

# The University of Texas Health Science Center at Houston

## General Information Catalog 2018 – 2020



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

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## Message from the President



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

Welcome to UTHealth and to this pivotal next step in your academic career. You have chosen an educational institution that places its value in your success and your fulfillment; that invests in you as a person. These next years will be both challenging and enriching, and will prepare you to make significant contributions in your chosen professional field.

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

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

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

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

Sincerely,

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

President

The University of Texas Health Science Center at Houston

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## Welcome from the Executive Vice President, Chief Academic Officer



**Michael R. Blackburn, Ph.D.**  
Executive Vice President  
Chief Academic Officer

Thank you for your interest in UTHealth. Whether you are a potential or existing student, faculty member, staff or community friend we invite you to learn more about our institution and why we pride ourselves in being Houston's Health University. Our vision is "Excellence above all" in the quest to be an acknowledged leader in the collaboration to treat, cure and prevent the most common diseases of our time through education, research and clinical practice.

The deans of our six schools have assembled dedicated teams of faculty and staff to provide the best education possible in medicine, nursing, dentistry, public health, biomedical informatics and the biomedical sciences. This is the most comprehensive collection of health education opportunities in Texas and we pride ourselves in training tomorrow's leaders in health care, research and education.

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

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

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

Sincerely,

**Michael R. Blackburn, Ph.D.**

Executive Vice President, Chief Academic Officer

## BOARD OF REGENTS

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### Officers

**Sara Martinez Tucker**  
Chairman

**Paul L. Foster**  
Vice Chairman

**Jeffery D. Hildebrand**  
Vice Chairman

**Francie A. Frederick**  
General Counsel to the  
Board of Regents

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### Members

*Terms Expire February 1, 2019*

**Paul L. Foster**  
El Paso

**Jeffery D. Hildebrand**  
Houston

**Ernest Aliseda**  
McAllen

*Term Expires May 31, 2019*

**Brittany Jewell**  
(Student Regent), Houston  
*Student Regent serves a one-year term.*

*Terms expire February 1, 2021*

**R. Steven Hicks**  
Austin

**David J. Beck**  
Houston

**Sara Martinez Tucker**  
Dallas

*Terms expire February 1, 2023*

**Janiece Longoria**  
Houston

**James C. "Rad" Weaver**  
San Antonio

**Kevin P. Eltife**  
Tyler

## ADMINISTRATIVE OFFICERS

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### The University of Texas System

**James B. Milliken**

Chancellor

**Scott C. Kelley, Ed.D.**

Executive Vice Chancellor for Business Affairs

**Raymond S. Greenberg, M.D., Ph.D.**

Executive Vice Chancellor for Health Affairs

**Steven Leslie, Ph.D.**

Executive Vice Chancellor for Academic Affairs

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

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

President

**Michael R. Blackburn, Ph.D.**

Executive Vice President  
and Chief Academic Officer

**Kevin Dillon, M.B.A., C.P.A.**

Senior Executive Vice President  
Chief Operating Officer

**John A. Valenza, D.D.S.**

Dean  
School of Dentistry

**Eric Boerwinkle, Ph.D.**

Dean  
School of Public Health

**Barbara J. Stoll, M.D.**

Dean  
McGovern Medical School

**Jiajie Zhang, Ph.D.**

Dean  
School of Biomedical Informatics

**Michelle C. Barton, Ph.D.**

**Michael R. Blackburn, Ph.D.**  
Dean  
MD Anderson UTHealth Graduate  
School of Biomedical Sciences

**Diane M. Santa Maria, DrPH, MSN, RN,  
APHN-BC**

*Ad Interim* Dean  
Cizik School of Nursing

## MISSION AND VISION STATEMENTS

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### Teaching, Searching, Serving

#### Mission Statement

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

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

#### To fulfill our mission, UTHealth:

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

#### Vision Statement

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

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

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

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

## GENERAL INFORMATION

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### History of The University of Texas System

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

Educating students, providing care for patients, conducting groundbreaking basic, applied and clinical research, and serving the needs of Texans and the nation for more than 130 years, UT System is one of the largest public university systems in the United States. Numerous campuses, schools, colleges, divisions and branches have been added to The University of Texas System at several locations throughout the state. The System now includes academic campuses in Arlington, Austin, Dallas, El Paso, Midland/Odessa (UT Permian Basin), San Antonio, Rio Grande Valley, and Tyler. The health science centers are located at Dallas, Galveston, Houston, San Antonio, and Tyler. The University of Texas MD Anderson Cancer Center is located in Houston.

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

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

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

- 1905 School of Dentistry (originally as the Texas Dental College)
- 1963 MD Anderson UTHealth Graduate School of Biomedical Sciences
- 1967 School of Public Health
- 1970 McGovern Medical School (2016 name change to John P. and Kathrine G. McGovern Medical School)
- 1972 Cizik School of Nursing (2017 name change to Jane and Robert Cizik School of Nursing)
- 1973 School of Biomedical Informatics (originally as the School of Allied Health Sciences)
- 1990 Harris County Psychiatric Center



1995 Brown Foundation Institute of Molecular Medicine for the Prevention of Human Diseases

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

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

Today, UTHealth employs approximately 2,000 faculty and 6000 staff with more than 5,000 students enrolled in various health and biomedical disciplines at its component schools in Houston and at campuses located in Austin, Brownsville, Dallas, El Paso, and San Antonio.

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## University Campus Maps

The UTHealth campus is located in the heart of the Texas Medical Center (TMC) and is made up of six schools, four institutes and the UT Harris County Psychiatric Center (HCPC). Interactive maps of the UTHealth/TMC campus areas can be found online at <https://www.uth.edu/index/maps/>

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## UTHealth Addresses\*

### School of Dentistry

7500 Cambridge St.  
Houston, TX 77054

### McGovern Medical School

Medical School Building  
6431 Fannin  
Houston, TX 77030-1503

### MD Anderson UTHealth Graduate School of Biomedical Sciences

6767 Bertner Ave., Rm 3.8344  
Houston, TX 77030

### School of Biomedical Informatics

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

### Cizik School of Nursing

6901 Bertner  
Houston, TX 77030

### School of Public Health- Houston Main Campus

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

### Child Development Center

7900 Cambridge  
Houston, TX 77054-5500

### TMC Library

1133 John Freeman Blvd.  
Houston, TX 77030

### Harris County Psychiatric Center

2800 S. MacGregor Way  
Houston, TX 77021

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

1825 Hermann Pressler St.  
Houston, TX 77030

### Registrar Office

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

### Student Financial Services

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

**Bursar Office**

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

**Student Health and Counseling Services**

6410 Fannin, Suite 1010  
Houston, TX 77030

**UTHealth Administrative Offices**

(University Center Tower)  
7000 Fannin  
Houston, TX 77030

**UT Police Department**

7777 Knight Road  
Houston, TX 77054

**UTHealth Professional Building**

6410 Fannin  
Houston, TX 77030

\*Unless otherwise clearly posted or expressed by an authorized official of The University of Texas Health Science Center at Houston ( UTHealth), the various UTHealth facilities and locations are open only to persons with legitimate business purposes requiring presence at such facilities and locations. UTHealth allows only agents of UTHealth, employees acting within the scope of their employment with UTHealth, the Student InterCouncil, and other registered student, faculty, and staff organizations, or others as permitted by university policy to solicit on the grounds, sidewalks, or streets of the UTHealth campus, subject to certain restrictions as described in HOOP Policy 222, Concealed Handguns on Campus. Or in any building, structure, or facility owned, controlled, or operated by UTHealth.

On August 1, 2016 the “Campus Carry Law” went into effect permitting licensed holders to carry a concealed handgun on or about the license holder’s person while the license holder is on the campus, subject to certain restrictions as described in HOOP Policy 222, Concealed Handguns on Campus. “Open carry” of handguns is not permitted on the university campus or premises located on the campus.

Possession of firearms on university premises is strictly regulated.

- Long guns (e.g., rifles and shotguns) are prohibited in university buildings at all times except if carried by police officers.
- Texas law forbids the open carrying of handguns on university premises at all times except by police officers.
- Only Holders of a Texas License to Carry a Handgun may carry concealed handguns on or about their person in limited areas at UTHealth as specified in HOOP Policy 222 Concealed Handguns on Campus. Full policy found at <https://www.uth.edu/hoop/policy.htm?id=aeb4da95-c86f-4e39-af0b-f7b6e4d228f2>. All persons on UTHealth property are subject to the policy.

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## Institutional Governance

Institutional governance at The University of Texas Health Science Center at Houston is supported by a system of councils and standing committees. As a whole, these councils enhance communication both vertically and horizontally within the university; enable leaders and constituent representatives from each of the major mission areas to participate in exchange of information and decision-making; and incorporate ideas and points of view from a variety of students, faculty and staff in the decision-making process. Deliberations and recommendations from councils provide assistance to executive leadership of the university as they make decisions

about the university's future and well-being. The University Executive Council is responsible for advising the President on key issues related to institutional governance and operations.

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## Development Board

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

## CENTERS, PROGRAMS AND INSTITUTES

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

A comprehensive listing can be found at <https://www.uth.edu/index/institutes-centers.htm>. Inquiries for more detailed information should be directed to the appropriate school.

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

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

The McGovern Center is housed in McGovern Medical School but serves all six UTHealth schools. Drawing from bioethics, history, health law, spirituality, literature and the arts, the Center directs several required courses across the campus. It also organizes numerous elective courses, lectures, research seminars, and faculty workshops and provides consultation services. It provides opportunities for collaborative research and professional development for students, residents and faculty. The Center collaborates with other academic institutions in Houston, including Rice University, UT MD Anderson Cancer Center and the University of Houston, as well as the Museum of Fine Arts and the Jung Center.

In 2005 the Center created the Sacred Vocation Program (SVP) for the healthcare industry. This experiential program includes both personal and workplace transformational workshops with the goal of reconnecting healthcare professionals to the vocation and enabling workplaces to nurture their employees. To date the SVP has been implemented in health care systems and social service agencies throughout the United States. It has also become a required element in several McGovern Medical School residency programs.

In 2009, the Center launched a Campus-Wide Ethics Program to enhance the ethics and professionalism curricula at each of the six UTHealth schools. Effective in 2011, all UTHealth students

are required to take an introductory ethics and professionalism curriculum called, "The Brewsters." The Brewsters, available on-line, is a choose your own adventure, three-act experience where students immerse themselves as fictional characters caught up in ethical dilemmas.

The Center also sponsors a Postdoctoral Program that draws from a national pool of applicants. It welcomes two Postdoctoral Fellows for two years at a time. The Fellows spend their time teaching and working in Center programs and pursuing their own research and scholarship.

In 2016, the Center initiated a Campus-Wide Humanities and Ethics Program that works with faculty in all six UTHealth schools, focusing on problem-solving in areas of ethics and professionalism.

Website: <https://med.uth.edu/mcgovern/>

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## The University of Texas Harris County Psychiatric Center

The University of Texas Harris County Psychiatric Center (HCPC) opened in 1986 and is the only acute care, public psychiatric facility in Harris County serving persons with debilitating chronic mental illness. It is fully accredited by The Joint Commission, which recognized HCPC as a Top Performer in Key Quality Measures for 2015.

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

HCPC and the McGovern Medical School Department of Psychiatry & Behavioral Sciences offer a comprehensive program of in-patient (HCPC) and outpatient (Department of Psychiatry & Behavioral Sciences) diagnostic and treatment services for:

- Adults 18 and up with bipolar disorder, depression, schizophrenia, dementia, psychosocial or personality disorders; and,
- Children and adolescents, ages 3 through 17, with depression, bipolar disorder, schizophrenia, personality disorders, attention deficit disorders and hyperactivity disorders.

HCPC's treatment programs offer individualized treatment plans; individual and group counseling and therapy; family participation; discharge planning and community follow-up referrals. In 2015, HCPC established geriatric psychiatry and ECT services (including outpatient treatment). HCPC utilizes a multidisciplinary team approach, including, as needed, psychiatrists, nurses, residents, psychologists, social workers, clinical programming therapists, dietitians and clergy.

HCPC serves more than 9,000 patients annually. Additionally, approximately 2,000 students receive practical experience in the fields of medicine, psychiatry, psychology, nursing, social work, pharmacy, and recreational therapy.

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

Website: <https://hcpc.uth.edu/>

## TEXAS MEDICAL CENTER

### Texas Medical Center

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

TMC comprises 21 renowned hospitals containing a total of more than 9200 licensed beds, 14 support organizations, 10 academic institutions, eight academic and research institutions, seven nursing programs, three public health organizations, three medical schools, two pharmacy schools, and a dental school. A high school for the health professions and a community college specializing in health careers training plus other graduate and post-graduate schools and programs provide training in the allied health professions. Nearly 72,000 students work and study within the TMC.

More than 160 permanent buildings, not including Rice University, occupy nearly 1,000 acres that include 15 patient care facilities and 21 academic and research institutions, housing 20,000 advanced-degreed professionals in the life sciences. There are approximately 12,000 volunteers who assist with a wide variety of tasks benefiting the TMC.

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

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

A major part of this “biomedical city” is UTHealth, the most comprehensive and diverse of the academic health institutions in the Texas Medical Center with six schools, three faculty practice plans, five institutes, myriad centers of excellence and a psychiatric hospital.

### **MEMORIAL HERMANN HOSPITAL-TEXAS MEDICAL CENTER, CHILDREN’S MEMORIAL HERMANN HOSPITAL AND TIRR MH**

The Memorial Hermann-Texas Medical Center (TMC) Campus is home to three hospitals: Memorial Hermann–Texas Medical Center, Children’s Memorial Hermann Hospital and Memorial Hermann Orthopedic & Spine Hospital.

Part of the 15-hospital Memorial Hermann Health System, Memorial Hermann-TMC and Children’s Memorial Hermann Hospital serve as primary teaching hospitals for McGovern Medical School at Houston, ensuring that patient care is based on new knowledge at the frontiers of medicine.

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## Memorial Hermann-Texas Medical Center

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

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

Through revolutionary advances in medicine and surgery, Memorial Hermann-TMC set new standards of care for the nation and has been recognized as an industry leader by prestigious national organizations, including the University Health System Consortium, the LeapFrog Group and the American Heart/American Stroke Association. The Memorial Hermann-TMC Campus is also Magnet® recognized for excellence in nursing services by the American Nurses Credentialing Center.

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## Children's Memorial Hermann Hospital

Children's Memorial Hermann Hospital treats patients with the technological advances and healing expertise of a university-affiliated academic hospital, while providing compassionate care for children and their families.

Children's Memorial Hermann Hospital is the primary teaching institution for the pediatrics and obstetrics/gynecology programs at McGovern Medical School. The hospital's healthcare professionals are focused on the specialized needs of women and children, with an emphasis on quality, customer service and leading-edge research.

The hospital offers the latest advances in maternal-fetal medicine and neonatal critical care services, as well as renowned programs in pediatric trauma, neuroscience, pulmonology and cardiac services. Interdisciplinary teams include experienced nurses, child life specialists, pediatric respiratory therapists, pediatric clinical pharmacists, social workers and more. In 2012, Children's Memorial Hermann Hospital became the first in Texas to perform in-utero surgery in the treatment of Spina Bifida.

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

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## Memorial Hermann Orthopedic & Spine Hospital

Memorial Hermann Orthopedic & Spine Hospital brings Memorial Hermann's exemplary standards for patient safety, quality and excellence to a facility that is focused solely on orthopedic and spine care. Memorial Hermann Orthopedic & Spine Hospital is dedicated to the highest quality service, easy access and optimum outcomes for patients undergoing orthopedic and spine surgery.

From affiliated physicians to support personnel, the staff at Memorial Hermann Orthopedic & Spine Hospital is specially trained and dedicated to helping patients undergo inpatient procedures that restore or improve functionality and allow them to return to an active lifestyle. The convenient central location and small size make it ideal for outpatient surgery and services such as knee, shoulder and hip arthroscopy as well as pain management and rehabilitation.

At Memorial Hermann Orthopedic & Spine Hospital, patients have access to the very latest surgical technology, including minimally invasive, arthroscopic and endoscopic procedures, as well as computer-assisted guidance for joint surgery and spine surgery. The hospital offers a wide variety of inpatient and outpatient orthopedic and neuro-spine services.

Onsite imaging services (radiology, MRI, CT, fluoroscopy and digital X-ray), in addition to physical and occupational therapy, translate to convenience for patients both pre- and post-operatively. Patients also have a choice to rehabilitate close to home with Memorial Hermann's extensive network for physical therapy at convenient locations throughout the Greater Houston area.

Website of Memorial Hermann locations: <http://www.memorialhermann.org/locations>

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## The University of Texas MD Anderson Cancer Center

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

Since 1941, patients have turned to MD Anderson for cancer care in the form of surgery, chemotherapy, radiation, immunotherapy, or combinations of these and other treatments. This multidisciplinary approach to treating cancer was pioneered at MD Anderson. Because they focus only on cancer, the center's experts are renowned for their ability to treat all types of cancer, including rare or uncommon diseases.

In 2017, close to 137,000 patients, about one-third of them new patients, sought care at MD Anderson. About one-third of these patients come to Houston from outside Texas seeking the research-based care that has made the institution so widely respected. MD Anderson's clinical trials exploring novel therapies and diagnostic tests continues to be one of the largest such programs in the nation.

Important scientific knowledge gained in the laboratory is rapidly translated into clinical care. In FY17, the institution spent more than \$844 million in research. MD Anderson ranks first in the number of research grants awarded by the National Cancer Institute. The institution holds 10 NCI Specialized Programs of Research Excellence grants.



In FY17, more than 7,100 trainees including physicians, scientists, nurses and allied health professionals, took part in educational programs. The School of Health Professions offers 10 bachelor's programs and two master's programs in allied health disciplines.

More than 1,700 clinical residents and fellows receive specialized training in the investigation and treatment of cancer each year. More than 400 graduate students are working on advanced degrees at the Graduate School of Biomedical Sciences in which MD Anderson cooperates with UTHealth, and nearly 1,800 research fellows are being trained in MD Anderson laboratories.

MD Anderson employs over 19,500 people, including more than 1,700 faculty members. A volunteer corps of about 1,100 onsite and 2,000 off-site people supplement its workforce; these volunteers provide more than 120,000 hours of service each year. Faculty, staff and volunteers are dedicated to MD Anderson's mission of eliminating cancer as a major health threat.

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

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### Texas Medical Center Library



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

Currently, the library subscribes to 275 electronic databases, over 21,000 electronic journals, and 64,000 e-books, which are available through the library's website after registration through the library. Major subscription databases include: Clinical Key, Psychiatry Online, Access Medicine, CINAHL, JAMA Evidence, and Visual DX. Additionally, the library provides access to an index of over 200 Open Access databases.

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



## ACADEMIC GENERAL INFORMATION

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

School/Program	Degree	Cert.	Bach.	Mast.	Doc.
School of Dentistry	<b>D.D.S.</b>				X
	<b>Oral and Maxillofacial Surgery Certificate</b> (4 years post-DDS)	X			
	<b>Oral and Maxillofacial Surgery Certificate/MD*</b> (6 years post-D.D.S.) *MD degree conveyed by McGovern Medical School	X			X
	<b>Advanced Education Programs</b> General Practice Residency (GPR) Advanced Education in General Dentistry (AEGD) (certificate only):	X			
	<b>M.S.D*</b> . Endodontics, Periodontics, Prosthodontics (*M.S.D. is required in these programs in addition to the certificate); Orthodontics, Pediatric Dentistry (certificate program, M.S.D. is optional)	X			X
	<b>B.S. in Dental Hygiene</b>			X	
	<b>Dental Hygiene Certificate Program</b>	X			
<b>MD Anderson UHealth Graduate School of Biomedical Sciences</b>	<b>M.S. in Biomedical Sciences</b> (with concentrations in Biomedical Sciences; Biochemistry and Cell Biology; Cancer Biology; Genetics and Epigenetics; Quantitative Sciences; Microbiology and Infection Diseases; Therapeutics and Pharmacology; Immunology; and Neuroscience. Specialized MS Programs: Genetic Counseling, and Medical Physics.)			X	

School/Program	Degree	Cert.	Bach.	Mast.	Doc.
<b>MD Anderson UTHealth Graduate School of Biomedical Sciences</b>	<b>Ph.D. in Biomedical Sciences</b> (with concentrations in Biomedical Sciences; Medical Physics; Biochemistry and Cell Biology; Cancer Biology; Therapeutics and Pharmacology; Genetics and Epigenetics; Immunology; Microbiology and Infectious Diseases; Neuroscience, and Quantitative Sciences.				X
	<b>Certificate in Medical Physics</b>	X			
<b>School of Biomedical Informatics</b>	<b>Certificate in Public Health Informatics</b>	X			
	<b>M.S. (in Biomedical Informatics )</b> (Focus areas in Applied Biomedical Informatics, Biomedical Engineering, Clinical Informatics, Computational Biomedicine, Learning and Technology and Public Health Informatics)			X	
	<b>Ph.D. (in Biomedical Informatics)</b> (Focus areas in Biomedical Engineering, Clinical Informatics, Computational Biomedicine, Learning and Technology and Public Health Informatics)				X
	<b>DHI (in Health Informatics)</b> A new practice doctorate in health informatics will be implemented in Fall 2019. Information regarding this new doctoral degree will be posted on the school website.				X
<b>McGovern Medical School</b>	<b>M.D.</b>				X
	<b>M.S. in Clinical Research</b>			X	
<b>Cizik School of Nursing</b>	<b>B.S.N.</b>		X		
	<b>M.S.N.</b>			X	
	<b>Ph.D. (in Nursing)</b>				X
	<b>D.N.P.</b>				X
<b>School of Public Health</b>	<b>M.P.H. (in Public Health)</b>			X	
	<b>M.S. (in Public Health)</b>			X	
	<b>Dr.P.H. (in Public Health)</b>				X
	<b>Ph.D. (in Public Health)</b>				X
	<b>Certificate in Public Health</b>	X			
	<b>Certificate in Public Health Informatics</b>	X			

## Accreditation

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

While SACSCOC accredits the total institution, many of the academic degree programs offered at UTHealth also undergo accreditation by specialized accrediting bodies, including:\*

School	Degree or Certificate	Accrediting agency
<b>School of Dentistry</b>	<b>D.D.S.</b>	American Dental Association Commission on Dental Accreditation
	<b>M.S.</b>	American Dental Association Commission on Dental Accreditation
	<b>Advanced Education Certificate Program</b>	American Dental Association Commission on Dental Accreditation
	<b>B.S. (Dental Hygiene)</b>	American Dental Association Commission on Dental Accreditation
	<b>Dental Hygiene Certificate Program</b>	American Dental Association Commission on Dental Accreditation
	<b>Oral and Maxillofacial Surgery Certificate Program</b>	American Dental Association Commission on Dental Accreditation
<b>MD Anderson UTHealth Graduate School of Biomedical Sciences</b>	<b>M.S. with specialization in Genetic Counseling</b>	American Board of Genetic Counseling
	<b>M.S. with specialization in Medical Physics</b>	Commission on Accreditation of Medical Physics Education Programs
	<b>M.S.</b>	
	<b>Ph.D.</b>	
<b>McGovern Medical School</b>	<b>M.D.</b>	American Medical Association/ Association of American Medical Colleges Liaison Committee on Medical Education (LCME)
		Accreditation Council for Graduate Medical Education (ACGME)
		Accreditation Council for Continuing Medical Education (ACCME)
	<b>M.S. in Clinical Research</b>	
<b>School of Biomedical Informatics</b>	<b>M.S.</b>	The Commission on Accreditation for Health Informatics and Information Management Education (CAHIM)
	<b>Ph.D.</b>	

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

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

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

## Academic Qualifications

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

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

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

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## Academic Fresh Start

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

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## Academic Common Market

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

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## Tuition and Fees

Tuition and fees are subject to change and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. Student fees are authorized by state statute; the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

Please refer to the Office of Registrar website at <https://www.uth.edu/registrar/current-students/registration/tuition--fee-schedule.htm> for the current Tuition and Fee Schedules. Information regarding the mandatory fees (charged to all UTHealth students) listed below are also found on this website.

- Audit Fee: \$25 per course (when applicable)
- Credit Card Use Fee: currently at 2.5%
- Graduation Fee: \$100.00 billed in the last academic year of degree program.
- Information Technology Access Fee: \$108/year or \$36/semester
- Installment Use Fee: \$20.00
- Late Payment Fee: \$25.00
- Late Registration Fee: \$25.00
- Return Check Fee: \$25/per check
- Reinstatement Fee: \$200
- Student ID Replacement Fee: \$10/per ID card
- Student Records Fee: \$5/semester, \$15/year for DDS and MD

- Student Services Fee: \$566.25 per 12-month (full time student rate)

For additional tuition and fee information go to the Office of the Registrar's website under Current Students/Student Information for a list of general information helpful to all students. This website reflects current information regarding tuition and fee exceptions and/or waivers, Veterans education benefits, and the Policy for Texas Resident Tuition. Please refer to the Office of Registrar website at <https://www.uth.edu/registrar/current-students/student-information/general-information.htm>

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## Tuition and Fees Payment Policy

Payment of tuition and fees is due no later than payment due date. Due dates are listed on the charges tab of the student "MyUTH" account or are available on the Registrar's website at <https://www.uth.edu/registrar/current-students/registration/payment-methods.htm>

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

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

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

Payment of tuition and fees may be paid in full or in installments for the fall, spring and summer 12 week semester. A nonrefundable Installment Use Fee of \$20 will be assessed for the use of the installment plan. A \$25 Late Payment Fee will be assessed if the initial payment is late; a

\$25 charge will be assessed for each subsequent delinquent installment payment. Certain fees, such as health insurance, liability insurance and the installment use fee must be paid in full at the initial payment and may not be paid in installments. Check with the Bursar's Office for a complete list of fees.

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

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

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

Bursar's Office  
The University of Texas Health Science Center at Houston University Center Tower  
7000 Fannin, Suite 2240  
713-500-3380  
Bursar Website: <https://inside.uth.edu/finance/bursars/student/tuition-and-fees.htm>

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## Adding, Dropping and Withdrawing Courses

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

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

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

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

Class Schedule Contents with add/drop and information can be found on MyUTH class search.

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## Refund Policy

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

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

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

(fall, spring, 12 week summer semesters)

Prior to the first day of the session	100%
During the first five class days of the term	80%
During the second five class days of the term	70%
During the third five class days of the term	50%
During the fourth five class days of the term	25%
After the fourth five class days of the term	None

(6 week summer semester)

Prior to the first day of the session	100%
During the first, second, or third class days of the session	80%
During the fourth, fifth, or sixth class days of the session	50%
After the seventh day of class and thereafter	None

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

**Bursar Office**

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

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## Teaching Affiliations

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

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

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

**The University of Texas MD Anderson Cancer Center** and UTHealth, together with the Texas A&M Institute of Biosciences and Technology, collaborate extensively in research and education. Many of the MD Anderson Cancer Center faculty have joint appointments in most



UTHealth units, and UTHealth students and residents gain clinical experience at MD Anderson Cancer Center in a variety of medical, dental and nursing specialties.

**McGovern Medical School** has affiliations with more than fifteen institutions where residents rotate for their training, including the Memorial Hermann Hospital System for most of the 110 training programs; Lyndon B. Johnson Hospital; MD Anderson Cancer Center; Harris County Psychiatric Center; The Methodist Hospital; Shriners Hospitals for Children–Houston; Texas Children’s Hospital; and, Woman’s Hospital of Texas.

**The UTHealth School of Dentistry** has affiliations with institutions for dental student, dental hygiene student, and resident rotations and training. Hospital affiliations include: Ben Taub General, LBJ General, Memorial Hermann, The Methodist Hospital, Shriners Hospital, St. Luke’s Hospital, Texas Children’s Hospital, The Institute for Rehabilitation and Research, MD Anderson Cancer Center, and the Veterans Affairs Medical Center. Community clinics and organizations include: Bering-Omega Clinic, CHRISTUS Foundation HealthCare, City of Houston, Communities in Schools-Houston, ECHOS-Houston, Epiphany Charities, Harris County, Harris County Hospital District, Healthcare for the Homeless-Houston, Holly Hall Retirement Center, Houston ISD, Jasper-Newton County Health Services, Mission of Yahweh, Orange (TX) Christian Services, San Jose Clinic, and TOMAGWA HealthCare Ministries Clinic.

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

Texas Southern University (social work, and health information management); Texas Woman’s University (nursing); University of Houston (nursing, psychology, and social work); University of Houston-Clear Lake (psychology and counseling/educational psychology); University of Houston Sugar Land (nursing); University of St. Thomas (nursing); UT Arlington (nursing); UT Austin (social work); UT Medical Branch Galveston (nursing); Texas A&M University (psychology); Sam Houston State (psychology); Texas Tech University (psychology); and, Wayland Baptist University (nursing). HCPC trains psychology interns from a variety of institutions.

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

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## Concurrent/Inter-Institutional Enrollment

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

The mechanism for payment of tuition and fees vary according to the individual institution. Consult with the Registrar's Office for specific details at the following website: <https://www.uth.edu/registrar/current-students/student-information/concurrentinter-institutional-enrollment.htm> or call 713-500-3388.

## STUDENT GENERAL INFORMATION

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### Student Government

UTHealth 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 UTHealth student governance body is the Student InterCouncil (SIC), which is comprised of representatives from each of UTHealth's six schools and includes representatives from the traditionally underrepresented minority and international student constituencies.

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

Learn more about the Student InterCouncil at its website.

Website: <https://www.uth.edu/sic>

### Student Organizations

UTHealth encourages its students, faculty, and staff to develop collegial relationships, and has established specific policies that govern organizations formed by those affiliated with the university.

Pursuant to policy, membership in a UTHealth registered student organization is limited to only students, faculty, and staff of UTHealth. The organization may not suggest or imply that it is acting with the authority or as an agency of UTHealth or UT System.

UTHealth requires all student organizations to register annually with the university under Handbook of Operating Procedures (HOOP) Policy 110, Student Organizations (<http://www.uth.edu/hoop/policy.htm?id=1448068>)

A Student Organization Manual-Guidelines and Procedures is available at <https://inside.uth.edu/academics/organizations.htm> The manual was created to provide easy access to important information for student leaders, advisors and student affairs staff. The information in the manual will assist students in creating new student organizations and understanding the requirements for annual registration at UTHealth.

Students should contact their respective school's Office of Student Affairs for application instructions for student organization registration and/or renewal. The manual, Instructions and online applications can be found at <https://inside.uth.edu/academics/organizations.htm>

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## Student Fee Advisory Committee

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

## STUDENT SERVICES

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### Registrar

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

Additional services provided by the Registrar's Office include the issuance of transcripts, certification of student status, degree verification, Veteran's Administration counseling and verification, residence determination and enrollment verification. The office, in conjunction with the Office of International Affairs, assists foreign students in maintaining their student status.

For further information, contact:

Office of the Registrar  
The University of Texas Health Science Center at Houston  
P.O. Box 20036  
7000 Fannin, Suite 2250  
Houston, Texas 77225  
(713) 500-3388  
email: registrar@uth.tmc.edu  
Website: <https://www.uth.edu/registrar/>

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## Student Financial Services

### Types of Aid:

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

### Applications:

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

**Veterans and Service Members:**

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

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

**Eligibility:**

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

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

**Contact Information:**

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

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

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**Office of the Bursar**

The Bursar's Office (also known as the Cashier's Office) is responsible for assessment and collection of tuition and fees, processing institutional deposits, remission of tuition, fees and sales tax to the State, financial reporting, issuing 1098T tax forms, reconciliation of various revenue accounts and providing quality customer service to students, faculty and staff. The primary purpose of this office is to assess and collect tuition and fees from students and third party sponsors, including providing and maintaining multiple installment payment plans, distributing financial aid, emergency loans and refunds. This office works closely with the Registrar and Student Financial Service offices to support the needs of the students.

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

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

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

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## Office of International Affairs

The Office of International Affairs (OIA) serves as the internal institutional resource to facilitate and oversee institutional compliance with state, local, and federal laws and regulations regarding the immigration status of all non- U.S. citizens who participate in the academic, research, and clinical endeavors of The University of Texas Health Science Center at Houston.

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

To ensure compliance with federal, state, and local regulations as well as institutional policies, all non-U.S. citizens must check-in with the Office of International Affairs prior to registering for classes in order to obtain the appropriate clearance to begin studies. All non-U.S. citizen students located at School of Public Health campuses outside Houston must check in with the Regional Coordinator located at each campus.

The Office of International Affairs is located in the University Center Tower, Suite 130 (first floor). Office hours are Monday - Friday, 8:00 a.m. to 5:00 p.m. (with the exception of Thursdays when the office is closed from 2:00 p.m. to 5:00 p.m.). Appointments are strongly encouraged to ensure that an International Visitor Advisor is available to assist in answering student questions or concerns.

For further information, and/or to make an appointment, contact:

Office of International Affairs  
7000 Fannin St., Suite 130 (first floor)  
Houston, Texas 77030

Mailing Address:  
P.O. Box 20036  
Houston, Texas 77225

(713) 500-3176 FAX (713) 500-3189  
(713) 200-1825 (after hour emergency pager)  
email: [utoiahouston@uth.tmc.edu](mailto:utoiahouston@uth.tmc.edu)  
Website: <https://www.uth.edu/international-affairs/>

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## Office of Diversity & Equal Opportunity

The Diversity & Equal Opportunity Office (EO) within Human Resources upholds UTHealth's commitment to equal educational opportunity. Key functions of this office that provide services to students include:

Facilitating the reasonable accommodation process for:

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

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

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

For additional information, contact:

Office of Diversity & Equal Opportunity  
7000 Fannin, Suite 150  
Houston, Texas 77030  
(713) 500-2255  
Website: <https://www.uth.edu/hr/department/equal-opportunity/>

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## Student Health and Counseling Services

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

### Medical Services:

Medical services are available for all UTHealth students and their dependents. Services available include immunizations, tuberculosis screening, physical examinations, well woman examinations, flu shots, travel medicine, treatment of acute and chronic medical problems, and referrals to specialists as necessary. The clinic manages a 24-hour a day hotline for needlesticks and other exposures to hazardous body fluids. Students may report occupational exposures to our hotline at 713-500-OUCH. An on-site Class D pharmacy offers many prescription medications for common illnesses and oral contraceptives. The clinic is staffed by physicians who are board certified, both in Internal Medicine and Pediatrics.

### **Psychiatric and Counseling Services:**

Balancing personal life with the demands of academia can be challenging. Psychiatric and counseling services are available for all UTHealth students at no additional cost. Available services include psychiatric evaluation treatment and psychotherapy for a wide variety of concerns including depression, anxiety, ADHD, academic difficulties, alcohol/substance abuse, eating disorders, insomnia, relationship concerns, smoking cessation, and suicidal/self-injurious thoughts. Referrals are not required and students requesting these services are strongly encouraged to call and make an appointment.

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

Student Health and Counseling Services is located in the UT Professional Building, Suite 130.

Office hours are 8:00 a.m. - 5:00 p.m. Appointments are preferred but not required for acute illness and emergencies. For more information, contact:

UT Student Health and Counseling Services  
The University of Texas Professional Building  
6410 Fannin, Suite 130  
Houston, Texas 77030  
(713) 500-5171 FAX (713) 500-0605  
Website: <https://www.uth.edu/studenthealth>

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## **Student Health Insurance**

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

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

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

For further information, contact: Auxiliary Enterprises

The University of Texas Health Science Center at Houston 7779 Knight Road  
Houston, Texas 77054  
(713) 500-8400 FAX (713) 500-8409  
email: [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu)  
Website: <https://www.uth.edu/auxiliary-enterprises/insurance>

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## Child Development Center

UTHealth operates a Child Development Center (-CDC) for children ages six weeks through kindergarten, located within the University Housing complex at 7900 Cambridge. The Center offers a safe, enriching and explorative environment where children enjoy learning and playing. The educational environment for infants is designed to provide visual and auditory stimulation in a warm, wholesome and nurturing setting. The program for toddlers and older children features open learning centers that provide for individual instructional activities with large and small group interaction. All children are encouraged to develop according to their own unique abilities, interests and growth rates.

In addition to being licensed by the State of Texas, the CDC is nationally accredited by the Southern Association of Colleges and Schools (SACS). The CDC program was the first nationally accredited center in the Texas Medical Center. The CDC offers a structured, full day kindergarten program with before-and after-school care available, and also participates in the Texas School Ready Program through the UTHealth Children's Learning Institute. The CDC is open from 6:00a.m. to 6:00 p.m., Monday through Friday and is closed on all holidays observed by UTHealth.

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

Enrichment classes (e.g., karate, dance, soccer, gymnastics) are available during the school year, while swimming is offered during the summer months. These extra enrichment classes are optional and are available at additional cost.

Tours are available by appointment on Tuesday, Wednesday and Thursday from 9:00 a.m. until 4:00 p.m.

Child Development Center

The University of Texas Health Science Center at Houston 7900 Cambridge

Houston, Texas 77054

(713) 500-8454

Website: <https://www.uth.edu/child-development-center>

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## University Housing

University Housing consists of three unique apartment communities. Each apartment is carpeted and equipped with an all-electric kitchen. The Phase I complex was built in 1982 and features first and second floor units in one, two, and three bedroom floor plans. Phase I offers coin-operated washers and dryers housed in three laundry rooms.

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

Phase III, opened in May 2014, was built in the same style and offers the same amenities of the Phase II property as well as granite countertops in the bathrooms and kitchen with wood flooring in the kitchen, living and bathroom areas.



The entrance to all three properties is monitored by a 24-hour guard. Residents enjoy the amenities of a commons room, swimming pool and close proximity to the Child Development Center, the UT Recreation Center and the UTHealth shuttle.

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

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

For further information contact:

University Housing  
The Leasing Office  
1885 El Paseo  
Houston, Texas 77054  
(713) 500-8444 FAX 500-8448  
Website <https://www.uth.edu/housing/>

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## Transportation

UTHealth provides a circulator shuttle for all UTHealth students, faculty and staff. UTHealth identification badges are required for access onto the shuttle. The shuttle service is contracted through Groome Transportation and operates from 6:00 a.m. to 8:30 p.m. Monday through Friday, excluding official university holidays. During peak operating hours (6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m.) the shuttle runs every 10-15 minutes. Shuttle stops are located at: University Housing, Recreation Center, University Center Tower, Cizik School of Nursing, Graduate School of Biomedical Sciences, McGovern Medical School, School of Public Health, School of Dentistry and the Research Park Complex. The real-time location of each shuttle can be tracked online at <https://uthealth.doublemap.com> or by downloading app DoubleMap and search for UTHealth (for mobile devices). For information regarding shuttle services or routes, please contact Auxiliary Enterprises at [shuttle@uth.tmc.edu](mailto:shuttle@uth.tmc.edu) or visit the website at <https://www.uth.edu/shuttle>.

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

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## General Parking Information for UTHealth Students

Student may obtain contract parking from UTHealth or the Texas Medical Center (TMC). For UTHealth student parking information, call 713/500-3405 or visit <https://www.uth.edu/parking>. For TMC information, call 713/791-6161 or visit <http://www.tmc.edu/contact/parking/> (under the Parking & Transportation tab click on Contract Parking). Reduced rate parking is available at these remote lots: UT South Campus Lot, TMC South Extension Lot, TMC Smith Lands and TMC South Main Lot. Some remote parking lots offer free shuttle service to the main campus and/or "after hours" privileges to park in the main campus garages.

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

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## UTHealth On-Campus Parking Available to Students

**University Center Tower (UCT) Garage (7000 Fannin at Pressler):** Full-access contract parking at the UCT garage is available only to employees in the UCT and Institute of Molecular Medicine (IMM) buildings. However, after-hours parking contracts are available to all students (see below). In addition, all currently enrolled students who visit UCT for student-related business (i.e. Registrar, financial aid, and Bursar's office) are granted complimentary parking validation for one and a half hours upon presenting a valid current student ID badge and parking ticket to the Parking Office on the first floor of UCT (parking in excess of 1-1/2 hours is at the student's expense).

**University Professional Building (UPB) Garage (6414 Fannin):** Full-access contracts are not available to students at the UPB Garage. However, after-hours contracts are available (see below). The Prairie View A&M University (PVAMU) Garage at 6436 Fannin (next to UPB Garage) offers 24/7 month-to-month parking contracts to UTHealth students on a first-come, first-served basis. Students may purchase a parking contract for the PVAMU Garage by presenting a valid student ID at the UPB Parking Office.

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

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

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

**After-Hours Parking Contracts** are available for UCT Garage, UPB Garage and SON/SPH lots. These contracts allow parking at the designated facility lots Monday through Friday from 5:00 pm to 8:00 am, or any time on weekends. The cost for an after-hours parking contract is \$30 per six-month period (January-June and July-December) plus a one-time non-refundable parking card activation fee of \$10. (After-hours parking at the RPC Lot is included with the purchase of a full-access contract at UT South Campus)

For further information contact:

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

UTHealth Parking Services UPB  
6414 Fannin (UPB)  
Houston, TX 77030  
(832) 325-7655

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## Alternative Transportation Options

**Van Pool Info:** METRO Star offers a monthly subsidy per van pool riders who ride at least twelve times per month round trip. The subsidy is provided direct to the vanpool driver's account and the savings passed on to the rider. To form or join a vanpool, please register on METRO's online website at [www.ridemetro.org](http://www.ridemetro.org) or call METRO at (713) 224-RIDE (7433).

**METRO:** METRO offers a 50% discount off the full fare for all local Park and Ride or METRO Rail rides for students. Student must obtain a letter showing you are a registered student of the university. The letter can be obtained by presenting a current UTHealth Student ID Badge at one of the UTHealth Parking Offices: UCT Lobby-7000 Fannin or UTPB Garage-6414 Fannin. The letter and student ID must be presented to the METRO Ridestore, 1900 Main Street, 1st floor, to obtain a picture ID METRO QCard. METRO is open Monday through Friday, 8:00 a.m. to 5:00 p.m., and can be reached by riding the METRO Rail Line to Downtown Transit Center stop. Contact METRO at (713) 739-6968 for more information.

For additional information please contact:

UTHealth Parking/ Shuttle Services at  
email: [Parking@uth.tmc.edu](mailto:Parking@uth.tmc.edu)  
Website: <https://www.uth.edu/parking>

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## Bookstores

Follett Higher Education Group operates three UTHealth campus bookstores at McGovern Medical School, the School of Dentistry and the Cizik School of Nursing.

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

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

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

UTHealth campus stores also partner with Club Colors to fill special order items for groups or individuals. Visit [www.clubcolors.com](http://www.clubcolors.com) to browse their selection of customizable products. Please contact your campus store for details regarding special orders through Club Colors.

For further information, contact:

McGovern Medical School Campus Store #1393  
6431 Fannin, Suite B600  
Houston, TX 77030  
(713) 500-5860 FAX (713) 500-0540  
Website: <https://www.bkstr.com/utmedicalstore/home/en>  
Hours of operation: 8:30 am to 5:00 pm Monday to Friday

School of Dentistry Campus Store #1394  
7500 Cambridge, Rm 2202  
Houston, Texas 77054  
(713) 486-4450 FAX (713)486-4449  
Website: <https://www.bkstr.com/utdentalstore/home/en>  
Hours of operation: 8:00 am to 4:30 pm Monday to Friday

Cizik School of Nursing Campus Store #1392  
6901 Bertner, Room 280  
Houston Texas 77030  
(713) 500-9561 FAX (713) 500-0982  
Website: <https://www.bkstr.com/utnursingstore/home/en>  
Hours of operation: 8:30 am to 5:00 pm Monday to Friday

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## University Dining and Catering Services

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

Phone: 713-500-8405

Catering: 713-500-9103

Website: [www.uth.edu/dining-catering](http://www.uth.edu/dining-catering)

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

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

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

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

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

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## Recreation Center Facilities and Programs

The UT Recreation Center, adjacent to University Housing offers high quality recreational and athletic facilities featuring a variety of programs and equipment designed for health, fitness, fun and relaxation.

Programs consist of personal training, motivational and incentive programs, group fitness classes, American Heart Association CPR/AED and First Aid Certifications, team and individual recreational sports and seasonal swim lessons all centered upon the facilities:

- Heated outdoor Olympic size pool
- Strength training equipment
- Cardiovascular equipment w/individual TVs, personalized tracking programs and Wi-Fi
- Leisure games – Table Tennis and Billiards
- Racquetball Court
- Outdoor basketball courts
- Tennis courts
- Sand Volleyball courts
- Athletic fields – softball, football, soccer and recreational activities (seasonal)
- Outdoor Jogging/Walking Trail and fitness stations

Membership is open to all Texas Medical Center faculty, staff, residents and students, UT System Alumni and families. For current UTHealth students, membership is included in the student service fees. A valid TMC institutional ID or proof of alumni status is required at time of purchase and renewal of any services offered. Memberships are offered on a monthly, quarterly or yearly basis for individuals or families. Family memberships extend to the eligible member's spouse and all dependents up to the age of 20 (children under 16 must be accompanied and supervised by a parent or guardian at all times while using the facilities). Summer Family Packages are available for pool use.

The facility is open seven days a week, closing only for major university holidays. For minor holidays, hours may be reduced, but will be announced in advance. Hours are Monday through Friday, 5:30 am to 10:00 pm, Saturday 8:00 am to 8:00 pm, and Sunday 10:00 am to 8:00 pm. The pool closes 30 minutes prior to the facility's closing time.

For further information, please contact:

UTHealth Recreation Center  
1832 West Road  
Houston, Texas 77054  
(713) 500-8420  
Website: <https://www.uth.edu/recreation-center/>

## STUDENT POLICIES

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### UTHealth Policy Information for Students

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

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

STUDENTS (INCLUDING RESIDENTS AND FELLOWS) ARE CHARGED WITH THE RESPONSIBILITY FOR KNOWLEDGE OF AND COMPLIANCE WITH ALL UTHEALTH POLICIES, REGULATIONS, AND PROCEDURES, INCLUDING, AS APPROPRIATE, POLICIES, REGULATIONS, AND PROCEDURES UNIQUE TO THE INDIVIDUAL SCHOOL OR PROGRAM IN WHICH THE STUDENT IS ENROLLED OR PARTICIPATES.

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

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

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

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

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

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

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### Student Complaints

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

- Complaints regarding the general or academic misconduct of another student;
- Complaints regarding discrimination and/or harassment, including sexual misconduct;

- Complaints regarding disability accommodations;
- Complaints regarding student educational records;
- Complaints regarding grades or grading;
- Complaints regarding other issues related to central student services; and
- Complaints regarding other issues related to individual schools.

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

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## University Emergency Communications

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

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

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

For more information regarding UTHealth emergency procedures please refer to HOOP Policy 85, Controlled Access for Emergency, Disaster or Severe Weather at <https://www.uth.edu/hoop/policy.htm?id=1448018>; HOOP 141, Emergency Management and Business Continuity Plans and HOOP 2, Campus Security.

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## Campus Security

UTHealth is committed to a safe and secure learning and working environment. To that end, the university strives to assure that its buildings and contents are secure and that members of the university community are properly identified and are given appropriate access to university facilities and amenities. Information about campus security can be found online in HOOP Policy 2, Campus Security <https://www.uth.edu/hoop/policy.htm?id=1447852>

Possession of firearms on university premises is strictly regulated.

- Long guns (e.g., rifles and shotguns) are prohibited in university buildings at all times except if carried by police officers.
- Texas law forbids the open carrying of handguns on university premises at all times except by police officers.

- Only Holders of a Texas License to Carry a Handgun may carry concealed handguns on or about their person in limited areas at UTHealth as specified in HOOP Policy 222 Concealed Handguns on Campus at <https://www.uth.edu/hoop/policy.htm?id=aeb4da95-c86f-4e39-af0b-f7b6e4d228f2>. All persons on UTHealth property are subject to the policy.

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

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

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

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## Making a False Alarm or Report

A person commits a felony offense under Texas law if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. The offense of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.

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## Conduct and Discipline

All UTHealth students are expected and required to obey federal, state, and local laws, university policy, and to comply with the directives issued by UTHealth or UT System administrative officials acting in the course of their authorized duties, and to obey standards of conduct appropriate for an academic institution. Any student who engages in conduct that violates UTHealth or UT System policies or rules, or federal, state, or local laws is subject to discipline, whether the conduct takes place on or off campus and whether civil or criminal penalties are imposed for such conduct.

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



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## Copyrighted Material and Software

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

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

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

UTHealth must also comply with copyright laws pertaining to computer software and with software license agreements. Students and employees utilizing university network resources, computers and/or computer peripherals for unauthorized duplication of copyrighted or licensed works are subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal and state laws. Detailed information on Software Copyright Compliance can be found in ITPOL-018, Software Copyright Compliance Policy, <https://inside.uth.edu/it/cio/policies/policy.htm?id=21d32398-2570-4078-9ca2-e3503be1d8c5&catVar=itPol>.

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## Criminal Background Checks - Students

UTHealth is committed to providing a safe environment for its students and employees. The university obtains criminal background information regarding applicants for security sensitive positions. The university has determined all positions (whether employee or student) within the university are security sensitive. Individuals who are unable to meet the university's criminal background standards may be denied admission or continued enrollment in the program.

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

The university's criminal background check policy can be found online in HOOP Policy 160, Criminal Background Checks <https://www.uth.edu/hoop/policy.htm?id=1448168>.

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## Disability Accommodation

UTHealth is committed to providing equal opportunities for qualified disabled employees, applicants, students, trainees and other members of the university community and individuals who access services or programs of the university. Student applicants and enrolled students can obtain information concerning program-related accommodations from the school's Section 504 Coordinator (usually found in the Student Affairs office of each school). The Disability Coordinator (in Diversity and Equal Opportunity) and the Section 504 Coordinators can provide information and referrals regarding campus accessibility, disabled parking permits, transportation services, and other resources.

The university's policy can be found online in HOOP Policy 101, Disability Accommodation <https://www.uth.edu/hoop/policy.htm?id=1448050>

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## Equal Opportunity

UTHealth endeavors to foster an educational environment and working environment that provides equal opportunity to all members of the university community. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program, or activity sponsored or conducted by the university or any of its component entities on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law.

Any student or potential student who has a complaint of discrimination should contact the Office of Diversity & Equal Opportunity in Human Resources. Reports received by other offices of the university must be forwarded to Diversity & Equal Opportunity. .

The university's policy can be found online in HOOP Policy 183, Non-Discrimination, Anti-Harassment and Equal Opportunity <https://www.uth.edu/hoop/policy.htm?id=1448214> and HOOP Policy 59, Sexual Misconduct <https://www.uth.edu/hoop/policy.htm?id=1447966>

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## Hazing

Hazing is prohibited by both state law and university policy. Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

The term "hazing" is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off UTHealth property, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the university. Hazing with or without the consent of the student is prohibited and violations may render both the person inflicting the hazing and the person submitting to the hazing subject to criminal prosecution and disciplinary action by UTHealth.

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## AIDS, HIV, HBV, and HCV Infection

UTHealth works to help safeguard the health and safety of students, employees, patients, and the general public against the contact and spread of infectious diseases. UTHealth is also sensitive to the needs and rights of any of its employees or students who have contracted diseases that might be infectious. In recognition of the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) as serious public health threats, UTHealth

has adopted policy and procedural steps to both prevent the spread of HIV, HBV, and HCV infections and to protect the rights and well-being of employees and students. The university's policy, which defines terms and addresses general principles, voluntary counseling and testing, work-related exposure, and educational efforts, can be found in HOOP Policy 158, Bloodborne Pathogen Infection Control at <https://www.uth.edu/hoop/policy.htm?id=1448164>

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## Student Immunizations and Health Records

All students registering at UTHealth are required to furnish an immunization record signed by a health care provider. An immunization hold is automatically placed on an applicant's record at the time an application for admission is submitted. If admitted to the university, this hold will

block registration. Student Health and Counseling Services will release all immunization holds after proof of immunizations is provided.

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

- Tuberculin Skin Test test must be done within the past 12 months, even for those who have received BCG vaccine as a child. If PPD test is positive a chest x-ray documenting no active tuberculosis must be submitted with immunization form;
- Measles – proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or a positive rubeola titer confirming immunity or evidence of prior infection;
- Mumps – proof of one does of mumps vaccine administered on or after the first birthday or a positive mumps titer confirming immunity or evidence of prior infection;
- Rubella – proof of one does administered on or after the first birthday or a positive rubella titer confirming immunity or evidence of prior infection;
- Tetanus/Diphtheria and Pertussis – proof of one “booster” dose within the past 10 years. Td/DPT/Dtap does not satisfy this requirement;
- Hepatitis B virus (HBV) – proof of serologic immunity to HBV or certification of immunization with a complete series of hepatitis B vaccine. Students must be vaccinated to most current status possible prior to registering for classes;
- Varicella (chickenpox) – proof of two-dose vaccine series or lab report of positive varicella titer. If varicella titer is negative, varicella vaccine series is required; and,
- Meningococcal (Meningitis) – Documentation of one dose of meningitis vaccine if younger than 22, prior to the beginning of classes. The vaccine must be administered within 5 years and at least 10 days prior to enrollment. (Students 22 and older are NOT required to have meningitis immunization.)

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

Texas law mandates that Texas universities and health science centers require all new and transfer students show proof of vaccination against bacterial meningitis. The law does not apply to new and transfer students who are age 22 or older at the time of enrollment or who are enrolled only in distance learning classes.

The only exceptions permitted by law are for:

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

Obtaining the required form from the Texas Department of Health Services to establish an exemption for reasons of conscience is a time-intensive process that takes approximately a month. A student anticipating using this exemption should start this process early. An online

exemption request form can be found on the Texas Department of State Health Services website at <http://www.dshs.texas.gov/immunize/school/exemptions.aspx>.

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

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

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## Determination of Resident Status

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

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

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## Absences

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

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

**Military Obligations:** For any academic term that begins after the date a student is released from active military service (except for Texas National Guard training exercises) but not later than the first anniversary of that date, a school shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes. On readmission of the student under these circumstances, the School shall provide to the student any financial assistance previously provided by the institution to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's service, such as continuous enrollment or another similar timing requirement; and allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the

student by the institution. The university may require reasonable proof from a student of the fact and duration of the student's active military service.

If a student enrolled in a school fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration and the student chooses not to withdraw from school, the school shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination with a reasonable time after the absence. Students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses will receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.

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

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

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## Sexual Misconduct

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

In accordance with this commitment, UTHealth has developed policies and implemented training programs to ensure that all members of the university community receive education and understand UTHealth's policies and procedures. The university's policy on sexual misconduct, contact information for UTHealth's Title IX Coordinator, additional resources, and procedures for reporting a complaint of sexual misconduct can be found online in HOOP Policy 59, Sexual Misconduct <https://www.uth.edu/hoop/policy.htm?id=1447966>

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## Nondiscrimination, Anti-Harassment and Equal Opportunity

UTHealth has established procedures for dealing with allegations of discrimination and/or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. Any student who believes that he or she has been discriminated against should

use the appropriate process outlined in HOOP Policy 183. This policy applies to the conduct of all members of the UTHealth community, including, but not limited to administrators, faculty, staff, students, residents, fellows and other trainees, volunteers, vendors, consultants, observers, and visitors. The university's policy can be found online in HOOP Policy 183, Nondiscrimination, Anti-Harassment and Equal Opportunity <https://www.uth.edu/hoop/policy.htm?id=1448214>

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### Substance Abuse - Students

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

The university's policy on Substance Abuse can be found online in HOOP Policy 173 at <https://www.uth.edu/hoop/policy.htm?id=1448194>

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### Student Travel

UTHealth supports the educational, research and service activities of its students by sponsoring and reimbursing certain approved travel activities and expenditures. All student travel funded or to be reimbursed by the university must use contracted agencies to purchase airfare or rent a car as provided by Auxiliary Enterprises, University Travel.

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

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

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### Solicitation on Campus

No solicitation shall be conducted on UTHealth property unless permitted under HOOP Policy 165. Auxiliary Enterprises is the responsible office at UTHealth for coordinating the review and approval for solicitation on campus. Solicitation requests can be submitted by going to <https://www.uth.edu/auxiliary-enterprises/solicitation-form.htm>.

The university policy on Solicitation on Campus can be found online at <https://www.uth.edu/hoop/policy.htm?id=1448178>

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### Other Important Policies Affecting Students

The UTHealth Handbook of Operating Procedures (HOOP) lists other important policies affecting students and is divided into a Table of Contents by subject, alphabetical order and policy number. Students are charged with knowledge of and compliance with all applicable UTHealth policies. Some additional HOOP Policies not outlined above with which students should be familiar are:

Policy Number:

109 Standards of Conduct

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

9 Alcoholic Beverages

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

8 Use of University Name, Logo or Seal

<https://www.uth.edu/hoop/policy.htm?id=1447864>

11 Use of University Facilities

<https://www.uth.edu/hoop/policy.htm?id=1447870>

174 Speech and Assembly

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

167 Student Employment Appointments

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

56 Student Financial Aid

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

121 Student Loan Collections

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

57 Tuition, and Fees Payment, Refunds and Student Debt

<https://www.uth.edu/hoop/policy.htm?id=1447962>

60 Student Services

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

85 Controlled Access Status for Emergency, Disaster or Severe Weather

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

86 Medical Emergencies, Minor Injuries/Illnesses

<https://www.uth.edu/hoop/policy.htm?id=1448020>

87 Reporting Criminal Activity to Campus Police

<https://www.uth.edu/>

168 Conduct of Research

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

202 Research Misconduct

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