



**The University of Texas
Health Science Center at Houston
General Information Catalog
For All Students**

2024-2025 General Information Catalog

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GENERAL INFORMATION

General Information Catalog for all Students 2024-2025

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

The General Information Catalog should be used along with the respective school catalogs, since each student must know the UTHealth Houston rules given in the General Information Catalog and those in the catalog for their school's academic program.

Course Descriptions in Catalogs:

Course descriptions in school catalogs and the Course Search (<https://catalog.uth.edu/course-search/>) are correct at the time of publication. See myUTH (<https://uthidp.uth.edu/nidp/saml2/sso/?id=Campus-Affiliate-LOA2-DUO&sid=0&option=credential&sid=0>) for more recent course information and to register for courses.

About Us

The University of Texas System

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 were established and The University of Texas formally opened on September 15, 1883.

Since then 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 nine academic campuses in Arlington, Austin, Dallas, Edinburg, El Paso, Nacogdoches (Stephen F. Austin University), Odessa, San Antonio, and Tyler. The five health-related institutions are located in Dallas, Galveston, Houston, and San Antonio.

The University of Texas Health Science Center at Houston

The University of Texas Health Science Center at Houston (UTHealth Houston) 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 – joined UTHealth Houston in 1943)

1963 MD Anderson Cancer Center UTHealth Houston Graduate School of Biomedical Sciences

1967 School of Public Health with five off-campus instructional sites across Texas

1970 McGovern Medical School

1972 Cizik School of Nursing

1973 McWilliams School of Biomedical Informatics

1990 Harris County Psychiatric Center (HCPC)

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

2022 Behavioral Sciences Campus (encompasses HCPC and the John S. Dunn Behavioral Sciences Center)

2022 School of Behavioral Health Sciences (planned enrollment for fall 2025)

As a component of The University of Texas System, UTHealth Houston 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, known familiarly as UTHealth Houston.

Today, UTHealth Houston employs more than 11,000 faculty, staff and residents and has over 5,000 students enrolled in various health and biomedical disciplines at its component schools.

Message from the President

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

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

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

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

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

President, Giuseppe N. Colasurdo, M.D.

UTHealth Houston Administration

UTHealth Houston Administrative Officers

Giuseppe N. Colasurdo, M.D.
President

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

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Senior Vice President
Academic & Faculty Affairs

LaTanya Love, M.D.
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MD Anderson UTHealth Graduate
School of Biomedical Sciences

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

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

Diane M. Santa Maria, Dr.PH., M.S.N., R.N., A.C.R.N., P.H.N.A.-B.C., F.S.A.H.M., F.A.A.N.
Dean
Cizik School of Nursing

Jair C. Soares, M.D., Ph.D.
Founding Dean
School of Behavioral Health Sciences

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

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

The University of Texas System Administration

The University of Texas System Administration

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Chancellor

John M. Zerwas, M.D., F.A.S.A.
Executive Vice Chancellor
Health Affairs

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

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

Jonathan Pruitt, M.P.A.
Executive Vice Chancellor
Business Affairs

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

Julia Jeffrey Rathgeber
Vice Chancellor for Governmental Relations

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

Daniel H. Sharporn, J.D.
Vice Chancellor and General Counsel

The University of Texas System Board of Regents

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Kevin P. Eltife
Chairman

Janiece Longoria
Vice Chairman

James C. "Rad" Weaver
Vice Chairman

Stacey Napier
General Counsel to the Board of Regents

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Term Expires May 31, 2025
Student Regent-serves one-year term

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The University of Texas Southwestern Medical School

Terms Expire February 2025

Christina Melton Crain

Dallas

Jodie Lee Jiles
Houston

Kelcy L. Warren
Harlingen

Terms Expire February 2027

Kevin P. Eltife
Tyler

Nolan Perez, M.D.
Harlingen

Stuart W. Stedman
Houston

Terms Expire February 2029

Robert P. Gauntt
Austin

Janiece Longoria
Houston

James C. "Rad" Weaver
San Antonio

UTHealth Houston Mission Statement

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

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

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.

Texas Medical Center

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

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

programs provide training in the allied health professions. Nearly 72,000 students work and study within the TMC.

Over 60 million square feet of developed land make up the Texas Medical Center and its member institutions, and the development continues. The 1,345 acre campus includes 15 patient care facilities and 21 academic and research institutions, housing 20,000 advanced-degreed professionals in the life sciences. There are approximately 12,000 volunteers who assist with a wide variety of tasks benefitting the TMC. In addition, research expenditures of the Texas Medical Center member institutions total approximately \$1.8 billion annually.

TMC Innovation Factory, which was once a Nabisco Cookie factory, is now a unique environment focused on the collaboration of medicine and cutting-edge technology, and has over 160,000 square feet of space dedicated to leasing and housing startup companies from around the world. Only at TMC Innovation Factory can pioneering healthcare entrepreneurs be embedded into a community that fosters growth, provides access to rich resources, and builds demand for their products. TMC Innovation has curated the TMCi programs and co-working spaces to accelerate startup company maturation and collaborate with the best minds in medicine and research, while integrating into the larger TMC network. Partnerships with world-leading brands such as Johnson & Johnson and ABB Robotics expand companies' reach into the life science sector and help all companies bring their products to market.

In October 2023, TMC opened a groundbreaking life science initiative with a global impact to our community - TMC Helix Park. Totaling 37 acres and including approximately 5 million square feet of anticipated development, Helix Park will bring innovators from healthcare, science, academia, venture, manufacturing, and industry to collaborate on new medicines, devices, and technologies. The TMC# building, totaling 250,000 square feet, will house synergistic research initiatives for four founding institutions: The University of Texas MD Anderson Cancer Center, Texas A&M Health Sciences, UTHHealth Houston, and TMC. This four-story building will foster collaborative initiatives, including shared research centers and institutes, multidisciplinary laboratories, healthcare institutions, and a hotel and conference center delivering life science solutions that advance patient care worldwide.

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

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

Texas Medical Center Library

Texas Medical Center Library

The Texas Medical Center Library (TMC Library) serves as the accredited library for several Texas Medical Center institutions and is the primary library for UTHHealth Houston faculty and students. The Library is also home to the John P. McGovern Historical Collections and Research Center, consisting of rare books ranging from the 1500s to the early 20th century, and collections on the history of the TMC, foundations of medicine, rheumatology, public health, psychiatry, and the effects of radiation. The mission of the library is to bring together resources, information, and professional 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 over 300 electronic databases, over 77,000 electronic journals, and over 1 million e-books, which are available through the library's website (<https://library.tmc.edu/>) through a single sign on process using UTHealth Houston electronic credentials. Major subscription databases include Web of Science, Journal Citation Reports, Clinical Key, Psychiatry Online, Access Medicine, CINAHL, and VisualDX. The library also provides extensive access to curated content by subject area in its Research LibGuides. The TMC Library also provides the online institutional repository service Digital Commons@TMC (<https://digitalcommons.library.tmc.edu/>) to share, publish, and preserve scholarly work, including locally managed open access journals and theses and dissertations. Library resources and services are available to all UTHealth Houston students, other trainees, faculty, and staff.

The library occupies nearly 40,000 square feet of renovated space in the Jesse Jones Library Building, adjacent to McGovern Medical School and within close proximity to the other UTHealth schools. The library is open seven days, 89 hours per week. The library facilities include group and individual study spaces, the One Button Recording studio for presentation practice and high-quality recording creation, and a Reflection Space for private meditation, prayer, or sensory breaks. Library laptops may be borrowed for on-site use and 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. Liaison Librarians are available through the virtual Ask Us – Ask A Librarian (<https://askus.library.tmc.edu/>) page, also host office hours scheduled in collaboration with the UTHealth Houston schools, and have developed a series of tutorials on basic and advanced PubMed, Getting to Full Text, Introduction to RefWorks, and Searching the Literature in Embase. To see all tutorials available, visit the library's YouTube channel here (https://www.youtube.com/channel/UCd_eppMUojJDBWK0b2iMs2Q/).

The TMC Library offers Librarian Consultations by appointment, one-on-one or in a small group, to help students with their research topics, including systematic review projects, and individualized assistance with TMC Library resources. To request a consultation with a Librarian, complete the request form located here (https://library.tmc.edu/services/research_consultation/).

Research LibGuides are online webpages created by the TMC Library to help students choose the best library resources to do their research. The library has 42 Research LibGuides on different subjects such as resources for McGovern Medical School and the McWilliams School of Biomedical Informatics, Medical Humanities, RefWorks, Systematic Reviews, eBooks at the TMC Library, and many more.

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

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

University Campus Maps

University Campus Maps

The UTHealth Houston campus is located in the heart of the Texas Medical Center (TMC). The most comprehensive academic health center in the U.S. Gulf Coast Region, it comprises seven schools, medical

and dental clinical practices offering multispecialty care, the UTHealth Houston Behavioral Sciences Campus. Interactive maps of the UTHealth Houston/TMC campus area can be found online at <https://www.uth.edu/index/maps/>.

Primary Teaching Hospital Affiliates

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

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

The UTHealth Houston Behavioral Sciences Campus

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

The University of Texas MD Anderson Cancer Center

The University of Texas MD Anderson Cancer Center (<https://www.mdanderson.org/education-training.html>) ranks as one of the world's most respected and productive centers devoted exclusively to cancer patient care, research, education and prevention. It is one of the nation's original three comprehensive cancer centers designated by the National Cancer Act of 1971. Because MD Anderson's focus is only on cancer, the center's experts are renowned for their ability to treat all types of cancer, including rare or uncommon diseases. MD Anderson's clinical trials exploring novel therapies and diagnostic tests continues to be one of the largest such programs in the nation.

The University of Texas Health Science Center at Houston and MD Anderson Cancer Center partner as parent institutions of the MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences (GSBS). Graduate students are working on advanced degrees at GSBS in which MD Anderson cooperates with UTHealth Houston, and students have the opportunity to select a faculty mentor from either institution. For information on educational offerings of GSBS please see the MD Anderson UTHealth Houston Graduate School Catalog (<https://catalog.uth.edu/biomedical-sciences/>).

Memorial Hermann Hospital – Texas Medical Center (TMC)

Memorial Hermann Hospital-TMC (<https://memorialhermann.org/locations/texas-medical-center/about-us/>) is the primary teaching affiliate of McGovern Medical School and the School of Dentistry. Memorial Hermann Hospital and UTHealth Houston work toward the goals of exemplary patient care, innovative teaching, community service and productive research. The School of Dentistry operates general practice, pediatric dentistry, and oral and maxillofacial surgery clinics in conjunction with Memorial Hermann Hospital as part of the advanced dental education programs.

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

Children’s Memorial Hermann Hospital

Children’s Memorial Hermann Hospital (<https://memorialhermann.org/services/specialties/childrens/about-us/our-history/>) is the primary teaching institution for the pediatrics and obstetrics/gynecology programs at McGovern Medical School. The hospital’s healthcare professionals are focused on the specialized needs of women and children, with an emphasis on quality, customer service and leading-edge research. The hospital offers the latest advances in maternal-fetal medicine and neonatal critical care services, as well as renowned programs in pediatric trauma, neuroscience, pulmonology and cardiac services.

Memorial Hermann | Rockets Orthopedic Hospital

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

Harris Health System – Lyndon B. Johnson Hospital

Lyndon B. Johnson Hospital (<https://www.harrishealth.org/locations-hh/Pages/lbj.aspx>) is a 215-bed full service general hospital staffed by faculty and residents of McGovern Medical School and the School of Dentistry (oral surgery only). The hospital, owned and operated by the Harris Health System, is medically staffed by the physician faculty and residents of UTHealth Houston.

Lyndon B. Johnson Hospital is known for its neonatal intensive care services for high-risk deliveries and very low birth weight infants. LBJ Hospital is a verified Level III trauma center and was the first such center designated in Texas. It also is the state’s busiest Level III trauma center,

with more than 80,000 emergency patient visits each year. It serves as one of the few full-service hospitals in the northeast area of Houston.

Academics

Academic Qualifications

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

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

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

Academic Fresh Start

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

Academic Common Market

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

Accreditation

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

While SACSCOC accredits the total institution, UTHealth Houston is also accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians. Many

of the academic degree programs offered at UTHealth Houston also undergo accreditation by specialized programmatic accrediting agencies, as shown below:

Program	Agency	Last	Next
The University of Texas Health Science Center at Houston	Southern Association of Colleges & Schools Commission on Colleges	2021	2031
McWilliams School of Biomedical Informatics			
M.S.	Commission on Accreditation for Health Informatics and Information Management Education	2019	2026
School of Dentistry			
D.D.S.	Commission on Dental Accreditation (CODA) ¹	2019	2027
B.S. (Dental Hygiene)	CODA ¹	2019	2027
M.S.D. (Advanced Education Programs)	CODA ¹	2019	2027
Certificate in Advanced Education Programs	CODA ¹	2019	2027
Certificate in Dental Hygiene	CODA ¹	2019	2027
Certificate in Oral & Maxillofacial Surgery	CODA ¹	2015	2026
MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences			
Certificate in Medical Physics	Commission on Accreditation of Medical Physics Education Programs (CAMPEP)	2017	2024
M.S. in Medical Physics	CAMPEP	2017	2024

M.S. in Genetic Counseling	Accreditation Council for Genetic Counseling	2014	2030
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McGovern Medical School

M.D.	Liaison Committee on Medical Education ¹	2019	2027
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M.S. in Anesthesia	Commission on Accreditation of Allied Health Education Programs ²		
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Cizik School of Nursing

B.S.N., M.S.N., D.N.P.	Commission on Collegiate Nursing Education ¹	2021	2031
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Nurse Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs ¹	2022	2032
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School of Public Health

M.P.H. ³ , M.S. ³ , Dr.P.H., Ph.D.	Council on the Education for Public Health ¹	2019	2027
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¹ Recognized by the U.S. Department of Education.

² First enrollment cohort begins in fall 2024, requested accreditation services in 2024.

³ 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).

Degrees Offered

For more information regarding degree requirements, areas of concentration (tracks), and certificates please check the specific school catalog and school websites.

McWilliams School of Biomedical Informatics

- M.S. in Biomedical Informatics (<https://catalog.uth.edu/biomedical-informatics/programs/biomedical-informatics-ms/>)
- Ph.D. in Biomedical Informatics (<https://catalog.uth.edu/biomedical-informatics/programs/biomedical-informatics-phd/>)
- D.H.I. (Health Informatics) (<https://catalog.uth.edu/biomedical-informatics/programs/doctorate-health-informatic/>)
- Graduate Certificate Programs (<https://catalog.uth.edu/biomedical-informatics/programs/graduate-certificates/>) (non-degree)

School of Dentistry

- D.D.S. (<https://catalog.uth.edu/dentistry/programs/doctor-dental-surgery/>)
- B.S. (Dental Hygiene) (<https://catalog.uth.edu/dentistry/programs/dental-hygiene/dental-hygiene-bs/>)
- M.S. (Dental Hygiene) (<https://catalog.uth.edu/dentistry/programs/dental-hygiene/dental-hygiene-msdh/>)
- M.S.D. Advanced Education Programs (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/>) (Endodontics (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/endodontics/>), Orthodontics (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/orthodontics-26-month-program/>), Pediatric Dentistry (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/pediatric-dentistry/>), Periodontics (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/periodontics/>), and Prosthodontics (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/prosthodontics/>))
- Certificate in Advanced Education Programs (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/>)
- Certificate in Dental Hygiene (<https://catalog.uth.edu/dentistry/programs/dental-hygiene/dental-hygiene-post-graduate-certificate/>)
- Certificate in Oral & Maxillofacial Pathology (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/oral-maxillofacial-pathology/>) (residency program)
- Certificate in Oral & Maxillofacial Surgery (<https://catalog.uth.edu/dentistry/programs/advanced-education-programs/oral-maxillofacial-surgery/>) (residency program)

MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences

- M.S. in Medical Physics (<https://catalog.uth.edu/biomedical-sciences/programs/biomedical-informatics-ms-md/>)
- M.S. in Genetic Counseling (<https://catalog.uth.edu/biomedical-sciences/programs/specialized-ms-degree-program-genetic-counseling/>)
- M.S. in Biomedical Sciences (<https://catalog.uth.edu/biomedical-sciences/programs/biomedical-sciences-ms/>)
- Ph.D. in Biomedical Sciences (<https://catalog.uth.edu/biomedical-sciences/programs/biomedical-sciences-phd/>)
- Certificate in Medical Physics (<https://catalog.uth.edu/biomedical-sciences/programs/medical-physics-certificate/>)
- Graduate Certificate Program (<https://catalog.uth.edu/biomedical-sciences/programs/biomedical-sciences-cancer-research-grant-administration-management-certificate/>) (non-degree)

McGovern Medical School

- M.D. (<https://catalog.uth.edu/medical/programs/md/>)
- M.S. in Anesthesia (<https://catalog.uth.edu/medical/programs/masters-anesthesia-msa/>)
- M.S. in Clinical Research (<https://catalog.uth.edu/medical/programs/clinical-research-mscr/>)

Cizik School of Nursing

- B.S.N. (<https://catalog.uth.edu/nursing/programs/undergraduate-programs/>)
- M.S.N. (<https://catalog.uth.edu/nursing/programs/graduate-programs/nursing-msn/>)
- D.N.P. (<https://catalog.uth.edu/nursing/programs/graduate-programs/nursing-dnp/>)
- Ph.D. in Nursing (<https://catalog.uth.edu/nursing/programs/graduate-programs/nursing-phd/>)

School of Public Health

- M.P.H. (<https://catalog.uth.edu/public-health/programs/public-health-mph/>)
- M.S. (<https://catalog.uth.edu/public-health/programs/public-health-ms/>)
- Dr.PH. (<https://catalog.uth.edu/public-health/programs/public-health-drph/>)
- Ph.D. (<https://catalog.uth.edu/public-health/programs/public-health-phd/>)
- Graduate Certificate Programs (<https://catalog.uth.edu/public-health/programs/graduate-certificates/>) (non-degree)

Concurrent/Inter-Institutional Enrollment

UTHealth Houston has concurrent enrollment agreements with several Texas institutions that allow students enrolled in one institution to enroll for support courses in another institution. Students should verify with your academic advisor before enrolling in courses offered outside of UTHealth Houston. Additionally, UTHealth Houston is a member of the Gulf Coast Consortia, which allows graduate students to enroll in courses offered at other member institutions (Rice University, Baylor College of Medicine, The University of Texas Medical Branch, University of Houston, and Texas A&M HSC-IBT).

The mechanism for payment of tuition and fees vary according to the individual institution. Consult with the Registrar's Office website for specific details here (<https://www.uth.edu/registrar/current-students/student-information/concurr-inter-inst-enr.htm>) or by calling 713-500-3388.

Transfer of Credit

Each of the seven schools at UTHealth Houston have established policies on transfer of credit. Applicants and students can find information on transfer credit in the school catalog or on the website of the school to which they are applying or attending. The undergraduate programs in Nursing require 62 hours of prerequisite coursework completed at other institutions. The Dental Hygiene program requires 60 hours of prerequisite coursework completed at other institutions. Information regarding the specific courses required to meet these prerequisites can be found on the school's website and in the school catalog. Refer to the Office of the Registrar's Admission Procedures and Transfer of Credit (<https://www.uth.edu/registrar/applicants/admissions.htm>).

Tuition and Fees Information

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.

Pursuant to the Texas Education Code, a portion of the designated tuition is set aside for capital renewal, deferred maintenance, and bond retirement for the construction of new buildings.

Please refer to the Bursar's Office for the current Tuition and Fee Schedules (<https://www.uth.edu/bursars/student-resources/tuition-fees/>) for all UTHealth Houston schools.

Required Fees

Students at all UTHealth Houston schools are assessed the following required fees if applicable. UTHealth Houston schools also have school specific required fees, course, lab and program fees. All required fees, both UTHealth Houston and school specific fees, can be found on the Bursar's Office website under Required Fees (<https://www.uth.edu/bursars/student-resources/tuition-fees/required-fees/>). Course/Program and Lab fees are found here (<https://www.uth.edu/bursars/student-resources/course-and-lab-fees/>).

- Audit Fee: \$25 per course (when applicable)
- Credit Card Use Fee: currently at 2.5%
- Graduation Fee: \$150.00 (MD and DDS students are assessed in their 4th year. All other students in academic programs across all schools are assessed when they apply for graduation.)
- Information Technology Access Fee: \$42/semester or \$126/year for DDS and MD programs
- International Student Services Fee: \$50/semester (applies to international students only)
- Installment Use Fee: \$20
- Late Registration Fee: \$25
- Medical Services Counseling Fee: \$55/semester (This fee helps support the UTHealth Houston Student Counseling Services.)
- Return Check/E-Check Fee: \$25/per check
- Reinstatement Fee: \$200 (Fee assessed to students who have not paid 50% of current term's tuition and fees by midnight on the 12th day of class. Unpaid students will be dropped from access to their class schedules and the Learning Management System/Canvas until such time that the assessed reinstatement fee and tuition and fees due are paid for reinstatement. Students will not be reinstated if fees and tuition have not been paid by the 20th class day of the term (fall/spring) or 15th class day of summer term.)
- Student ID Replacement Fee: \$10/per ID Badge
- Student Records Fee: \$5/semester or \$15/year for DDS and MD programs
- Student Services Fee: \$558.81/per 12 month (full time student rate) The Student Services Fee supports student governance, student health, shuttle services and the recreation facilities at UTHealth Houston.
- University Enrollment Processing Fee: \$50 (admit term only)

For additional student information please visit the Office of the Registrar website here (<https://www.uth.edu/registrar/current-students/student-information/>). Information regarding Veteran's education benefits (<https://www.uth.edu/registrar/current-students/student-information/veteranshazelwood-act.htm>), DOD/VA tuition assistance (<https://www.dodmou.com/TADECIDE/>), forms for exceptions/waivers and other general information helpful to students are located on this website.

www.dodmou.com/TADECIDE/), forms for exceptions/waivers and other general information helpful to students are located on this website.

Student Health Insurance

The Board of Regents of The University of Texas System mandates health insurance for all students enrolled in the UT System health components. As such, each UTHealth student who cannot provide evidence of coverage under another approved plan will be enrolled in the Student Health Insurance Plan (SHIP) with Academic HealthPlans and assessed a health insurance fee.

Before registering for classes each term, every student must complete the health insurance certification process through his/her myUTH account. Through this process, students either provide information about their own coverage or confirm their participation in Academic HealthPlans. For students who attest to coverage under another approved plan, the health insurance fee will not be assessed to their student account.

Information regarding student health insurance can be found on the Registrar's website (<https://www.uth.edu/registrar/current-students/student-information/health-insurance.htm>) and on the website of Auxiliary Enterprises under Student Insurance (<https://www.uth.edu/auxiliary-enterprises/insurance/>).

Tuition and Fees Payment Policy

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

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 uncollectable by the Bursar Office. Furthermore, extended delays in collection of receivables from sponsors will require the student to make the uncollected payment. Student payments will be refunded upon receipt of payment from the sponsor.

Payment of tuition and fees may be paid in full or in installments for the fall, spring and summer 12 week semester. A nonrefundable Installment Use Fee of \$20 will be assessed for the use of the installment plan. A \$50 Late Payment Fee will be assessed if the initial payment is late; a \$50 charge will be assessed for each subsequent delinquent installment payment.

Certain fees, such as health insurance, liability insurance and the installment use fee must be paid in full at the initial payment and may not be paid in installments. Check with the Bursar's Office for more

information on fees and payments here (<https://www.uth.edu/bursars/student-resources/>).

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; (debt for return of federal funds will not result in withholding transcripts)
- Denial of credit for the work done during the relevant semester or pay period; and
- Subject to all penalties and action authorized by the law.

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

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

Refund Policy

All programs at UTHealth Houston follow a standard Refund Policy based on the first day of the semester/term. Provided the student remains enrolled at the institution, refunds of applicable tuition and fees collected for courses from which a student drops will be made after the add/drop period closes. Add/drop ends after the 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 (<https://uthidp.uth.edu/nidp/saml2/sso/?id=Campus-Affiliate-LOA2-DUO&sid=1&option=credential&sid=1>) or the date of the official withdrawal from is received in the Registrar's Office.

Refunds of tuition and mandatory fees shall be made to the students withdrawing completely from UTHealth Houston 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 Semester

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

6-week Summer Semester

- Prior to the first day of the term: 100%
- During the first, second, or third class days of the term: 80%

- During the fourth, fifth, or sixth class days of the term: 50%
- During the seventh day of class and thereafter: None

MD and DDS Students

- Prior to the first day of the term: 100%
- During the first 5 class days of the term: 90%
- During the second 5 class days of the term: 85%
- During the third 5 class days of the term: 75%
- During the fourth 5 class days of the term: 62.5%
- After the 20th day until the start of the second half of the term: 50%
- During the first five days of the second half of the term: 40%
- During the second five days of the second half of the term: 35%
- During the third five days of the second half of the term: 25%
- During the fourth five days of the second half of the term: 12.5%

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

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

Adding, Dropping and Withdrawing Courses

Adding, Dropping and Withdrawing Courses

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

Classes dropped on or before the 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 refer to the Refund Policy for additional information.

Class schedule contents with add/drop and information can be found in the myUTH (<https://uthidp.uth.edu/nidp/saml2/sso/?id=Campus-Affiliate-LOA2-DUO&sid=0&option=credential&sid=0>) class search. For further information on dropping and withdrawing courses, see the Registrar's Office website here (<https://www.uth.edu/registrar/current-students/registration/refund-policy.htm>).

Determination of Resident Status

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

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

Student Fee Advisory Committee

Student Fee Advisory Committee

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

Scholarships

UTHealth Houston offers scholarships that are awarded based on criteria that can include financial need, academic merit, service, leadership and/or student achievements.

For detailed information on scholarships available at UTHealth Houston, including specific eligibility requirements, application procedures, and deadlines, students should contact their school's academic or student affairs office as well as check the school's website.

Student Financial Services

Additionally, students may explore external scholarship opportunities outside of UTHealth Houston. These scholarships are offered by various organizations, institutions, and foundations and may have different eligibility criteria and application processes. The Office of Student Financial Services offers a Financial Aid Resource Page (<https://www.uth.edu/sfs/financial-aid/types-of-financial-aid/scholarships.htm>) providing students with these additional types of opportunities. This page is offered as a resource tool only and does not guarantee scholarship awards.

Please refer to the UTHealth Houston Handbook of Operating Procedures (HOOP) Policy 56, Student Financial Aid (<https://www.uth.edu/hoop/policy.htm?id=1447960>) for guidance.

Competitive Scholarships

Competitive Academic Scholarship awards are intended to foster the academic growth of high-achieving students. These awards provide two main benefits: a direct financial award and, for non-Texas residents, a possible waiver in tuition status to resident tuition for the academic year in which the award was received. The academic award must total at least \$1,000 to qualify for a tuition waiver and students must compete with other students, including Texas residents, with the scholarship awarded through a school and/or university designated scholarship committee.

For further details regarding competitive scholarships, as well as eligibility criteria and procedures for scholarship waivers, please contact your school's academic or student affairs office directly.

Student InterCouncil Scholarship Opportunities

The University's Student InterCouncil (SIC) with student representation from all UTHealth Health schools offers three university wide scholarships annually.

- Student InterCouncil Academic Achievement Award
- Shohrae Hajibashi Memorial Leadership Award
- Toshi Nikaidoh Service Award

Thomas F. Burks Scholarship for Academic Merit

Dr. Thomas F. Burks was an outstanding researcher, an inspirational teacher, an academic leader and a friend to faculty and students. The *Thomas F. Burks Scholarship for Academic Merit* was established to be awarded to a student who matriculated and has established an academic record at one of the schools of UTHealth Houston. This scholarship is based on academic merit and awarded annually through the University's Interfaculty Council.

University Wide Scholarships

UTHealth Houston provides a range of endowed scholarships that extend out to the schools annually. The schools are notified annually of the availability and criteria for these scholarship funds. The selection process is then carried out by a designated scholarship committees at each UTHealth Houston school.

For detailed information on these scholarships, including specific eligibility criteria, application processes, and deadlines, it is recommended to reach out to your school's academic or student affairs office directly. These offices can provide the most up-to-date information and guidance regarding available scholarships that may be relevant to you each academic year.

School Contact Information

- Cizik School of Nursing (<https://nursing.uth.edu/financial/scholarships/>)
 - CSON Student Affairs (<https://nursing.uth.edu/students/student-affairs/>)
713-500-2025 or soninfo@uth.tmc.edu (msoninfo@uth.tmc.edu)
- MD Anderson UTHealth Graduate School of Biomedical Sciences (<https://gsbs.uth.edu/current-students/awards-and-funding/>)
 - GSBS Office of Academic Affairs (<https://gsbs.uth.edu/current-students/>)
713-500-9850 or gsbs_academic_affairs@uth.tmc.edu

- McGovern Medical School
 - MD Admissions and Student Affairs (<https://med.uth.edu/admissions/about/oasa-staff/>)
713-500-5116, 713-500-5160 or ms.studentaffairs@uth.tmc.edu (ms.studentaffairs@uth.tmc.edu)
 - MS in Anesthesia Program (<https://med.uth.edu/msa/contact/>)
713-500-6182 or (<https://med.uth.edu/msa/contact/>) Valerie Aragon (valerie.g.aragon@uth.tmc.edu), Educational Programs Coordinator II
- McWilliams School of Biomedical Informatics (<https://sbmi.uth.edu/current-students/>)
 - MSBIM Academic Affairs (<https://sbmi.uth.edu/faculty-and-staff/staff-directory.htm>)
713-500-3591 or SBMIAcademics@uth.tmc.edu
- School of Dentistry (<https://dentistry.uth.edu/students/>) (*information can also be found under each program*)
 - SOD Academic and Student Affairs (<https://dentistry.uth.edu/about/administration/#student-academic-affairs>)
713-486-4151 or sod-studentaffairs@uth.tmc.edu
- School of Public Health (<https://sph.uth.edu/enroll/scholarships/>)
 - 713-500-9032 or SPHStudentServices@uth.tmc.edu

Office of the Bursar

The Bursar's Office is responsible for assessment and collection of tuition and fees, processing institutional deposits, remission of tuition, remitting 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. This includes providing and maintaining multiple installment payment plans, distributing financial aid and emergency loans, and processing student refunds. This office works closely with the offices of the Registrar and Student Financial Services to support the needs of the students.

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

The office is located in the UTHealth Houston University Center Tower (UCT) room 2240 at 7000 Fannin, Houston, Texas 77030. Office hours are Monday through 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://www.uth.edu/bursars/>

Student Financial Services

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

SFS publishes a student newsletter, *ŞenŞe on a Dollar*, to communicate up-to-date financial information and resources for students. The newsletter can be accessed here (<https://www.uth.edu/sfs/newsletters-and-information/>).

Financial Literacy

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

Types of Aid

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

Applications

To be considered for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA) using the school code 013956. Information provided on the student's FAFSA will be used to determine financial need. There is no priority deadline to submit the FAFSA application as awards are processed on a first come, first serve basis. However, students are encouraged to complete the FAFSA by March 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 the Post 9/11 GI Bill®, Vocational Rehab and Veterans Education Assistance Program (VEAP), we recommend all veterans contact the Office of the Registrar at 713-500-3388. 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website (<http://www.benefits.va.gov/gibill/>).

Eligibility

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

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

Contact Information

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

Office of Student Financial Services

The University of Texas Health Science Center at Houston
P.O. Box 20036

Houston, Texas 77225

or

7000 Fannin, Suite 2220

Houston, Texas 77030

Phone: 713-500-3860

Email: sfaregis@uth.tmc.edu

SFS Website (<https://www.uth.edu/sfs/>)

Student Services

Student Resource Portal

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

Student Governance

Student Governance

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

The Student InterCouncil is comprised of three representatives from each UTHealth Houston school, three representatives from international student constituencies, and three member-at-large representatives who add to the mission of representing all UTHealth Houston students.

The SIC contributes to the quality of student life at the university by participating in the development and implementation of policies and procedures affecting students, providing funds to support special projects of registered student organizations at UTHealth Houston, representing student interests on external and internal committees, providing feedback to university leadership in areas of tuition and fees, student development and student life at UTHealth Houston. The SIC also strives to promote communication between all UTHealth Houston schools and university administration in order to facilitate inter-personal

and intra-professional development for students. The SIC also publishes an online newsletter, Student Pulse, to improve communication between the students across all UTHealth Houston schools in sharing the planning and implementing activities that address the special needs of students.

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

Student Organizations

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

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

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

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

Office of the Registrar

The Registrar's Office mission is to provide an efficient centralized student record system for all UTHealth Houston schools.

Services provided by the Registrar's Office include processing applications for admission, issuance of transcripts, certifying student status, degree verification, Veteran's Administration benefits verification and certification, Texas residency determination, and enrollment verification. The office, in conjunction with the Office of International Affairs, assists international students in maintaining their student status.

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

Contact Information:

Office of the Registrar

The University of Texas Health Science Center at Houston

P.O. Box 20036 Houston, Texas 77225-0036 (using PO Box address for mailing)

Phone: 713-500-3388

Email: registrar@uth.tmc.edu
 Website: <https://www.uth.edu/registrar/>

Office of International Affairs

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

Services and programs offered include:

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

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

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

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

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

Office of University Relations & Equal Opportunity

The Office of University Relations & Equal Opportunity aids the institution in upholding the university's commitment to equal educational opportunity. Key functions include:

- Facilitating the reasonable accommodation process for:
 - Qualified disabled students and other members of the university community and individuals who access services or programs of the university;
 - Students seeking accommodations based on pregnancy or related condition; and

- Students seeking accommodations based on sincerely held religious beliefs that conflict with a university policy, procedure, or other academic requirement.
- Responding to claims of discrimination and harassment based on race (including hair texture or protective hairstyle), color, religion, national origin, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran 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 that is free from sex discrimination, including all forms of sexual misconduct; and
 - Respond appropriately to all reports of prohibited conduct.

Visit the Handbook of Operating Procedures (HOOP) to review the following policies and related procedures.

- HOOP Policy 101, Disability Accommodation (<https://www.uth.edu/hoop/policy.htm?id=1448050>)
- HOOP Policy 232, Pregnant and Parenting Student Nondiscrimination (https://www.uth.edu/hoop/policy.htm?id=32d838cb-8f11-40f7-b8e5-f42719d41202#_ftn1)
- HOOP Policy 112, Religious Accommodation (<https://www.uth.edu/hoop/policy.htm?id=1448072>)
- HOOP Policy 183, Nondiscrimination, Anti-Harassment and Equal Opportunity (<https://www.uth.edu/hoop/policy.htm?id=1448214>)
- HOOP Policy 59, Prohibition of Sexual Harassment and Sexual Misconduct (<https://www.uth.edu/hoop/policy.htm?id=1447966>)

Contact Information:

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

Student Health and Counseling Services

Student Health and Counseling Services serves as the medical home for all UTHealth Houston students and provides both medical and mental health services. To access the services provided by Student Health Services and Student Counseling Services visit the website here (<https://www.uth.edu/studenthealth/>).

Medical Services

Medical services are available for all UTHealth Houston students and their dependents. Services available include immunizations, tuberculosis screening, physical examinations, well woman examinations, flu shots, travel medicine, treatment of acute and chronic medical problems, and referrals to specialists as necessary. The clinic manages a 24-hour a day hotline for needlesticks and other exposures to hazardous body fluids. Students may report occupational exposures to our hotline at 713-500-OUCH (6824). An on-site Class D pharmacy offers many prescription medications for common illnesses. The clinic is staffed by physicians

who are board certified, both in Internal Medicine and Pediatrics. Office hours are 8:30 am to 5:00 pm for Medical Services. Appointments are preferred, but not required for acute illness and emergencies.

Counseling and Psychiatric Services

Balancing personal life with the demands of school can be challenging. Counseling and psychiatric services are available to all enrolled students at UTHealth Houston. Services offered include confidential and discrete psychiatric medication management, individual therapy, and psychological assessments with written reports. At the schools' request, educational workshops and outreach events are also offered to students. Students can receive services for a variety of reasons, including psychiatric evaluation and treatment, psychotherapy for depression, anxiety, ADHD, academic difficulties, alcohol/substance abuse, eating disorders, insomnia, relationship concerns, suicidal/self-injurious thoughts, burn-out and psychological assessment. The first appointment with a Student Counseling Services' provider is complimentary. Subsequent visits are billed through the student's health insurance. Appointments can be made by phone (713-500-5171) or in person, Monday-Friday, 8:00 AM-5:00 PM. Virtual and in-person appointments are available. Additionally, the *24/7 Student Crisis Hotline* is available anytime by calling 713-500-4688.

Privacy is of the utmost importance. Health information is protected by federal and state privacy laws. Protected health information will never be disclosed unless mandated or permitted to do so by law with patient permission.

For more information, contact:

UTHealth Houston Student Health and Counseling Services
Phone: 713-500-5171 | Fax: 713-500-0605
The University of Texas Professional Building
6410 Fannin St., Suite 130
Houston, Texas 77030

Student Health Insurance

The University of Texas System-Board of Regents mandates health insurance for students enrolled in any UT System health components. The Board of Regents has authorized the assessment of a health insurance fee for each semester to each student who cannot provide evidence of continuing coverage under another approved plan. Current insurance rates and term dates can be found here (<https://www.uth.edu/auxiliary-enterprises/insurance/>).

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

A Student Health Insurance Plan is offered to registered students through a private company selected by The University of Texas System. SHIP is administered through Academic HealthPlans for Blue Cross Blue Shield of Texas. When utilizing the on-campus Student Health Clinic, this plan waives co-pays and has other benefits. Students have the option of adding dental coverage, vision coverage, and/or enrolling their families in this medical plan at additional cost.

For further information, contact:

Auxiliary Enterprises
The University of Texas Health Science Center at Houston
1832 West Road
Houston, Texas 77054
Phone: 713-500-8400 (FAX) 713-500-8409
Email: student-insurance@uth.tmc.edu
Website: <https://www.uth.edu/auxiliary-enterprises/insurance> (<https://www.uth.edu/auxiliary-enterprises/insurance/>)

Shuttle Services

UTHealth Houston provides a circulator shuttle for all UTHealth Houston students, faculty and staff. UTHealth Houston identification badges are required for access onto the shuttle. The shuttle 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 approximately every 10-15 minutes.

Shuttle stops are located at:

- University Housing (3 stops)
- Recreation Center
- University Center Tower/McWilliams School of Biomedical Informatics
- Cizik School of Nursing
- MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences
- McGovern Medical School
- School of Public Health
- Sarofim Research Building/Institute of Molecular Medicine
- School of Dentistry/Research Park Complex (RPC Parking Lot)

For real-time locations of UTHealth Houston shuttle buses, use the online tracking system/app which can be found here (<https://www.uth.edu/shuttle/>).

More detailed information regarding shuttle services or routes can be found here (<https://www.uth.edu/shuttle/>) or contact Auxiliary Enterprises (shuttle@uth.tmc.edu).

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

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 (7900 Cambridge) was built in 1982 and features first and second floor units in one-, two- and three-bedroom floor plans. Phase I offers coin-operated or digital pay washers and dryers housed in three laundry rooms across the property.

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

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

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

Leasing office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

UTHealth Houston students are encouraged to join the annual waiting list which opens every January.

Contact Information:

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

Parking Information

Students may obtain contract parking from UTHealth Houston or the Texas Medical Center (TMC). For UTHealth Houston student parking information, call 713-500-3652 or visit their website here (<https://www.uth.edu/parking/>). For TMC information, call 713-791-6161 or visit their website here (<https://www.tmc.edu/parking/contract-parking/>). Reduced rate parking is available at these remote lots: UTHealth Houston South Campus 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 Houston are subject to enforcement of state vehicle inspection laws.

UTHealth Houston On-Campus Parking Available to Students

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

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

University Professional Building (UPB) Garage (6414 Fannin)

Full-access contracts are not available to students at the UPB Garage. However, after-hours contracts are available (see below). The Prairie View A&M University (PVAMU) Garage at 6436 Fannin (next to UPB Garage) offers 24/7 month-to-month parking contracts to UTHealth Houston

students on a first-come, first-served basis. Students may purchase a parking contract for the PVAMU Garage by presenting a valid student ID at the UPB Parking Office.

UTHealth Houston South Campus Lot

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

Research Park Complex (RPC) Lot

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

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

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

After-Hours Parking Contracts

The after-hours parking contracts are available for UCT Garage, UPB Garage and the CSON/SPH lots. These contracts allow parking at the designated facility lots Monday through Friday from 4:30 p.m. to 8:00 a.m., or any time on weekends. The cost for an after-hours parking contract is \$30 per six-month period (January-June and July-December) plus a one-time non-refundable parking card activation fee of \$10. An after-hours parking at the Research Park Complex lot is included with the purchase of a full-access contract at UTHealth Houston South Campus Lot.

For additional information regarding parking services at UTHealth Houston contact:

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

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

Alternative Transportation Options

Van Pool Information

METRO Star offers a monthly subsidy per van pool riders who ride at least twelve times per month round trip. The subsidy is provided direct to the vanpool driver's account and the savings passed on to the rider. To form or join a vanpool, please register on METRO's website (<https://www.metrostar.com>)

www.ridemetro.org/riding-metro/transit-services/star-vanpool/) or call METRO at 713-224-RIDE (7433).

METRO

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

For more information please contact:

METRO (<https://www.ridemetro.org/fares/discounted-and-free-programs/>)

Phone: 713-635-4000

Bookstores

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

A student at UTHealth Houston is not under any obligation to purchase a book or course related supplies from a university affiliated campus store. The same book may also be available from an independent retailer, including an online retailer.

Each campus store offers textbooks, professional references, review books and study guides in a physical print version or digital format. The UTHealth Houston campus stores offer special ordering of books, including book rentals (select titles) and a Price Match Program on adopted textbooks. Please contact your campus store for details on the Price Match Program.

Students will find a wide selection of medical supplies, diagnostic equipment, dental equipment and other course-related supplies. The UTHealth Houston campus stores stock a large variety of scrubs and lab coats and offer embroidery service for these items. Students and faculty can also expect to find UTHealth Houston gift items and emblazoned apparel in stock, and discounted software made available online through the store's websites. Diploma frames are available year-round, including the option to place custom orders online (<https://www.framingsuccess.com/>) using the site's Frame Creator feature.

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

For more information contact:

McGovern Medical School Campus Store #1393

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

6431 Fannin, Suite B600

Houston, Texas 77030

Phone: 713-500-5860

Email: 1393mgr@follett.com

Hours of Operation: Monday-Thursday 9:00 a.m. to 4:00 p.m., and Friday 9:00 a.m. to 2:00 p.m.

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

School of Dentistry Campus Store #1394

7500 Cambridge, Rm 2202

Houston, Texas 77054

Phone: 713-486-4450

Email: 1394mgr@follett.com

Hours of Operation: Monday – Thursday 8:00 a.m. to 4:00 p.m., and Friday 8:00 a.m. to 2:00 p.m.

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

Food Services

University Dining and Catering Services

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

For more information contact:

Phone: 713-500-8400

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

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

Cizik School of Nursing

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

Hours of Operation (excluding university holidays): Monday – Friday, 7:00 a.m. to 2:00 p.m.

School of Dentistry

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

Hours of Operation (excluding university holidays): Monday – Friday, 7:00 a.m. to 2:00 p.m.

McGovern Medical School

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

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

University Center Tower

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

Hours of Operation (excluding university holidays): Monday – Friday, 7:00 a.m. to 2:00 p.m.

Recreation Center

UTHealth Houston Recreation Center

The flagship 26,000-square-foot space plus outdoor areas is located on the South Campus at 1832 West Road. This full-service facility aims to improve work-life balance by offering facilities, equipment and programs designed for fitness, fun and friendly competition. Highlighted by a heated outdoor Olympic-size swimming pool, the Recreation Center also features a full range of cardiovascular equipment, free weights, and resistance equipment. It includes courts for racquetball, basketball, tennis, pickleball, sand volleyball, and table tennis, as well as multi-purpose athletic fields surrounded by an outdoor jogging trail with fitness stations. Programs consist of personal training, motivational and incentive programs, team and individual recreational sports, group fitness classes, seasonal swim lessons, and certification courses by the American Heart Association. Conveniently located adjacent to University Housing, with easy access to the UTHealth Houston Shuttle, and free parking while using the Recreation Center. Important Notice: The parking lot is monitored and vehicles left in the lot will be ticketed and towed.

Membership is open most to students, residents, faculty, staff, and family of the Texas Medical Center and UT System. For UTHealth Houston students currently enrolled in class, membership is included in the student-service fees. Exceptions: MMSI to II and other schools not enrolled in summer classes will need to purchase a membership for summer access. Options for Sponsored Guests are also available. Valid TMC Institutional ID or proof of alumni status is required at every purchase or renewal.

For more information, please visit their website here (<https://www.uth.edu/recreation-center/>).

McGovern Medical School Fitness Center

The satellite 1,800-square-foot space is located on the penthouse floor of the McGovern Medical School at 6431 Fannin Street. Opened in April 2024, this unstaffed facility includes two single-user restrooms with showers, daily lockers with programmable locks while working out and a concise range of cardio and resistance machines to ensure a full body workout.

Membership is open to students, residents, faculty, and staff of UTHealth Houston *only* and includes dual membership to the McGovern Medical School Fitness Center and the Recreation Center. Both facilities are included at no additional charge for all UTHealth Houston students paying student-service fees. Exceptions: MMSI to II and other schools not enrolled in summer classes will need to purchase a membership for summer access. For faculty, staff, and residents, membership must be paid by EFT only.

For more information, please visit their website here.

Student Policies

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

University policies, promulgated under the authority of The University of Texas System Board of Regents' Rules and Regulations, implement the rules of governance and administrative procedures for UTHealth Houston

within the guidelines of the rules and regulations of the Board of Regents, which can be found here (<https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations/>).

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

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

Policies Applicable to GSBS Students and GSBS Graduate Research Assistants

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

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

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

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

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

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

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

Absences

Military Obligations

For any academic term that begins after the date a student is released from active military service (except for Texas National Guard training

exercises) but not later than the first anniversary of that date, a school shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes. On readmission of the student under these circumstances, the School shall provide to the student any financial assistance previously provided by the institution to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's service, such as continuous enrollment or another similar timing requirement; and allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the institution. The university may require reasonable proof from a student of the fact and duration of the student's active military service.

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

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

Military Service Withdrawal

A student who withdraws as a result of being called to active military service may choose:

1. To receive a refund of tuition and fees for the semester;
2. If eligible, to be assigned an "incomplete" ("I") in each course; or
3. At the instructor's discretion, to receive a final grade in courses where the student has completed a substantial amount of course work and has demonstrated sufficient mastery of the course material.

Religious Accommodation

Religious accommodations may be provided to covered individuals (students) who's sincerely held religious beliefs conflict with a University policy, procedure, or other academic program or employment requirement, so long as it does not create undue hardship.

Observing Religious Holy Days

Students who wish to observe a religious holy day that interferes with classes, examinations or completion of assignments must submit a request for accommodation in writing to their school's Academic and/or Student Affairs Office and/or the Office of University Relations & Equal Opportunity ("UREO") for each class to be missed and/or the planned absence(s) not later than the fifteenth calendar day of the semester.

The school's Academic and/or Student Affairs Office and/or UREO will engage in the interactive process with the student and instructor(s) whose course(s) are impacted by the request and respond to the student within a reasonable period of time. Pursuant to Texas law, a request to observe a religious holy day may be denied if the student's absence will interfere with assigned clinical care.

Also, pursuant to Texas law, a student who follows these procedures and is excused from class for a religious holy day may not be penalized, but the instructor may respond appropriately if the student fails to satisfactorily complete a missed assignment or examination within a reasonable time after the absence.

Religious Attire, Dress, Grooming and Other Requirements

Upon request, the university will make reasonable efforts to accommodate covered individuals' attire that is related to their sincerely held religious beliefs and conflict with any university requirements.

Quiet Spaces and Prayer

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

For additional information on the accommodation process and how to request religious accommodation, please see HOOP Policy 112, Religious Accommodation (<https://www.uth.edu/hoop/policy.htm?id=1448072>).

Contact Information:

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

Disability Accommodation

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

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

Accommodations are not retroactive, and require advance notice to implement. To allow adequate time to evaluate the required documentation, engage in the interactive process, and make arrangements for any accommodation to be provided, requestors are strongly urged to contact UREO as soon as possible.

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

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

A list of UTHealth Houston 504 Coordinator's by school can be found here (<https://www.uth.edu/hoop/section-504-coordinators.htm>).

Contact Information:

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

Accommodation and Attendance Requirements

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

Attendance is important to the academic success of a student; however, UTHealth Houston understands that there may be disability or religious related reasons for missed classes. A student can request an exception to a faculty member's attendance policy by requesting an accommodation through the Office of University Relations & Equal Opportunity when related to a disability or a sincerely held religious belief that conflicts with a university policy, procedure, or other academic requirement.

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

Conduct and Discipline

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

HOOP Policy 186, Student Conduct and Discipline (<https://www.uth.edu/hoop/policy.htm?id=2553c1c1-c490-4ad0-a570-e263e12e0dff>)

Student Complaints

UTHealth Houston encourages fair, efficient and equitable solutions for problems or disputes arising out of the educational process in accordance with applicable university or school policies and procedures. This policy applies to formal academic and non-academic complaints and is applicable to all students, including those enrolled in online and/or distance education courses or programs. The policy informs students of procedures in regard to the 2023-2024 General Information Catalog Page 32 following complaints:

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

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

University Emergency Communications

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

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

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

personal cell phone number. Student will also receive two test texts per year.

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

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

HOOP 141, Emergency Management and Business Continuity Plans (<https://www.uth.edu/hoop/policy.htm?id=1448130>)

HOOP 2, Campus Security (<https://www.uth.edu/hoop/policy.htm?id=1447852>)

Campus Security

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

Possession of firearms on university premises is strictly regulated.

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

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

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

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

Making a False Alarm or Report

A person commits a felony offense under Texas law if he/she knowingly initiates, communicates or circulates a report of a present, past, or future

bombing, fire, offense, or other emergency that they know is false or baseless and that would ordinarily:

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

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

Copyrighted Material and Software

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

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

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

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

Criminal Background Checks – Students

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

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

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

Nondiscrimination, Anti-Harassment and Equal Opportunity

UTHealth Houston is committed to providing a working and learning environment free from discrimination and harassment. The University prohibits discrimination and/or harassment by any member of the University community on the basis of race (including hair texture or protective hairstyle), color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the university or any of its component entities on any basis prohibited by applicable law or university policy.

To help achieve an environment free from prohibited discrimination and harassment, the university provides any individual who believes they have been subjected to discrimination or harassment complaint process to address their concerns.

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

Contact Information:

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

Prohibition of Sexual Harassment & Sexual Misconduct

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

In accordance with this commitment, the university's Title IX Office (<https://www.uth.edu/titleix/>) works to prevent prohibited conduct from occurring and responds seriously and appropriately to all reports of prohibited conduct. In addition, the university's Title IX Coordinators are responsible for coordinating the institution's efforts to comply with its Title IX responsibilities, including the institution's Title IX grievance process to investigate and resolve complaints.

The university's policy on prohibition of sexual harassment and sexual misconduct outlines expectations for conduct and consequences for violation of policy for all university community members. To learn more about how to make a report or file a complaint, procedures for

reporting to the Title IX office, or how to obtain supportive measures and resources available through the Title IX office, please see HOOP Policy 59, Prohibition of Sexual Harassment & Sexual Misconduct. (<https://www.uth.edu/hoop/policy.htm?id=1447966>)

Contact Information:

Title IX Office/Office of University Relations and Equal Opportunity
7000 Fannin, Suite 150
Houston, Texas 77030
Phone: 713-500-2255
Email: call@uth.tmc.edu
Website: <https://go.uth.edu/t> (<https://go.uth.edu/equalopportunity/>)titleIX (<https://www.uth.edu/titleIX/>)

Pregnant and Parenting Student Nondiscrimination

UTHealth Houston is committed to maintaining a learning environment that is free from discrimination against pregnant or parenting students in accordance with the Texas Education Code, Section 51.982 and other applicable laws, such as Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex (including pregnancy discrimination) in education programs or activities; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of a disability (including disabilities based on temporary medical conditions from pregnancy); and Title II of the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against individuals with disabilities in public schools such as institutions of higher education.

HOOP 232, Pregnant and Parenting Student Nondiscrimination (https://www.uth.edu/hoop/policy.htm?id=32d838cb-8f11-40f7-b8e5-f42719d41202#_ftn1), outlines prohibited conduct and provides guidance to pregnant students on how to request reasonable accommodation. This policy also provides guidance for pregnant and parenting students who need to request a leave of absence due to their pregnancy or parenting status. Please see full policy linked above.

Contact Information:

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

AIDS, HIV, HBV and HCV Infection

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

The university's policy, which defines terms and addresses general principles, voluntary counseling and testing, work-related exposure, and

educational efforts, is found online in HOOP Policy 158, Bloodborne Pathogen Infection Control (<https://www.uth.edu/hoop/policy.htm?id=1448164>).

Student Immunizations and Health Records

All students registering at UTHealth Houston are required to furnish an immunization record signed by a health care provider. An immunization hold is automatically placed on an applicant's record at the time an application for admission is submitted. If admitted to the university, this hold will block registration. Student Health and Counseling Services will release all immunization holds after proof of immunizations is provided. Students enrolled in fully online degree or certificate programs, who will not participate in any on campus course or events, as determined by the school and with the approval of the Registrar's Office are exempt from HOOP Policy 55, Student Immunizations and Health Records (<https://www.uth.edu/hoop/policy.htm?id=1447958>).

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

- Tuberculosis: TB screening, consisting of an Interferon gamma release assay (IGRA) blood test with either T-spot or Quantiferon-Gold, along with a TB risk assessment questionnaire, must be done within the past 6 months, even for those who received the BCG vaccine as a child. If the IGRA test is positive, a chest x-ray documenting no active tuberculosis must be submitted.
- Measles – proof of two (2) doses of measles vaccine if born after January 1, 1957, administered at least 28 days apart or lab report of a positive rubeola titer confirming immunity or evidence of prior infection;
- Mumps – proof of two (2) doses of mumps vaccine if born on or after January 1, 1957, administered at least 28 days apart or lab report of positive mumps titer confirming immunity or evidence of prior infection;
- Rubella – proof of one dose administered on or after the first birthday or a positive rubella titer confirming immunity or evidence of prior infection;
- Tetanus/Diphtheria and Pertussis – proof of one “booster” dose within the past 10 years. Td/DPT/Dtap does not satisfy this requirement;
- Hepatitis B Virus (HBV) – proof of three-dose series (second dose one month and third dose six months after first dose) or lab report of positive hepatitis surface antibody titer. Students must be vaccinated to most current status possible prior to registering for classes;
- Varicella (chickenpox) – proof of two-dose vaccine series or lab report of positive varicella titer. If varicella titer is negative, varicella vaccine series is required; and,
- Meningococcal (Meningitis) – Documentation of one dose of meningitis vaccine if younger than 22, prior to the beginning of classes. The vaccine must be administered within 5 years and at least 10 days prior to enrollment. (Students 22 and older are NOT required to have meningitis immunization.)

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

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

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

The only exceptions permitted by law are for:

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

Obtaining the required form from the Texas Department of Health Services to establish an exemption for reasons of conscience is a time-intensive process that takes approximately a month.

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

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

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

Substance Abuse – Students

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

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

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

Solicitation on Campus

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

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

Student Travel

UTHealth Houston supports the educational, research and service activities of its students by sponsoring and reimbursing certain approved travel activities and expenditures. All student travel funded or to be reimbursed by the university must use contracted agencies to purchase airfare or rent a car. Travel information is provided by Payment Services – Expense Reimbursement Team found here (<https://inside.uth.edu/travel/>).

Enrolled students can find more detailed student travel information and requirements for international travel here (<https://inside.uth.edu/travel/student-travel/>).

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

Other Important Policies Affecting Students

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

Policy Number, Title and website location:

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

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

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

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

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

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

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

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

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

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

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

121, Student Loan Collections

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

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

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

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

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

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

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

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

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