIOTECHNOLOGY COURSE OFFERINGS

*All course information, including syllabi and faculty curriculum vitae, can be found online.*

### FALL SEMESTER OFFERINGS:

- Fundamentals of Biomedical Research, BIOT 5310
- Critical Reading II, BIOT 5132
- Molecular Biochemistry, BIOT 5312
- Advanced Biotechniques, BIOT 5211/5211L
- Emerging Technologies, BIOT 5140
- Student Seminar, BIOT 5101 & BIOT 6101
- Advanced Techniques in Molecular Biology, BIOT 6311

### SPRING SEMESTER OFFERINGS:

- Critical Reading I, BIOT 5131
- Advanced Metabolism, BIOT 5222/5222L
- Proteins & Nucleic Acids, BIOT 5221/5221L
- Student Seminar, BIOT 5101 & BIOT 6101
- Advanced Techniques in Protein Chemistry, BIOT 6312
- DNA Forensics, BIOT 6340

### SUMMER SEMESTER OFFERINGS:

- Biophysical Chemistry, BIOT 6336
- Advanced Immunology, BIOT 6334
- Tissue Culture, BIOT 6335

### COURSES OFFERED EVERY SEMESTER:

- Thesis Research, BIOT 6331
- Thesis Writing, BIOT 6332
- Advanced Graduate Studies, BIOT 5331 & BIOT 5332

Advancing research.

*Together.*

## MS IN BIOTECHNOLOGY DEGREE PLAN

### TYPICAL TWO-YEAR DEGREE PLAN FOR MASTER OF SCIENCE IN BIOTECHNOLOGY

Course ID	Course Title	CH	Term/Year
BIOT 5101	Biotech Research Seminar I*	1	Fall Y1
BIOT 5211	Advanced Biotechniques (Core)	2	Fall Y1
BIOT 5211L	Advanced Biotech Lab (Core)	2	Fall Y1
BIOT 5310	Fundamentals of Biomedical Research (Prescribed)	3	Fall Y1
BIOT 5312	Molecular Biochemistry (Core)	3	Fall Y1
BIOT 5101	Biotech Research Seminar I*	1	Spring Y1
BIOT 5131	Critical Reading I (Prescribed)	1	Spring Y1
BIOT 5221	Proteins & Nucleic Acids (Core)	2	Spring Y1
BIOT 5221L	Proteins & Nucleic Acids Lab (Core)	2	Spring Y1
BIOT 5222	Advanced Metabolism (Core)	2	Spring Y1
BIOT 5222L	Advanced Metabolism Lab (Core)	2	Spring Y1
BIOT 6336	Biophysical Chemistry (Core)	3	Summer Y1
<i>Elective</i>	Free Elective option	1-3	Summer Y1
BIOT 6101	Biotech Research Seminar II*	1	Fall Y2
BIOT 6311	Biotechnology I (Core)	3	Fall Y2
BIOT 6331	Thesis Research	3	Fall Y2
BIOT 5132	Critical Reading II (Prescribed)	1	Fall Y2
<i>Elective</i>	Free Elective option	1-3	Fall Y2
BIOT 6101	Biotech Research Seminar II*	1	Spring Y2
BIOT 6312	Biotechnology II (Core)	3	Spring Y2
BIOT 6332	Thesis Writing	3	Spring Y2
<i>Elective</i>	Free Elective option	1-3	Spring Y2
		<b>TOTAL:</b>	<b>36-44</b>

\*Required each regular semester but does not count toward 36 CH total required for degree completion.



## **MS IN BIOTECHNOLOGY CURRICULUM**

A student in the biotechnology program must enroll in a seminar course each regular semester but will only receive credit for the course one time. A thesis student must register for BIOT 6331 and/or BIOT 6332 each semester or summer session until the thesis is completed. However, a student may not register the first time for BIOT 6332 until the thesis proposal has been approved. Moreover, a maximum of 3 semester hours each of BIOT 6331 and BIOT 6332 will be counted toward the MS in Biotechnology.

### **DEPARTMENTAL COURSE OFFERINGS (BIOT)**

#### **BIOT 5101 – BIOTECHNOLOGY RESEARCH SEMINAR I (1 CH)**

This course is designed to help prepare first-year graduate students in the biotechnology program to present their thesis proposal. Students will present their research progress to faculty and peers. Each student enrolled in BIOT 5331, BIOT 5332, BIOT 6331 or BIOT 6332 must present his/her research each semester enrolled as scheduling permits. Students will take this course every semester but will only receive credit for it one time.

#### **BIOT 5102 – BIOCHEMICAL CALCULATIONS (1 CH)**

Students will review and learn the appropriate formulas and methods of performing routine laboratory calculations.

#### **BIOT 5131 – CRITICAL READING I (1 CH)**

This course is the first of a two-course sequence and introduces the student to basic organization of scientific papers and how to identify the questions being addressed based on the scientific method. Students learn the strengths and limitations of scientific writing.

#### **BIOT 5132 – CRITICAL READING II (1 CH)**

This course exposes students to current research published in major scientific journals. Students will learn how to read and interpret methodologies and results published by other scientists. Although this is the second of a two-course sequence, the first course (Critical Reading I) is not a prerequisite. This course is team-taught with a different instructor facilitating the discussion each week on a topical paper of choice.

## BIOT 5140 – EMERGING TECHNOLOGIES (1 CH)

Independent study and presentation of an emerging technique or technology in the field of biotechnology.

## BIOT 5150 – SPECIAL TOPICS (1-3 CH)

Special topics in Biotechnology.

## BIOT 5211 – ADVANCED BIOTECHNIQUES (2 CH)

*Corequisite BIOT 5211L.* An introduction to standard molecular biology techniques such as isolation and purification of proteins and nucleic acids, cloning and expression of recombinant proteins with a laboratory component.

## BIOT 5211L – ADVANCED BIOTECHNIQUES LAB (2 CH)

*Corequisite BIOT 5211.* An introduction to standard molecular biology techniques such as isolation and purification of proteins and nucleic acids, cloning and expression of recombinant proteins with a laboratory component.

## BIOT 5221 – PROTEINS & NUCLEIC ACIDS (2 CH)

*Corequisite BIOT 5221L.* The goal of the course is to provide a critical understanding of the relationship between structure and function of biological macromolecules such as proteins and nucleic acids.



### BIOT 5221L – PROTEINS & NUCLEIC ACIDS LAB (2 CH)

*Corequisite BIOT 5221.* Students gain experience in using computer applications related to the determination of protein and nucleic acid structures, molecular modeling and docking, as well as properties of biological molecules and recent bioinformatics tools.

### BIOT 5222 – ADVANCED METABOLISM (2 CH)

*Corequisite BIOT 5222L.* The primary objective of this course is for the student to gain an understanding of the numerous metabolic processes in bacteria and animal cells with respect to biotechnology uses, and how metabolism is affected by enzymes, substrates, other metabolites and by bioproduction of commercial products.

### BIOT 5222L – ADVANCED METABOLISM LAB (2 CH)

*Corequisite BIOT 5222.* The laboratory experiments will allow students to gain experience in various metabolic assays, cell-based assay techniques and enzyme kinetic assays.

### BIOT 5300 – INTRODUCTION TO BIOTECHNOLOGY (3 CH)

The focus is on learning practical techniques used in fundamental biotechnology. These techniques will be presented within the scheme of prokaryotic gene manipulation and expression of the protein product. The techniques will include gene manipulation, gene cloning, DNA purification and analysis, gene expression, protein quantification and analysis and polymerase chain reaction (PCR).

### BIOT 5310 – FUNDAMENTALS OF BIOMEDICAL RESEARCH (3 CH)

Designed to provide students with an orientation into the research laboratory workplace to master fundamental laboratory techniques, to develop skills in planning a laboratory project and to present their work in both an oral and written context.

### BIOT 5312 – MOLECULAR BIOCHEMISTRY (3 CH)

Application of molecular genetics, transcription control mechanisms, gene expression, molecular cloning and applications to biotechnology.

### BIOT 5331 – ADVANCED GRADUATE STUDIES I (1-3 CH)

Research hours spent under the supervision of a research advisor. Students work with their research advisor to plan a thesis project and write a thesis proposal. Each hour of course credit translates into a minimum of three hours of lab work per week.

### BIOT 5332 – ADVANCED GRADUATE STUDIES II (1-3 CH)

Continuation of BIOT 5331. Research hours spent under the supervision of a research advisor. Students work with their research advisor to plan a thesis project and write a thesis proposal. Each hour of course credit translates into a minimum of three hours of lab work per week.

### BIOT 6101 – BIOTECHNOLOGY RESEARCH SEMINAR II (1 CH)

This course is designed to help prepare second-year graduate students in the biotechnology program to present their final thesis. Students will present their research progress to faculty and peers. Each student enrolled in BIOT 5331, BIOT 5332, BIOT 6331 or BIOT 6332 must present his/her research each semester enrolled as scheduling permits. Students will take this course every semester but will only receive credit for it one time.

### BIOT 6311 – BIOTECHNOLOGY I\* (3 CH)

This combined lecture plus lab course provides a comprehensive study of molecular biology applications and techniques as they relate to biotechnology. The topics covered in this course include mRNA isolation and Northern blotting, gene cloning, mutation of DNA, real-time quantitative PCR, bioinformatics, expression of recombinant proteins, large-scale production of proteins through fermentation and generation of transgenic animals. **\*Formerly called Advanced Techniques in Molecular Biology.**

### BIOT 6312 – BIOTECHNOLOGY II\* (3 CH)

This combined lecture plus lab course provides a comprehensive study of protein chemistry applications and techniques as they relate to biotechnology. The topics covered in this course include protein purification, protein characterization, binding studies and proteomics. **\*Formerly called Advanced Techniques in Protein Chemistry.**

### BIOT 6331 – THESIS RESEARCH (1-3 CH)

May be repeated. Research hours spent under the supervision of a research advisor. Students focus on their thesis research project. Each hour of course credit translates into three hours of lab work per week.

### BIOT 6332 – THESIS WRITING (1-3 CH)

*Prerequisite: approved thesis proposal.* May be repeated. A grade is not assigned until student graduates. Only the last three hours count toward the degree. Research hours spent completing the thesis research project and writing the thesis manuscript. The culmination of the course will be the thesis presentation and final defense.

### BIOT 6334 – ADVANCED IMMUNOLOGY (3 CH)

Advanced survey of the immune system with a focus on human and mouse models. Covers the origin and differentiation of the hematopoietic system, antibody structure and function, T cell subsets and the function of each subset, and the role of innate and adaptive immunity in the response to infection.

### BIOT 6335 – TISSUE CULTURE (3 CH)

Basic cell culture techniques with a focus on mammalian cell lines. The course will cover the basic requirements of cells grown in culture using sterile technique for handling cells and methods for transforming and separating cells.

### BIOT 6336 – BIOPHYSICAL CHEMISTRY (3 CH)

Instrumental analysis of proteins, nucleic acids, carbohydrates and lipids. Methods may include liquid chromatography, UV/visible spectroscopy, mass spectrometry, X-ray diffraction of proteins and nucleic acids, nuclear magnetic resonance (NMR), fluorescence cell sorter and CT scanning.

### BIOT 6340 – DNA FORENSICS (3 CH)

Forensic DNA analysis will provide students an understanding of the science of DNA analysis in a criminal investigation. Students will gain an understanding of the history of forensic DNA analysis, sample collection and storage, DNA extraction, quantitation, amplification and separation, short tandem repeat (STR) marker analysis, and analysis of non-autosomal DNA including mitochondrial DNA, Y-chromosome DNA and X-chromosome DNA.



## Department of Microbiology

### **DEPARTMENTAL CHAIR**

Richard Wallace, MD

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### **DEPARTMENTAL OBJECTIVES**

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

# Department of Pulmonary Immunology

## **DEPARTMENTAL CHAIR**

Krishna Vankayalapati, PhD  
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## **DEPARTMENTAL OBJECTIVES**

To provide high-quality immunology instruction to students in graduate programs at the university and carry out nationally competitive research in pulmonary immunology and infectious diseases.












Advancing education.  
Advancing research.  
Advancing healthcare.  
*Together.*

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